



Example curriculum plan

**NCFE Level 3 Diploma in Skills for Business:
Human Resources
QN: 601/2649/8**

Example Curriculum Plan

Year 1

Course title: NCFE Study Programme Level 3 Diploma in Skills for Business: Human Resources

Example showing 6 units chosen from 10 available core units and 3 units from the possible 5 Human Resources specialist pathway units.

Personal Tutor

| Unit title | Unit Tutor A B (If applicable) | Alternative Tutor | Total hours taught | Resource needs |
|--|--------------------------------------|----------------------|--------------------------|---|
| SEMESTER 1 | | | | |
| Business culture and responsibilities (H/505/9691) | | | 60 | Internet connectivity/classroom |
| Deliver customer service in a business environment (T/505/9694) | | | 60 | Internet connectivity/classroom and Placement |
| Produce documents in a business environment (F/505/9696) | | | 60 | Internet connectivity/classroom and placement |
| SEMESTER 2 | | | | |
| Solve problems in a business environment (R/505/9699) | | | 60 | Internet connectivity/classroom and placement |
| Work with others in a business environment (J/505/9702) | | | 60 | Internet connectivity/classroom and placement |
| Respond to change in a business environment (D/505/9706) | | | 60 | Internet connectivity/classroom and placement |

| Unit title | Unit Tutor A B (If applicable) | Alternative Tutor | Total hours taught | Resource needs |
|------------|--------------------------------------|----------------------|--------------------------|-------------------|
|------------|--------------------------------------|----------------------|--------------------------|-------------------|

ALL YEAR

| | | | |
|-------------------|--|--------|---|
| | NCFE Level 3 Award in Job Search and Interview Skills (600/1749/1) | 30 | Internet connectivity/classroom and placement |
| | Induction/portfolio review/self-development | | |
| | NCFE Level 3 Award in Learning to Learn for Higher Level Studies (600/4997/2) | 30 | Internet connectivity/classroom/home study |
| | Work experience/exposure – extra hours are to be integrated into course delivery | | |
| | NCFE Level 3 Award in Employability Skills (500/6639/0) | 36-60 | Community based |
| | Group/Individual review - hours built into course delivery | | |
| | OPTIONS – DEPENDENT ON GCSE PROFILE | | |
| ADDITIONAL | NCFE Functional Skills English/Maths | 45 x 2 | Internet connectivity/classroom |

Year 2

Course title: NCFE Study Programme Level 3 Diploma in Skills for Business: Human Resources

Example showing 6 units chosen from 10 available core units and 3 units from the possible 5 Human Resources specialist pathway units,

Personal Tutor

| Unit title | Unit Tutor A B (If applicable) | Alternative Tutor | Total hours taught | Resource needs |
|--|---|--------------------------|---------------------------|---|
| SEMESTER 1 | | | | |
| Recruitment and selection in business (T/505/9792) | | | 60 | Internet connectivity/classroom and placement |
| Aspects of employment law (A/505/9793) | | | 60 | Internet connectivity/classroom and placement |
| SEMESTER 2 | | | | |
| Human Resource management in business (F/505/9794) | | | 60 | Internet connectivity/classroom and placement |

| Unit title | Unit Tutor A B (if applicable) | | Alternative Tutor | Total hours taught | Resource needs |
|---|--------------------------------------|--|-------------------|--------------------|---|
| ALL YEAR | | | | | |
| NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7) NCFE Level 3 Award in Managing Diversity (500/8313/2) | | | | 65/90 | Internet connectivity/classroom and placement |
| Induction/portfolio review/self-development – extra hours built into course delivery supported by NCFE Level 3 Award in Achieving Excellence in a Vocational Skill (600/9189/2) | | | | 23-26 | Internet connectivity/classroom/home study |
| Work experience/exposure – extra hours are to be integrated into course delivery | | | | 24 | Community based |
| Group/Individual review - hours built into course delivery | | | | | |
| OPTIONS – DEPENDENT ON GCSE PROFILE | | | | | |
| ADDITIONAL | GCSE English and Maths | | | 90 x 2 | Internet connectivity/classroom |