



# Learner overview

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

## Qualification content, structure and outcomes

This qualification provides transferable skills, knowledge and understanding that can be applied in any business setting. The units are aligned to National Occupational Standards for business and represent the core attributes required by employers in a range of business settings. You can progress into further study to build upon these skills or to focus on a more specific vocational pathway.

This qualification aims to provide you with:

- an understanding of the essential skills required 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 your performance in a business environment.

The qualification is not competence based; however, you may be assessed using simulation via a realistic working environment, to reflect a real work setting. You will need to create a portfolio of evidence which will be internally assessed and externally moderated.

The qualification is a Level 3 Diploma and has 360 guided learning hours and 60 credits.

To be awarded the NCFE Level 3 Diploma in Skills for Business, you must achieve a minimum of 6 units (minimum of 60 credits) from a choice of 10 optional units:

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

Please see the 'Unit breakdown' tab on the qualification page of our website for further information on the units [www.ncfe.org.uk](http://www.ncfe.org.uk).

## Similar qualifications

NCFE also offers the Level 3 Diploma in Skills for Business with the addition of specialist units in particular areas of business:

- IT
- Finance
- Enterprise
- Retail

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

- Sales and Marketing
- Human resources.

The aims and objectives of the qualifications are the same, and the qualifications cover the same generic units, with the addition of the specialist units. These specialist qualifications are bigger as they cover the additional specialist units. There are also Skills for Business qualifications at Level 2.

For more information please see the NCFE website [www.ncfe.org.uk](http://www.ncfe.org.uk).

### **Other ways you could achieve the same outcome**

As detailed above, NCFE also offers the Level 3 Diploma in Skills for Business focused on particular areas of business. The specialist qualifications may be more suitable if you already know the area of business you wish to specialise in. For more information, please see the NCFE website [www.ncfe.org.uk](http://www.ncfe.org.uk).

The NCFE Level 3 Skills for Business qualifications do not form part of an Apprenticeship.

### **How the qualification supports the identified outcome**

The qualification is assessed via a portfolio of evidence which will strengthen your learning as it allows time for reflection as you gather your evidence.

Upon completion of the qualification, you could progress to:

- 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

### **UCAS points**

This qualification has been allocated UCAS points. Please refer to the UCAS website for further details of the points allocation and the most up-to-date information.