

Example curriculum plan

**NCFE Level 3 Diploma in Skills for Business:
Finance
QN: 601/2648/6**

Example curriculum plan

Year 1

Unit title	Unit Tutor A B (If applicable)		Alternative tutor	Total hours taught	Resource needs
Course title: NCFE Study Programme Level 3 Diploma Skills for Business: Finance Example showing 6 units chosen from 10 available core units and 4 units from the possible 5 Finance 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 (K/505/9689)				60	Internet connectivity/classroom
Deliver customer service in a business environment (M/505/9693)				60	Internet connectivity/classroom and Placement
Produce documents in a business environment (A/505/9695)				60	Internet connectivity/classroom and placement
SEMESTER 2					
Solve problems in a business environment (L/505/9698)				60	Internet connectivity/classroom and placement
Work with others in a business environment (F/505/9701)				60	Internet connectivity/classroom and placement
Respond to change in a business environment (Y/505/9705)				60	Internet connectivity/classroom and placement
ALL YEAR					

NCFE Level 3 Award 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					
ADDITIONAL	OPTIONS – DEPENDENT ON GCSE PROFILE				
	NCFE Functional Skills English/Maths				45x2

Year 2

<p>Course title: NCFE Study Programme Level 3 Diploma Skills for Business: Finance Example showing 6 units chosen from 10 available core units and 4 units from the possible 5 Finance specialist pathway units</p>					
<p>Personal tutor</p>					
Unit title	Unit Tutor A B (If applicable)		Alternative tutor	Total hours taught	Resource needs
<p>SEMESTER 1</p>					
Accounts preparation (R/504/3910)				75	Internet connectivity/classroom and placement
Prepare final accounts for sole traders and partnerships (Y/504/3911)				50	Internet connectivity/classroom and placement
<p>SEMESTER 2</p>					
Costs and revenues (D/504/3912)				70	Internet connectivity/classroom and placement
Professional ethics (K/504/3914)				35	Internet connectivity/classroom and placement

Unit title	Unit Tutor		Alternative tutor	Total hours taught	Resource needs
	A	B (If applicable)			
ALL YEAR					
NCFE Level 3 Award in Independent Study and Career Skills (601/2575/5) 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 (600/8188/2)				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					
ADDITIONAL	OPTIONS – DEPENDENT ON GCSE PROFILE				
	GCSE English and Maths				90 x 2