

Level 2 Business & Travel (Occupational Studies for the Workplace)



Course Overview

This study programme is designed to provide an interesting introduction to the world of Business, Travel and Tourism. You will have the opportunity to develop a range of skills and techniques essential for successful performance in working life. You will develop the communication skills needed for working in the business and/or travel and tourism sector. Take your first steps towards your career with this full-time study programme taught by dedicated professionals.

A mixture of classroom based learning and practical activities. Video and photographic evidence is used throughout the year to record progress. As well as projects and assignments based on realistic workplace situations and activities. Learning methods will include classroom presentations, group work, research tasks, exhibitions and visits and guest speakers. You will develop skills and benefit from our links with employers along with various practical activities and visits to support your learning.

What You Will Study

The qualification studied is the NCFE Level 2 Diploma in Occupational Studies for the Workplace. Within the course you will study a variety of units covering topics that may include:

- Problem solving in the workplace
- Working in a team
- Improving productivity using IT
- Spreadsheet software
- Presentation software
- Understanding airline and airport operations
- Understanding the leisure industry
- Understanding the tourism industry
- Understanding careers in leisure and tourism
- Retail and service enterprise
- Communication skills for business
- Office procedures

How You Will Be Assessed

Assessments will also be varied to ensure you have every opportunity to demonstrate

START DATE	LEVEL
September	Level 2
STUDY MODE	DURATION
Full-time	1 year
AWARDING BODY	LOCATION
Northern Council For Further Education	Selby College



For further information
about this course, including
Entry Requirements,
Assessments and Further
Study, scan the QR code.

Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email courseinfo@heartofyorkshire.ac.uk.

To learn more about Selby College, our facilities and how we can support you please visit our website www.heartofyorkshire.ac.uk.

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your knowledge. You may be assessed through practical tasks, short-answer questions, research tasks, written assignments, producing visual displays such as leaflets, observations of role-play. Students may also undertake research, case studies and investigations, presenting your findings in a variety of formats such as reports, brochures and presentations that you might find in working situations within the industry.

Entry Requirements

5 GCSEs Grade 9-3

OR

A relevant level 1 qualification

Further Study

On completion with the appropriate pass and English and Maths grades, you can progress onto Level 3 Travel and Tourism or Level 3 Business. Alternatively, there are opportunities for Apprenticeships in areas such as Accounting and Business Administration, customer service, amongst a variety of others.