



Train to Gain NVQs

Train to Gain is a national government initiative available to employers to help support the development of their employees who do not qualify for Apprenticeships and are aimed at employees seeking to gain their first full Level 2 qualification. Staff can gain a nationally recognised NVQ qualification at level 2 in a range of sectors. Train to Gain NVQs offer the opportunity for staff to train and gain qualifications in their jobs.

Train to Gain NVQs take on average 20 to 50 hours spread over a number of months to complete depending on the qualification and prior knowledge level.

Workplace assessment:

The key question is not whether you can pass an exam but what impact your learning has on your ability to do your job. The assessment will therefore be on the basis of the actual work you do as a result of the course.

What are the entry requirements?

You must be employed as a paid employee or working as a volunteer, **aged over 19, ordinarily UK resident (Over 3 years)**, and do not currently have a full Level 2 or higher qualification.

Examples of full Level 2 qualifications:

- * NVQ 2 in any subject, or higher
- * 5 GCSE's (or equivalent) at Grade C or above
- * One or more A Levels
- * BTEC First Certificate, with credit or distinction
- * BTEC First Diploma
- * GNVQ Intermediate Certificate
- * RSA Diploma, or RSA Stage 2
- * C&G Higher Operative or Craft qualifications
- * Pitmans Intermediate Level 2/PEI Stage 2
- * Edexcel National Certificate and Diploma





Course name: Business and Administration Level 2 NVQ

Course tutor: Senior tutor

How many weeks is the course?

On average, a minimum of 20 hours over ten weeks depending on learner knowledge, skills and experience.

What are the dates of the course?

On-Going

What are the days and times of the course?

In-house Training:

Weekdays, 9:30 am - 4:30pm

Offsite training: Learners/employers to select days from the following days:

Weekdays

Please note: Offsite learners who do shift work can attend Saturday AM And Tuesday Evening sessions.

What Qualifications will I get?

C&G Business and Administration Level 2 NVQ

Which modules will I cover?

In order to achieve the NVQ, you will need to complete the following **two mandatory** units:

- Carry out your responsibilities at work
- Work within your business environment

Then you will choose to study **three** of the following optional units:

- Ensure your own actions reduce risks to health and safety
- Work effectively with other people
- Manage customer relations
- Organise and support meetings
- Word processing software
- Spreadsheet software
- Database software
- Presentation Software
- Use IT to exchange information
- Operate office equipment
- Prepare text from notes
- Produce document
- Work effectively with other people

What else could I do on the programme

Learners who score below L1 must attend Literacy and numeracy sessions before they can enter the Train to Gain programme.

How is the learning Marked/Assessed?

(Portfolio building, work products, assessor observation of learner performance, questions and answers, professional discussion)

Please Note

Optional Modules to be discussed and agreed with tutor

