

<b>Course Title:</b>		<b>NVQ Level 3 Business and Administration Diploma</b>					
<b>Course Code:</b>		N4001BWS	<b>Centre:</b>	North Cheam	<b>Tutor:</b>	Jo Rapson	
<b>Day:</b>	Thursday	<b>Start Date:</b>	16/09/2010	<b>Length:</b>	10 Months	<b>Time:</b>	09.30-12.30

### Course Content/Syllabus

Classroom sessions are held regularly over a 9 month period, candidates are required to attend **all** sessions. In addition, an assessor will visit your workplace to assess performance, as evidence is gathered for your portfolio.

Candidates complete a variety of units to a minimum of 40 Credits including 13 credits from the mandatory four core units. These are:

- Manage own performance in a business environment
- Evaluate and improve own performance in a business environment
- Work in a business environment
- Communicate in a business environment

Candidates are assisted in selecting suitable optional units from the Level 3 'core' Selection to complete the minimum 40 credits required. These include:

- Work with other people in a business environment
- Supervise an office facility
- Design and produce documents in a business environment
- Plan and organise an event
- Plan and organise meetings
- Order products and service

**After completing the course, students should be able to:**

- Carry out job role more effectively;
- Demonstrate knowledge and practical capability in business and administrative practices

### Assessment Methods

Your work performance will be observed in the workplace by an assessor or witness  
You will compile a portfolio of evidence

### Home Study

Home/work study is essential in order to achieve.

### Session Dates:

16/09/10, 14/10/10, 11/11/10, 02/12/10, 13/01/10,  
10/02/10, 24/03/10, 05/05/10.  
Plus assessing appointments as arranged

### Entry Requirements

Candidates need to be working in any of the following roles, or roles similar to these:  
team leader, supervisor, office administrator

### English, Maths & IT Skills Required

Basic literacy and numeracy skills. Candidates will be given support if appropriate.

**Please note that you must send the pre-entry assessment form with your enrolment and fee, so that we can identify any additional support needs. The form is in the prospectus or available from [www.scola.ac.uk/enrol/form](http://www.scola.ac.uk/enrol/form)**

### Exam Fees

- Any applicable exam fees are included in the course costs.

### Extra Costs (eg course materials & textbooks)

- a folder for portfolio

You are advised not to purchase text-books or equipment until the course is confirmed.

### For your first session, please bring:

- Paper, pen/pencil.

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

**Higher management programmes**

### Attendance

Regular attendance is required. **All students enrolling on this course must take the accreditation.**

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