

A Centre's guide to SmartScreen.co.uk



**Level 3 Certificate/Diploma in Business &
Administration (4428)**

A Centre's guide to Award/Certificate/Diploma in Business & Business Level 3 Certificate/Diploma in Business & Administration (4428)

City & Guilds SmartScreen is our dedicated online portal, supporting over 140 qualifications. It currently boasts over 80,000 pages of content and resources for tutors and learners.

How can SmartScreen help me?

The Award/Certificate/Diploma in Business and Administration NVQ L3 (4428) is now live on smartScreen.

Units supported at L3:

301,302,303,304,305,306,307,308,309,310,318,322,325,327

- **Guidance for candidates** – information for candidates on each unit
- **Handouts and worksheets** – can be used by tutors in the classroom or set for homework, by learners to review what they have learned. They can be projected onto the whiteboard or downloaded for tutors to make changes and adapt to their delivery style and learners' needs
- **Revision cards** – helping learners summarise the main points of each unit with engaging activities
- **Knowledge tests** – based on the underpinning knowledge requirements of the unit
- **Interactive activities** – these can be downloaded or completed online and include quizzes, crosswords and word searches.

Other support materials include:

- Learning Styles Profiler – find out more about your learners' preferred learning styles. View their stored results in the 'my learners' section
- Tutor discussion forum – ask advice, seek views, share best practice with your peers
- Useful websites and recommended books
- Glossaries and FAQs
- Career development support – to ensure continuous professional development.

Why choose SmartScreen?

- **Shake learning up** - offers flexibility in lesson delivery and learning styles.

- **Engage and motivate** - learning via game like activities and visual resources will help inject the fun back into learning. You may even notice an increase in retention levels.

- **Learn on the go and outside the classroom** - with the internet so assessable, learners can access the resources at any time even on their mobiles.

- **24 hour support network** – Tutor forums are a great way to request information and advice, as well as gain access to an expert in the field. Available for your specific qualification plus you'll have access to forums dedicated to the Qualifications Credit Framework (QCF) and Functional Skills.

- **Stay on top** – our resources will help your tutors and learners achieve qualification success. Centres often tell us that our resources help them achieve their ILT/ECT targets.

- **Do what you do best** – our lessons plans, handouts and worksheets will save tutors time, meaning they can keep their heads out of the paper work and do what they do best... teach!

Try before you buy

Take 20 minutes to let us show you all the material available, you won't even need to leave your desk. Find out more at www.SmartScreen.co.uk/webconferencing

How do I subscribe?

For only £250 all your tutors and learners will gain access to the resources regardless of numbers.

3 easy ways to subscribe:

- Visit: www.walled-garden.com. Once logged in, enter **SS4428** in the search field. SmartScreen resources will appear in the search results.

- Email: directsales@cityandguilds.com

- Call: **0844 543 0000**

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Key points

- Unique in the FE market
- One centralised resource
- Unlimited tutor and learner logins
- Qualification and level specific
- Great value for money