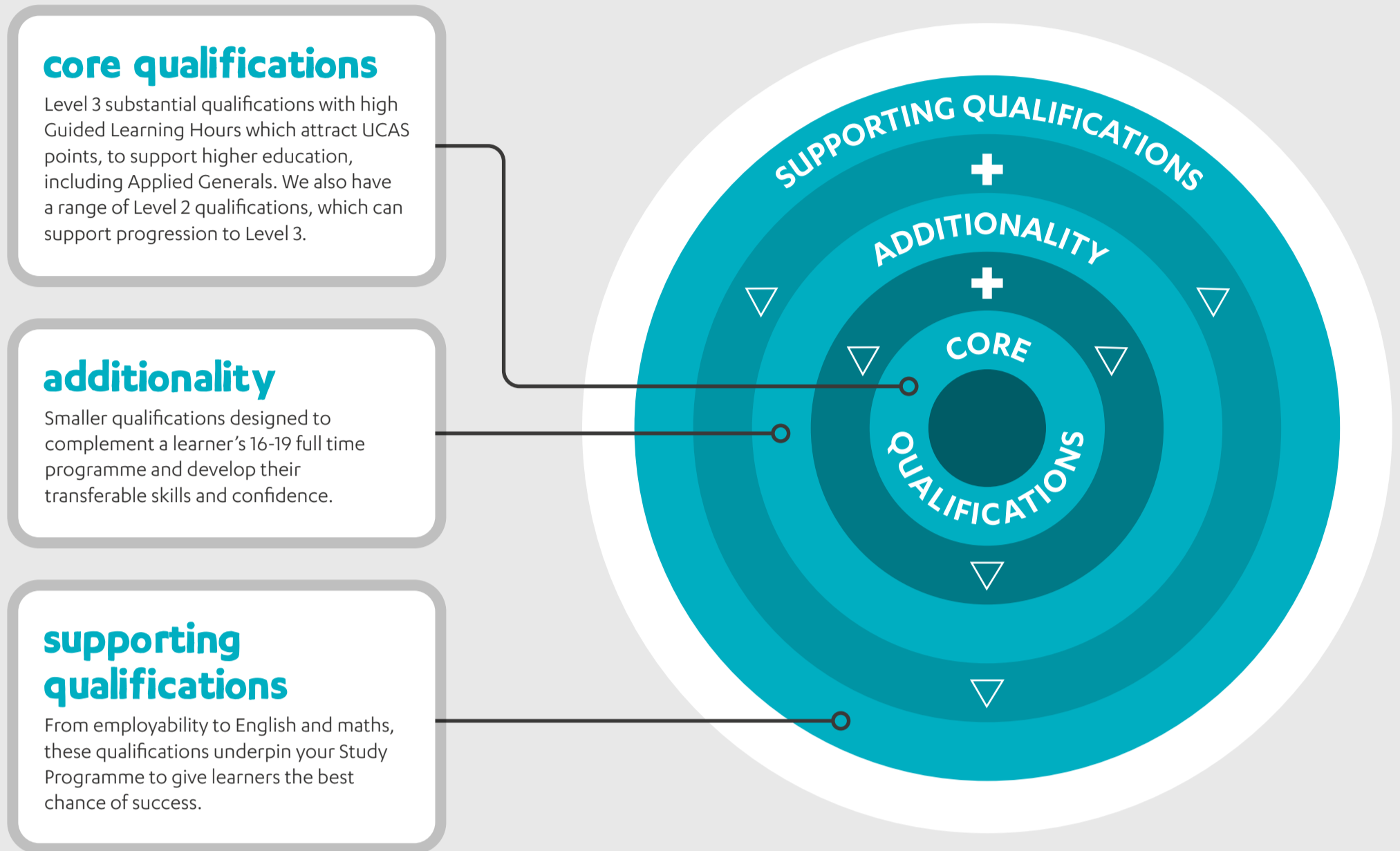


# business administration and management.

NCFE's Study Programme in the Business Administration and Management sector provides 16-19 learners with a structured and challenging learning experience to support their development and progression, whether that's on to further study or their dream career.



### core qualifications

Level 3 substantial qualifications with high Guided Learning Hours which attract UCAS points, to support higher education, including Applied Generals. We also have a range of Level 2 qualifications, which can support progression to Level 3.

### additionality

Smaller qualifications designed to complement a learner's 16-19 full time programme and develop their transferable skills and confidence.

### supporting qualifications

From employability to English and maths, these qualifications underpin your Study Programme to give learners the best chance of success.

## CORE QUALIFICATIONS

Level 2 Diploma in Skills for Business  
 Sales and Marketing (601/2672/3)  
 Retail (601/2673/5)  
 IT (601/2674/7)  
 Human Resources (601/2675/9)  
 Finance (601/2676/0)  
 Enterprise (601/2677/2)

NCFE Level 3 Diploma in Skills for Business (601/2640/1)  
 Enterprise (601/2647/4)  
 Finance (601/2648/6)  
 Human Resources (601/2649/8)  
 IT (601/2650/4)  
 Retail (601/2651/6)  
 Sales and Marketing (601/2652/8)

Level 3 Applied General Certificate in Business and Enterprise (601/8908/3)



