

## **NVQ Business and Administration**

Subject Leader: Mr. J. Gitau

Exam Board: OCR

Level: 2 & 3

The course is suitable for those students who want to combine study with work experience.

An NVQ (National Vocational Qualification) is a qualification that assesses someone's competence (that is the skills, knowledge and understanding they have) within a work situation. NVQs are based on the national occupational standards that describe the level and breadth of performance expected of anyone working in the industry or sector that these NVQs cover.

Carrying out 'real' work within a chosen business makes up the portfolio and using this work the student then follows a set of knowledge & performance criteria laid down by the Examination Board to produce evidence to achieve the unit. This would include obtaining copies of any work that has been personally produced whilst in the working environment, with the permission of the company. St Mary's School is one business available as the work placement. NVQ students have their own office & carry out administrative work on behalf of subject leaders and teachers.

### **Method of Assessment:**

100% portfolio. Evidence is assessed as it is carried out, then internally verified and finally once all the units have been completed, an external verifier visits the school to check the portfolio and if satisfied will award the NVQ.