



Learner overview

NCFE Level 3 Diploma in Skills for Business: IT
CACHE
QN: 601/2650/4

Qualification content, structure and outcomes

This qualification provides transferable skills, knowledge and understanding that can be applied in any business setting. The units in Group A are aligned to National Occupational Standards for business and represent the core attributes required by employers in a range of business settings. The units in Group B specialise in IT.

This qualification aims to provide you with:

- an understanding of the essential skills required in a business environment
- the ability to use various types of software, such as presentation software, spreadsheet software, data management and website software
- the skills required to solve problems in a business environment
- an understanding of business culture and responsibilities
- the ability to successfully communicate and work with others in a business environment
- the opportunity to develop the skills required to manage and improve your performance in a business environment.

The qualification is not competence based; however, you may be assessed using simulation via a realistic working environment, to reflect a real work setting. You will need to create a portfolio of evidence which will be internally assessed and externally moderated.

The qualification is a Level 3 Diploma and has 540-600 guided learning hours and 84 credits.

To be awarded the NCFE Level 3 Diploma in Skills for Business: IT, you must achieve a minimum of 6 units from group A and 4 units from group B:

Group A

- Unit 01 Business culture and responsibilities (10 credits)
- Unit 02 Deliver customer service in a business environment (10 credits)
- Unit 03 Produce documents in a business environment (10 credits)
- Unit 04 Solve problems in a business environment (10 credits)
- Unit 05 Work with others in a business environment (10 credits)
- Unit 06 Communicate in a business environment (10 credits)
- Unit 07 Contribute to running a project (10 credits)
- Unit 08 Innovation in a business environment (10 credits)
- Unit 09 Manage and improve own performance in a business environment (10 credits)
- Unit 10 Respond to change in a business environment (10 credits)

Group B

- Unit 11 The impact of communications technology on business (10 credits)
- Unit 12 Computer networks (10 credits)
- Unit 13 Maintaining computer systems (10 credits)
- Unit 14 Software design and development (10 credits)
- Unit 15 Spreadsheet software (6 credits)
- Unit 16 Word processing software (6 credits)
- Unit 17 Presentation software (6 credits)

- Unit 18 Database software (6 credits)

Please see the 'Unit breakdown' tab on the qualification page of our website for further information on the units www.ncfe.org.uk.

Similar qualifications

NCFE also offers the Level 3 Diploma in Skills for Business in the following areas of Business.

- General
- Finance
- Enterprise
- Retail
- Sales and Marketing
- Human resources

The aims and objectives of the qualifications are the same. The generic qualification is a smaller qualification and does not focus on a particular area of business. There are also Skills for Business qualifications at Level 2.

For more information, please see the NCFE website www.ncfe.org.uk.

Other ways you could achieve the same outcome

As detailed above, NCFE also offers the Level 3 Diploma in Skills for Business focusing on other areas of business eg finance. There is also a generic version of the qualification which may be suitable if you have not chosen an area of business to specialise in. For more information please see the NCFE website www.ncfe.org.uk.

The Level 3 Skills for Business qualifications do not form part of an Apprenticeship.

How the qualification supports the identified outcome

The qualification is assessed via a portfolio of evidence which will strengthen your learning as it allows time for reflection as you gather your evidence.

Upon completion of the qualification, you could progress to:

- NCFE Level 3 Diploma in Skills for Business
- NCFE Levels 3 and 4 Diplomas in Business Administration
- NCFE Levels 3 and 4 Diplomas in Customer Service
- NCFE Levels 3 and 4 Diplomas in Management
- Level 3 or 4 Diploma in ICT Professional Competence
- Level 4 IT-related qualification

UCAS points

This qualification carries UCAS points as follows:

- Distinction*: 84
- Distinction: 72
- Merit: 48
- Pass: 24