



# Administration NVQ 1

*Carol Carysforth, Mike Neild*

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This photocopiable resource pack meets the current NVQ Assessment and Performance Criteria for Level 1. The simulations cover all the mandatory and optional units in a real work place situation. All the tasks include the scene-setting, information and documentation as well as lists of equipment needed, ready-made interruptions and record-keeping checklists. Ideas are provided for giving students further opportunities to demonstrate competence and full instructions for students on how to set up and maintain a portfolio.

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