

A Centre's guide to SmartScreen.co.uk

City & 
Guilds

www.SmartScreen.co.uk

December 2007



N/SVQ in Business and Administration Level 2 (4404)

A Centre's guide to Business Administration qualifications on SmartScreen.co.uk

What is SmartScreen and how can it help?

SmartScreen is a dedicated online support portal that provides over 56,000 pages of dedicated materials for learners and tutors for more than 114 City & Guilds qualifications. It helps engage learners in the excitement of learning through the use of pre-seen lesson plans, careers advice, sample questions and much more.

With SmartScreen your learners can be more involved in their learning and tutors can free up more time to do what they love the most - teach!

What is supported?

N/SVQ in Business and Administration Level 2 - units 201, 202 (coming soon), 110

IT units: 212, 213, 214, 215, 216, 217, 218

What materials are available?

All the materials on SmartScreen have been designed to support tutors delivering and learners taking the N/SVQ in Business and Administration Level 2. Some are based around the units, while others are provided to support the qualification as a whole.

In addition to the more general qualification support materials and material already available in the centre guide, we include the following support materials for units 201, 202 and 110:

- glossary of terms
- explanation of each standard
- example tasks and work tasks for learners to complete
- explanation of skills
- explanation of underpinning knowledge

A knowledge test for Level 2 is also available

Support material for IT units includes:

- guidance for candidates
- handouts
- worksheets

Other support material includes:

- tutor forum
- recommended books and websites
- glossary of terms
- frequently asked questions

SmartScreen is constantly evolving with new content and services being added for tutors and learners throughout the lifespan of your subscription.

To view all the qualifications currently supported by SmartScreen please visit www.smartscreen.co.uk/rollout

Why Subscribe?

- Subscription to SmartScreen will assist in meeting ILT/ICT targets

- SmartScreen will save your tutors and learners time as it provides relevant, qualification specific support all concentrated in a centralised place

- The support provided by SmartScreen is of the highest quality and relevance, endorsed by City & Guilds and written by subject matter experts

- SmartScreen will help improve the retention rate and attainment levels of learners by providing them with evolving online support relevant to their specific qualification

- SmartScreen is unique in the FE market and complements the entire teaching and learning experience, ultimately assisting centres to sell their qualifications

Try before you buy...

Would you like to see the materials before you buy? Now you can with our free online demonstrations. To view the current schedule or to book your place please visit:

www.SmartScreen.co.uk/webconferencing

How do I subscribe?

SmartScreen provides exceptional value. For only £175 per level per year, a centre will have access to SmartScreen for all relevant tutors and learners, regardless of numbers.

As a City & Guilds centre subscribing is easy. Visit www.smartscreen.co.uk/subscribe and complete the online order form and we will contact you directly to process your order and set up your centre.

How do I find out more?

To find out more about SmartScreen, please visit www.smartscreen.co.uk. Alternatively you may contact the SmartScreen Team on 0207 294 3435 or email subscribe@smartscreen.co.uk.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

©2006 The City and Guilds of London Institute. All rights reserved.

City & Guilds is a trademark of the City and Guilds of London Institute. City & Guilds is a registered charity (number 312832) established to promote education and training.

1 Giltspur Street, London EC1A 9DD Telephone 020 7 294 3435
Facsimile 020 7 294 3414 E-mail subscribe@smartscreen.co.uk
Website <http://www.smartscreen.co.uk>

December 2007

Key points

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