

# SUPPORT SERVICES IN HEALTH CARE (POSTAL) Level 2

NVQ code: Q5000111

Please refer to the Edexcel NVQ Portfolio - Accreditation Listing on the Edexcel website for the current accreditation expiry date for these NVQ units

Type of unit	Unit Code	Unit Title
Mandatory	U1028692	Foster people's equality, diversity and rights
Mandatory	U1028704	Contribute to the effectiveness of work teams
Mandatory	U1028695	Promote, monitor and maintain health, safety and security in the workplace
Mandatory	U1053838	Give customers a positive impression of yourself and your organisation
Optional	U1028698	Support and control visitors to services and facilities
Optional	U5000986	Transport supplies of physical resources within the work area
Optional	U1028699	Receive, transmit, store and retrieve information
Optional	U5000019	Support the use of information technology
Optional	U5000987	Minimise and deal with aggressive and abusive behaviour
Optional	U5000531	Organise the receipt and storage of goods
Optional	U5000006	Distribute and dispatch mail

### Minimum units required:

All four Mandatory Units and four Optional Units are required for successful completion of this NVQ.