



Example entry criteria and progression routes

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

Example entry criteria and progression routes

Entry requirements

This study programme is designed to allow you as a learner to develop the knowledge, understanding and skills needed to enable you to progress to further and higher education, apprenticeships or into work.

There aren't any specific recommended prior learning requirements for this qualification. The study programme is suitable for learners aged 16-19.

Length of course

2 years (full-time)

Study programme content

The aim of study programmes is 'to maximise the potential of young people to progress to higher education and/or skilled employment by ensuring that vocational routes to higher education and employment are seen as high quality and a genuine alternative to academic routes'.

This will mean that as a 16-19 year old, you will be offered high quality study programmes aimed at giving you the best opportunity to move into further education or employment.

You will develop your skills and knowledge of the business environment and will have the opportunity to obtain additional NCFE qualifications such as:

- NCFE Level 3 Award in Job Search and Interview Skills (600/1749/1)
- NCFE Level 3 Certificate Job Search and Employability Skills (600/7683/5)
- NCFE Level 3 Award in Employability Skills (500/6639/0)
- NCFE Level 3 Certificate in Employability Skills (500/6637/7)
- NCFE Level 3 Award in Learning to Learn for Higher Level Studies (600/4997/2)
- NCFE Level 3 Award in Managing Diversity (500/8313/2)
- NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7)
- NCFE Level 3 Award in Achieving Excellence in a Vocational Skill (600/8189/2)
- Functional Skills in English and/or Maths

Where appropriate, you will also take part in work experience that is relevant to your course of study. This can be delivered as day release or block release. Evidence from your work placement will need to be recorded.

Course content for NCFE Level 3 Diploma in Skills for Business: Human Resources involves choosing 6 units from a choice of 10 core units:

- Business culture and responsibilities (H/505/9691)
- Deliver customer service in a business environment (T/505/9694)
- Produce documents in a business environment (F/505/9696)
- Solve problems in a business environment (R/505/9699)
- Work with others in a business environment (J/505/9702)
- Communicate in a business environment (K/505/9692)

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- Contribute to running a project (T/505/9758)
- Innovation in a business environment (T/505/9744)
- Manage and improve own performance in a business environment (L/505/9703)
- Respond to change in a business environment (D/505/9706)

And choosing 3 units from a choice of 5 specialist Human Resources units

- Recruitment and selection in business (T/505/9792)
- Aspects of employment law (A/505/9793)
- Human Resource management in business (F/505/9794)
- Training in the business workplace (J/505/9795)
- Understanding health and safety in the business workplace (M/505/9791)

What can I do next?

This study programme will give you an insight into the world of further education and employment. The programme is designed to offer you the opportunity to develop skills, knowledge and understanding which will prepare you for further learning or training at level 4 and 5 and develop knowledge and skills in the business area. It will also develop your skills and personal qualities in preparation for all areas of employment and provide a basis for further study and motivation towards your career development.

On completion of the study programme you could progress to further qualifications including:

- 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
- Foundation degree in a business-related discipline