

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 3 Diploma in Skills for Business: IT		
<b>Qualification number (QN)</b>	601/2650/4		
<b>Total qualification time (TQT):</b>	840	<b>Guided learning hours (GL)</b>	540
<b>Entry requirements:</b>	<p>This qualification is for learners aged 16 and above and is suitable for use within a Study Programme.</p> <p>There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 2 qualification.</p> <p>Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of the qualification.</p>		

## About this qualification

This qualification provides transferable skills, knowledge and understanding that can be applied in any business setting. The units in Group A are aligned to National Occupational Standards for business and represent the core attributes required by employers in a range of business settings. The units in Group B specialise in IT.

## Qualification structure

To be awarded the NCFE Level 3 Diploma in Skills for Business: IT, learners are required to successfully complete 6 units from group A and 4 units from group B.

### Group A units

Unit 01 Business culture and responsibilities
Unit 02 Deliver customer service in a business environment
Unit 03 Produce documents in a business environment
Unit 04 Solve problems in a business environment
Unit 05 Work with others in a business environment
Unit 06 Communicate in a business environment
Unit 07 Contribute to running a project
Unit 08 Innovation in a business environment
Unit 09 Manage and improve own performance in a business environment
Unit 10 Respond to change in a business environment

## Group B units

Unit 11 The impact of communications technology on business
Unit 12 Computer networks
Unit 13 Maintaining computer systems
Unit 14 Software design and development
Unit 15 Spreadsheet software
Unit 16 Word processing software
Unit 17 Presentation software
Unit 18 Database software

## Assessment

The NCFE Level 3 Diploma in Skills for Business: IT is internally assessed and externally quality assured.

## Placement requirements

This is not a competence-based qualification so learners may be assessed using simulation. We recommend that this is done in a Realistic Working Environment which reflects a real work setting and replicates the key characteristics of the workplace in which the skill to be assessed is normally employed. This will ensure that any competence achieved in this way will be sustained in real employment. Further information about insurance can be found at [www.abi.org.uk](http://www.abi.org.uk) or [www.hse.gov.uk](http://www.hse.gov.uk).

## Progression opportunities

This NCFE qualification aims to provide learners with:

- an understanding of the essential skills required to work successfully in a business environment
- the skills required to solve problems in a business environment
- an understanding of business culture and responsibilities
- the ability to successfully communicate and work with others in a business environment
- the opportunity to develop the skills required to manage and improve their own performance in a business environment
- the ability to use various types of software, such as presentation software, spreadsheet software, data management and website software.

Learners who achieve could progress to:

- NCFE Levels 3 and 4 Diplomas in Business Administration
- NCFE Level 3 Diploma in Customer Service
- NCFE Levels 3 and 4 Diplomas in Management
- Level 4 IT-related qualification

This qualification aims to provide learners with a number of progression options, including higher level studies at university or FE colleges. The skills required to progress to higher academic studies are different from those required at levels 1 and 2. Level 3 qualifications enable the development of these skills.



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