

### **WHY CHOOSE LANGUAGES?**

In today's job market, the ability to speak in a foreign language gives you the edge over other prospective employees. NOT everyone speaks English and NOT every employer is happy to be outshone by foreign business colleagues who have a workforce able to communicate in another language.

Modern languages are a basic requirement in today's world, where business is global and where people are mobile. It is generally recognised that the in-depth study of a foreign language broadens your horizons, both culturally and professionally. Many employers seek employees with more than a basic grasp of a foreign language.

You can either follow a Level 3 course (equivalent to AS level) in French, German, Spanish or Italian, or a Level 1 Beginners Course in Spanish or Italian.

### **HOW USEFUL WILL IT BE?**

NVQs are for you if you want to study a language without the stress of exams. It is a portfolio-based qualification, which will develop your language skills through focusing on varying situations which are all typical of a modern day business environment. Over the duration of the course you will be familiarising yourself with vocabulary and learning how to use it in the workplace.

The emphasis of the course is in the application of language to real-life scenarios. Could you: translate that fax from Madrid? Greet a client from Rome? Make a phone call to book the accommodation for your company's business trip to Berlin? Book holiday flights over the phone in French?

### **WHAT WILL YOU NEED TO DO TO BE SUCCESSFUL?**

For Level 3 you should have a C Grade or above in your chosen language. ICT plays a large role in the NVQ qualification with presentations being recorded, work being word-processed and websites developed. You must also be prepared to do at least 2 hours private study per week.

### **WHAT WILL YOU STUDY ON THE COURSE IN YEAR 12?**

Some basic material needs to be taught. You will learn how to meet and greet, tell the time, make a phone call, spell things out, use numbers, express opinions, give directions, give information on your local area - then you will apply all of these to a business context – meeting and greeting a guest who has arrived for an important business meeting; arranging a schedule for him/her; making recommendations to the visitor about where to go in your local area and advising how to get there; calling to make arrangements for your own office's trip to Spain or South America; making sure the details are correct and finding out how much your company will need to spend.





SIXTH FORM

### **HOW IS THE NVQ ASSESSED?**

The NVQ is a portfolio-based course and you will have to meet the various requirements set out in the standards in the four different skill areas of reading, writing, listening and speaking.

As stated previously, ICT plays a large role in the NVQ qualification with presentations being recorded, work being word-processed and websites developed. All of this is undertaken with a view to presenting your portfolio as a professional piece of evidence of the work you have done throughout the year.

### **HOW MUCH TIME WILL YOU HAVE TO SPEND ON PRIVATE STUDY / RESEARCH?**

The NVQ will require you to spend at least 2 hours per week, outside of class time, studying and preparing your portfolio.

