



Example programme plan

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

Example Programme Plan

Year 1 Programme

Programme title	NCFE Study Programme Level 3 Diploma in Skills for Business: Human Resources	
Main programme structure		
Level 3 Diploma in Skills for Business: Human Resources choice of 6 core units from 10 available		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 - 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

Year 2 Programme

Programme title	NCFE Study Programme Level 3 Diploma in Skills for Business: Human Resources	Delivery hours
Main programme structure		
Level 3 Diploma in Skills for Business: Human Resources choice of 3 specialist units from 5 available		Delivery hours
Recruitment and selection in business (T/505/9792)		60
Aspects of employment law (A/505/9793)		60
Human Resource management in business (F/505/9794)		60
Training in the business workplace (J/505/9795)		60
Understanding health and safety in the business workplace (M/505/9791)		60
Total		180
Employability preparation and enrichment		Delivery hours

Induction/tutorial/study skills time – NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7)	65
Portfolio review/self-development (extra hours to be built into course delivery) could be non-certificated or could include NCFE Level 3 Award in Achieving Excellence in a Vocational Skill (600/8189/2)	23-26
Work experience/volunteering/leadership – NCFE Level 3 Award in Managing Diversity (500/8313/2)	90
Total	178

Additional qualifications	Delivery Hours
GCSE Maths (those with a grade D or Functional Skill at Level 2)	90
GCSE English (those with a grade D or Functional Skill at Level 2)	90
NCFE Functional Skills Maths (those with a grade E or lower, or Functional Skill at Level 1)	
NCFE Functional Skills English (those with a grade E or lower, or Functional Skill at Level 1)	
Total	180
Overall Total	538