

Business

NCFE's study programme in the business 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 aim

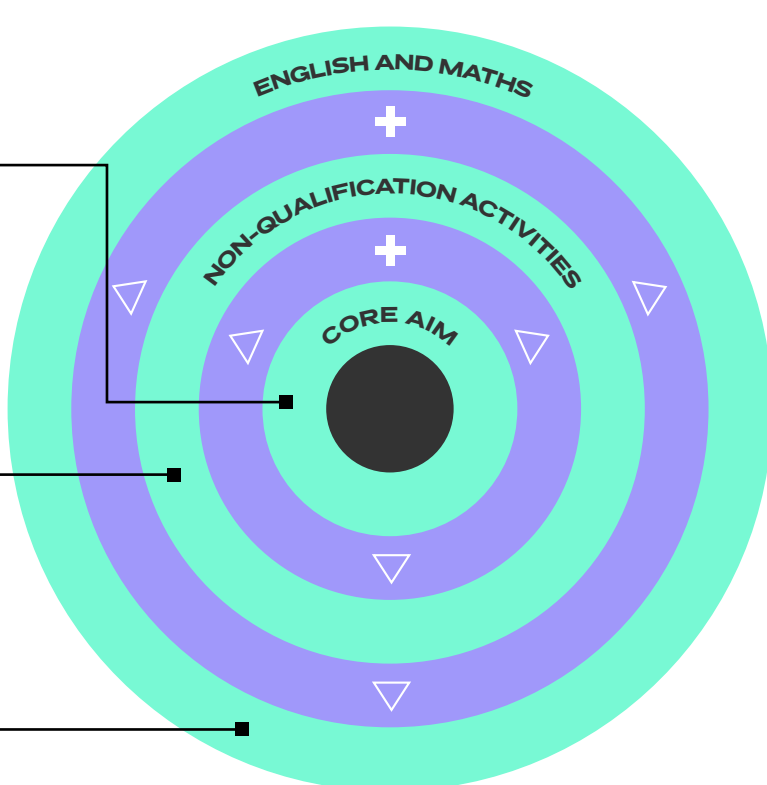
A substantial level 2 or 3 qualification that constitutes at least half of a learner's programme, i.e. over 270 Planned Learning Hours (PLH). We offer a wide range of high quality qualifications to suit your learners.

Non-qualification activities

Employability, enrichment and pastoral (EEP) work that complements learning and enhances transferable skills and confidence. Choose from our comprehensive suite of fully resourced blended learning modules, each representing 2 PLH, designed to be delivered in tutorial time.

English and maths

All learners who have not achieved a grade 4 in GCSE English or maths must continue to study the subjects. Our Functional Skills qualifications are perfect for learners looking to progress towards achieving their grade 4.



CORE AIM

- NCFE Level 2 Diploma in Skills for Business (601/2624/3)
- NCFE Level 3 Diploma in Skills for Business (360) (601/2640/1)

- NCFE Level 3 Diploma in Skills for Business (540):
 - 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)
 - Enterprise (601/8908/3)



NON-QUALIFICATION ACTIVITIES

Employability

All about your UCAS application
 Analytical Skills
 Building Professional Relationships
 Creative Thinking
 Critical Thinking
 Dealing with Conflict
 Demonstrating Commercial Awareness
 Effective Use of Social Media

Employee Rights and Responsibilities
 How to Write a Covering Letter
 How to Write a CV
 Interview Skills
 Job Search Skills
 Managing Change
 Problem Solving in a Place of Work
 Understanding Mindset

Business and Enterprise

Principles of Team Leading
 Business and Customer Awareness
 Conducting Market Research
 Enterprise
 How to Write a Business Case

Principles of Digital Marketing
 Producing Digital Promotional Content for Business
 Setting Up Your Own Website
 Types of Business
 Understanding Innovation

Study Skills

Communication Skills
 Conducting Research
 Exam Preparation and Revision
 Expert Learner
 Plagiarism and Copyright

Planning your Study
 Reflective Practice
 Team Working
 Working as a Group

Personal and Social Development

Anti-Bullying
 British Values
 Dealing With Conflict
 Dealing With Stress
 Developing Assertiveness
 Equality
 Friendship and Families

Gender and other forms of discrimination
 Making Healthy Choices
 Managing your Money
 Mental Health Awareness
 Prevent
 Understanding Personal Identity

Digital Skills

Creating a Presentation
 Creating a Professional Online Profile
 Creating and Editing Images
 Creating and Editing Movies

Creating and Editing Podcasts
 Managing Files and Folders
 What is GDPR?
 What is Plagiarism?



ENGLISH AND MATHS

Functional Skills

- NCFE Level 1 Functional Skills Qualification in English (603/5058/1)
- NCFE Level 2 Functional Skills Qualification in English (603/5054/4)
- NCFE Level 1 Functional Skills Qualification in Mathematics (603/5055/6)
- NCFE Level 2 Functional Skills Qualification in Mathematics (603/5060/X)