

NCV DEPARTMENT: STUDENT ACTIVITIES – OFFICE PRACTICE LEVEL 3

DATES: 18-22 May 2020

DATES	TOPICS	ACTIVITIES
18/05/2020	Topic 5: CO-ORDINATING MEETINGS, MINOR EVENTS AND TRAVEL ARRANGEMENT	<p>MODULE 15: HEADING:</p> <p>Making travel, car hire and accommodation requirements. NB: Students to read through the following subheading, and complete Assessment Activity 15.1</p> <p>Sub-heading/unit</p> <ul style="list-style-type: none"> Confirming in writing that suitable accommodation is secured and car hire has been booked, go through the information needed once both the accommodation and car hire is been booked. <p>NB: Students to complete activity</p>
19/05/2020	Topic 5: CO-ORDINATING MEETINGS, MINOR EVENTS AND TRAVEL ARRANGEMENT	<p>Sub-heading/Unit 15.3</p> <ul style="list-style-type: none"> Forwarding travel arrangements made and all necessary documentation to the attendees <p>NB: Students to read through the above sub-heading, pay attention to the information contained in the confirmation letter.</p> <p>Sub-heading/Unit 15.4</p> <ul style="list-style-type: none"> Processing invoices relating to car hire and accommodation <ul style="list-style-type: none"> Sub-heading/Unit 15.5 Processing advance disbursements for travel, car hire or accommodation and <ul style="list-style-type: none"> Procedure for processing advance disbursements <p>NB: Students to complete assessment activity 15.3</p>

20-21/05/2020	<p>Topic 5: CO-ORDINATING MEETINGS, MINOR EVENTS AND TRAVEL ARRANGEMENT</p>	<p>MODULE 16: HEADING:</p> <p>Assembling and distributing documentation to attendees in good time.</p> <p>NB: Students to read through the following sub-headings: Sub-heading/Unit 16.1:</p> <ul style="list-style-type: none"> • Establishing a deadline for receipt of documentation from contributors. • 16.2: Communicating the deadline to contributors <p>NB: students to read through a letter of communicating a deadline to contributors.</p> <p>NB: Lecturer to discuss additional ways of communicating deadlines to contributors with the students (Assessment activity 16.1)</p> <ul style="list-style-type: none"> • Sub-heading/Unit 16.3: Assembling, copying and collating documents. <p>Assessment activity 16.3 (Sim manager to go through the activity with the students)</p> <ul style="list-style-type: none"> • Sub-heading/Unit 16.4: Distributing relevant documents in hard or electronic form to participant on time. <p>NB: students to do the following tasks:</p> <ul style="list-style-type: none"> • To complete Assessment activity 16.3 • read through the summary on page 135 and • Do summative assessment of page 136.
22/05/2020	<p>Topic 6: Monitoring and controlling the receiving and satisfaction of visitors</p>	<p>Module 17: Heading: Overseeing the reception of visitors.</p> <p>NB: Students to read through the following sub-headings/Units</p> <ul style="list-style-type: none"> • 17.1 Receiving visitors • 172 Processing documents and deliveries

		<p>NB: Students to study example of delivery note on page 141. And complete Assessment activity 17.1</p> <p>NB: Students to read through the following sub-heading/units:</p> <ul style="list-style-type: none"> • 17.3 Identifying, noting and recording areas of non-conformances for possible remedial action • Students! Complete Assessment activity 17.2 • To read through the following sub-heading/unit 17.4 <ul style="list-style-type: none"> • 17.4: Identifying areas of improvement • Read through case study and complete Assessment activity 17.3
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All the best in the coming week students and remember! "Things always get better with time!!"