



Example programme plan

NCFE Level 3 Diploma in Skills for Business
QN: 601/2640/1

NCFE Example Study Programme

NCFE Level 3 Diploma in Skills for Business (601/2640/1)

Example programme plan

Programme title	NCFE Study Programme Level 3 Diploma Skills for Business	
Main programme structure		
Level 3 Diploma in Skills for Business (choice of 6 units from 10 available choices)		Delivery hours
Unit 01 Business culture and responsibilities (H/505/9691)		60
Unit 02 Deliver customer service in a business environment (T/505/9694)		60
Unit 03 Produce documents in a business environment (F/505/9696)		60
Unit 04 Solve problems in a business environment (R/505/9699)		60
Unit 05 Work with others in a business environment (J/505/9702)		60
Unit 06 Communicate in a business environment (K/505/9692)		60
Unit 07 Contribute to running a project (T/505/9758)		60
Unit 08 Innovation in a business environment (T/505/9744)		60
Unit 09 Manage and improve own performance in a business environment (L/505/9703)		60
Unit 10 Respond to change in a business environment (D/505/9706)		60
Total		360
Employability preparation and enrichment		Delivery hours
Induction/tutorial/study skills time – NCFE Level 3 Award in Job search and Interview Skills (600/1749/1)		30
Portfolio review/self-development (extra hours to be built into course delivery): Could be non-certificated or could include NCFE Level 3 Award in Learning to Learn for Higher Level Studies (600/4997/2)		30
Work experience/volunteering/leadership - could include NCFE Level 3 Award in Employability Skills (500/6639/0)		36-60
Total		120

Additional qualifications	Delivery hours
GCSE Maths (those with a grade D or Functional Skill at Level 2)	
GCSE English (those with a grade D or Functional Skill at Level 2)	
NCFE Functional Skills Maths (those with a grade E or lower, or Functional Skill at Level 1)	45
NCFE Functional Skills English (those with a grade E or lower, or Functional Skill at Level 1)	45
Total	90
Overall total	570