

Course Title:		NVQ Level 2 Business and Administration Certificate					
Course Code:		N4002BWS	Centre:	North Cheam	Tutor:	Jo Rapson	
Day:	Thursday	Start Date:	23/09/2010	Length:	10 Months	Time:	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 21 Credits including 9 credits from the mandatory four core units. These are:

- Manage own performance in a business environment
- 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 2 'core' selection to complete the minimum 21 credits required. These include:

- Prepare documents in a business environment
- Support the organisation of an event
- Support the organisation of a meeting
- Use electronic message systems
- Take Minutes
- Handle Mail
- Provide reception Services
- Meet and Welcome visitors
- Use office equipment

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

Session Dates:

23/09/10, 21/10/10, 18/11/10, 09/12/10, 20/01/10, 17/02/10, 31/03/10, 12/05/10.

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

Exam Fees

-

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.

Attendance

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

Home Study

Home/work study is essential in order to achieve.

Progression/Further Opportunities:

Higher management programmes