



# Example curriculum plan

**NCFE Level 3 Diploma in Skills for Business**  
**QN: 601/2640/1**

## NCFE Example Study Programme

### NCFE Level 3 Diploma in Skills for Business (601/2640/1)

#### Example curriculum plan

<b>Course title:</b> NCFE Level 3 Diploma in Skills for Business					
Example showing 6 units chosen from 10 available units					
<b>Personal Tutor</b>					
<b>Unit title</b>	<b>Unit Tutor A      B (If applicable)</b>		<b>Alternative Tutor</b>	<b>Total hours taught</b>	<b>Resource needs</b>
<b>SEMESTER 1</b>					
Business culture and responsibilities (H/505/9691)				60	Internet connectivity/classroom
Deliver customer service in a business environment (T/505/9694)				60	Internet connectivity/classroom and placement
Produce documents in a business environment (F/505/9696)				60	Internet connectivity/classroom and placement
<b>SEMESTER 2</b>					
Contribute to running a project (T/505/9758)				60	Internet connectivity/classroom and placement
Manage and improve own performance in a business environment (L/505/9703)				60	Internet connectivity/classroom and placement
Respond to change in a business environment (D/505/9706)				60	Internet connectivity/classroom and placement

NCFE Level 3 Diploma in Skills for Business (601/2640/1)

Unit title	Unit Tutor A B (if applicable)	Alternative Tutor	Total hours taught	Resource needs	
<b>ALL YEAR</b>					
NCFE Level 3 Award in 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					
<b>ADDITIONAL</b>	<b>OPTIONS – DEPENDENT ON GCSE PROFILE</b>				
	NCFE Functional Skills English/Maths			45 x 2	Internet connectivity/ classroom
	GCSE English/Maths			90 x 2	Internet connectivity/ classroom