DELMON ACADMY

NCFE LEVEL 2 AWARD IN

OCCUPATIONAL STUDIES FOR THE WORKPLACE

AWORD OVERVIEW:

This qualification is designed to promote a hands-on approach to learning, enabling trainees to gain practical skills, knowledge, and understanding in their chosen vocational areas. The experience gained may help learners prepare for employment through real or simulated work situations."

AWARD

UNITS

- Unit 25 Communication skills for business (M/504/9357) 3 Cr/ 24 hours.
- Unit 26 Understanding office procedures (D/505/5459) 3 Cr / 30 hours.

AWARD

LEARNING OUTCOMES:

- Be able to write a formal letter.
- Be able to communicate effectively on the telephone.
- Be able to take part in a meeting.
- Know how to handle mail.
- Know how to find and store routine documents in paper-based systems.
- Know how to find and store routine documents in computer systems.

ASSESSMENT

Internally assessed and externally quality assured portfolio of evidence

TRAINING METHODOLOGY

Higher thinking skills; Presentation, Discussion, Classroom activities and Practical skills.

TOTAL HOURS

54 HOURS

UPON SUCCESSFUL COMPLETION, CANDIDATE WILL RECEIVE NCFE LEVEL 2 AWARD IN OCCUPATIONAL STUDIES FOR THE WORKPLACE.

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