## ADDITIONALITY

Level 3 Certificate in IT User Skills (ITQ) (600/1463/5)  
 Presentation Software (M/502/4622/UNIT)  
 Exploring Social Media (F/505/6880/UNIT)  
 Improving Productivity Using IT (J/502/4156/UNIT)  
 It Communication Fundamentals (M/505/4199/UNIT)  
 Know How to Publish, Integrate and Share Using Social Media (R/505/3515/UNIT)  
 Level 3 Diploma in IT User Skills (600/1868/9)  
 Specialist Software (L/502/4398/UNIT)  
 Database Software (M/502/4555/UNIT)  
 Word Processing Software (R/502/4628/UNIT)  
 Level 1 Certificate in IT User Skills (ITQ) (601/1455/6)  
 Level 2 Certificate in IT User Skills (ITQ) (501/1239/9)  
 Level 2 Diploma in IT User Skills (600/2012/X)  
 Computerised Accounting Software (F/502/4401/UNIT)  
 Computerised Accounting Software (J/502/4402/UNIT)  
 It Security for Users (Y/502/4257/UNIT)  
 Spreadsheet Software (A/502/4624/UNIT)  
 Personal Information Management Software (Y/502/4369/UNIT)  
 Using the Internet (A/502/4297/UNIT)  
 Using Collaborative Technologies (A/502/4378/UNIT)  
 Level 1 Certificate in Customer Service (601/3972/9)  
 Level 2 Diploma in Customer Service (601/3973/0)  
 Level 2 Certificate in the Principles of Customer Service (601/7070/0)  
 Level 3 Certificate in Principles of Management (601/7075/X)  
 Understanding Personal Finance (J/502/3606/UNIT)  
 Level 1 Award in Developing Enterprise Skills (601/4143/8)  
 Level 1 Award in Investigating Enterprise Skills (601/4145/1)  
 Level 2 Award in Investigating Enterprise Skills (601/4144/X)  
 Level 2 Certificate in Developing Enterprise Skills (601/4146/3)  
 Cash Up in a Retail Environment (L/503/5711/UNIT)  
 Understanding Retail Consumer Law (D/502/5801/UNIT)  
 Understanding the Business of Retail (T/505/4205/UNIT)  
 Understanding the Retail Selling Process (A/502/5806/UNIT)  
 Work Effectively in a Retail Team (T/503/5735/UNIT)  
 Process Payments for Purchases in a Retail Environment (L/503/5689/UNIT)  
 Assemble Products for Display in a Retail Environment (H/503/5665/UNIT)  
 Processing Sales Orders (M/502/8587/UNIT)  
 Meeting Customers After Sales Needs (R/502/8601/UNIT)  
 Display Stock to Promote Sales to Customers in a Retail Environment (M/503/5684/UNIT)  
 Level 3 Diploma in ICT Systems and Principles (601/6358/6)

Level 1 Certificate in Customer Service (601/3972/9)  
 Level 2 Diploma in Customer Service (601/3973/0)  
 Level 2 Certificate in The Principles of Customer Service (601/7070/0)  
 Level 2 Certificate in Contact Centre Operations (600/1292/4)  
 Level 3 Certificate in Principles Of Management (601/7075/X)  
 Understanding Personal Finance (J/502/3606/UNIT)  
 Computerised Accounting Software (F/502/4401/UNIT)  
 Level 1 Award in Developing Enterprise Skills (601/4143/8)  
 Level 1 Award in Investigating Enterprise Skills (601/4145/1)  
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 Meeting Customers After Sales Needs (R/502/8601/UNIT)  
 Display Stock to Promote Sales to Customers in a Retail Environment (M/503/5684/UNIT)  
 Level 3 Diploma in ICT Systems and Principles (601/6358/6)



## SUPPORTING QUALIFICATIONS

### Higher Level Studies

- Level 3 Award / Level 3 Extended Award in Higher Level Studies

### Functional Skills

- Level 1 Functional Skills in Maths / English
- Level 2 Functional Skills in Maths / English

### Employability

- Employability Skills from Entry Level to Level 2
- Writing a CV (J/502/3038/UNIT)
- Level 1 Award in CV Writing (600/3917/6)

### Life and Work Skills

- Level 2 Award / Level 2 Certificate in Equality and Diversity
- Level 2 Certificate in Principles of Team Leading (601/7072/4)
- Working in a Team (F/502/3586/UNIT)
- Working in a Team (F/502/3538/UNIT)
- Working in a Team at Work (A/502/3585/UNIT)
- Problem Solving in a Place of Work (A/502/3537/UNIT)
- Understanding Personal Finance (J/502/3606/UNIT)
- Principles of Leadership and Management (F/506/2596/UNIT)
- Level 3 Award in Health and Safety for the Workplace (601/5876/1)
- Level 1 Award in Health and Safety Awareness (600/5207/7)
- Health and Safety in a Business Environment (D/506/1794/UNIT)
- Health and Safety in Places of Work (J/502/4321/UNIT)
- Health and Safety Procedures in the Workplace (T/505/4673/UNIT)
- Level 1 Award in Managing your Money (601/3558/X)
- Making the Most of Personal Finances (R/506/2859/UNIT)
- Money Matters for Employment (K/505/5559/UNIT)
- Level 2 Award in Improving Personal Exercise and Nutrition (500/8516/5)
- Level 2 Certificate in Improving Personal Exercise and Nutrition (603/2831/9)
- Being Safe and Healthy at Work (M/502/3616/UNIT)