NCFE Level 2 Certificate in

Occupational Studies for the Workplace



Certificate 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

Certificate 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.
- Unit 28 Using email (D/505/3310) 3 Cr/ 20 hours.
- Unit 29 Word processing software (M/505/3313) 4 Cr/ 30 hours.

Learning Outcome

- Communication skills: Writing formal correspondence, communicating over the phone, participating in meetings, and managing emails (sending, receiving, and organizing).
- Correspondence and document management: Handling mail and locating and storing documents in both paper and electronic formats.
- Text processing: Entering and integrating text and information, and creating and modifying document formats and layouts.
- Presentation and formatting: Using word processing tools to present and format documents effectively to meet requirements.

TRAINING METHODOLOGY

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

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

114 HOURS.



Internally assessed and externally quality assured portfolio of evidence.

77111176 -35554382-36588896

@ Delmon.academy
https://delmonacademy

Al Hoora, Bldg. 319 (Exhibition Street)