



QEF

queen elizabeth's
foundation for
disabled people

Vocational Services

QEF Vocational Services specialise in training people with disabilities, for sustainable employment.

Business Administration

Our OCR Business and Administration programme aims to recognise the knowledge, skills and competence demonstrated by an individual in the workplace.

By working on a variety of tasks and assignments at the same time candidates manage their time and resources to meet negotiated deadlines and to provide variety in their working day; programmes are tailored to meet individual needs.



Your individual employment programme may include some of the following:

- Work with others in a business environment.
- Communicate in a business environment.
- Manage and improve own performance in a business environment.
- Make and receive calls.
- Use diary systems.
- Handle mail.
- Store and retrieve information.
- Archive information.
- Meet and welcome visitors.
- Use office equipment.

Real work opportunities and interaction with customers and colleagues provide opportunities for acquiring skills and gaining confidence.



All provision is subject to change based on Awarding Organisation requirements.

For further details and a referral form contact:

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