

Logbook for candidates

July 2007

NVQ

Edexcel Level 4 NVQ in Business and Administration
Issue 3

Section 1: Edexcel Level 4 NVQ in Business and Administration

Introduction

This document gives you information about to the Edexcel Level 4 NVQ in Business and Administration. You should read it in conjunction with the *Edexcel NVQ Candidate's Guidance*, which is included on the Edexcel Levels 1-4 NVQs in Business and Administration CD ROM.

National Occupational Standards and NVQs

The standards, assessment strategy and qualification structures for Business and Administration are owned by The Council for Administration (CfA). The NVQ has been developed from the National Occupational Standards.

The Edexcel Level 4 NVQ in Business and Administration recognises the skills, knowledge and understanding of candidates and allows them to gain a qualification in the workplace that relates to their job area and promotes good working practice.

Contact details of the standards setting body:

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The Edexcel Level 4 NVQ in Business and Administration is designed to be assessed in the workplace. Simulation is not permitted in any of the units of this NVQ.

Which Edexcel Business and Administration NVQs are available?

The NVQs in Business and Administration are currently available as follows:

- Edexcel Level 1 NVQ in Business and Administration
- Edexcel Level 2 NVQ in Business and Administration
- Edexcel Level 3 NVQ in Business and Administration
- Edexcel Level 4 NVQ in Business and Administration.

It is important that you select the most appropriate level.

Who is this Edexcel NVQ for?

As a candidate for the Edexcel Level 4 NVQ in Business and Administration you can expect to work as a company secretary or as a head of administration, which means you hold a central administrative role in an organisation. Some 'low'-level management skills are introduced, like those in the units 'Manage projects' and 'Chair meetings'.

What progression opportunities does this Edexcel NVQ offer me?

As a Level 4 candidate you can progress in your own job, eg to a central administrative role in an organisation. You could also progress to:

- other Edexcel qualifications such as the Edexcel Level 5 BTEC Professional Award/Certificate/Diploma in Management Studies and the Edexcel Level 5 BTEC Higher National Certificate/Diploma in Business
- higher-level qualifications such as the Edexcel Level 7 BTEC Advanced Professional Award/Certificate/Diploma in Management Studies.

What is the structure of the Edexcel Level 4 NVQ in Business and Administration?

To achieve the whole qualification at Level 4, you must prove that you are competent in **two** mandatory units and **four** option units. (See directions for selection from Group A and Group B option units, pages 4 and 5.)

Mandatory units for the Level 4 NVQ in Business and Administration

Candidates must achieve both of the units listed below.

Unit number	Title	Element	Title
401	Carry out your responsibilities at work	401.1	Communicate information
		401.2	Plan and be accountable for your work
		401.3	Improve your own performance
		401.4	Behave in a way that supports effective working
402	Work within your business environment	402.1	Work to achieve your organisation's purpose and values
		402.2	Apply your employment responsibilities and rights
		402.3	Support sustainability
		402.4	Support diversity
		402.5	Maintain security and confidentiality
		402.6	Assess and manage risk

Option units for the Level 4 NVQ in Business and Administration

Group A

Candidates may achieve **one** of the units listed. If you have already achieved one of these units as part of the Level 3 NVQ in Business and Administration, then the usual Accreditation of Prior Learning (APL) procedures can be applied.

Unit number	Title	Element	Title
305	Manage and evaluate customer relations	305.1	Identify customer needs and expectations
		305.2	Deliver services
		305.3	Monitor and evaluate services
310	Research, analyse and report information	310.1	Research information
		310.2	Analyse and report information

Option units for the Level 4 NVQ in Business and Administration

Group B

You must achieve **four** option units.

You may choose **four** of the units listed, or, if **one** unit has been taken from Group A, **three** of the units listed.

NB: Some of these units have single elements, with no separate title. Where this occurs, the element number and title are shown as not applicable (N/A).

Unit number	Title	Element	Title
403	Manage an office facility	N/A	N/A
404	Manage contracts	404.1 404.2 404.3	Identify and select contractors Monitor contractors' performance Evaluate contractors' performance
405	Negotiate and agree budgets	N/A	N/A
406	Monitor and review the implementation of corporate objectives, strategies and policies	406.1 406.2 406.3	Develop and establish systems for monitoring the implementation of corporate objectives, strategies and policies Analyse and evaluate corporate performance Identify and implement improvements in corporate performance
407	Inform and facilitate corporate decision-making	407.1 407.2	Promote and facilitate effective corporate governance Advise corporate decision-makers on the organisation's ethical and social responsibilities
408	Evaluate internal and external factors and promote partnership working	408.1 408.2	Monitor, evaluate and communicate internal and external factors Help to establish arrangements or relationships which further corporate interests

Unit number	Title	Element	Title
409	Manage risk	N/A	N/A
410	Create and manage information systems	N/A	N/A
411	Manage projects	411.1 411.2 411.3	Plan the project Run the project Evaluate the project
412	Chair meetings	412.1 412.2 412.3	Before the meeting During the meeting After the meeting
413	Promote innovation and change	413.1 413.2	Identify and develop opportunities for change Implement change
414	Develop productive working relationships with colleagues and stakeholders	N/A	N/A
415	Allocate and monitor the progress and quality of work in your area of responsibility	N/A	N/A
416	Recruit, select and keep colleagues	N/A	N/A
417	Provide learning opportunities for colleagues	N/A	N/A
418	Provide leadership in your area of responsibility	N/A	N/A