



Secretarial Skills

CLAIT Level 2 Certificate

Text Processing Certificate and Diploma Level 2.

During uncertain climates such as these, this is the time to take the opportunity to consider more than one career path and acquire vital skills that will always be in demand in the job market. Secretarial Skills provide students with office IT skills and replaces one AS Level subject in year one at Level 2. In year two students can choose to take the course to Level 3, alongside A Levels. These qualifications are also very sought after by Temping Agencies during the summer months and will assist them in gaining valuable and well-paid work experience during the holidays.

Requirements:

The College minimum to start an advanced level course is one grade B and four grade Cs at GCSE. Students wishing to undertake this course require grade B or above at GCSE English Language. The student will also be expected to meet the Average Points Score for this subject.

This qualification will focus on:

- developing text and word processing skills;
- developing business presentation skills;
- developing audio transcription skills; and
- creating and manipulating spreadsheets and databases.

You can expect to:

- complete a suite of IT OCR single subject secretarial qualifications using Microsoft Office;
- demonstrate Powerpoint presentation skills at Level 2; and
- achieve the Plus CLAIT Certificate using Excel and Access.

Method of assessment:

For the CLAIT award, students will need to pass practical assessments in three units. Further external examinations lead to Level 2 qualifications.

Progression:

In the second year, students now have the opportunity to progress onto Level 3, achieving secretarial skills qualifications in the Text Processing Certificate and Diploma. To qualify, students will need to have completed the Level 2 Text Processing Suite.

Students can use their qualifications to take up employment as a PA or office administrator or go on to further training in administrative areas. Students taking three A Levels with the programme will be eligible for higher education courses.

Student Success at Havering Sixth Form College:

In 2009-2010, 100% of students achieved the CLAIT Level 2 qualification and 100% of students achieved the Text Processing Certificate at Level 2 and Level 3.