



Example timetable

**NCFE Level 3 Diploma in Skills for Business:
Human Resources
QN: 601/2649/8**

**Example Timetable: 2 year delivery model - programme of study including:
NCFE Level 3 Diploma in Skills for Business: Human Resources and additional NCFE Level 3 qualifications**

Year 1

	09:00-10:15	10:30-12:00	12:45-14:00	14:15-15:45
Monday	Level 3 Diploma in Skills for Business – units	Level 3 Diploma in Skills for Business - units	Level 3 Diploma in Skills for Business - units	Level 3 Diploma in Skills for Business – units
Tuesday	NCFE Functional Skills Maths and/or English	NCFE Functional Skills Maths and/or English	Level 3 Diploma Skills for Business - units	Level 3 Diploma Skills for Business - units
Wednesday	Level 3 Diploma in Skills for Business - units	Level 3 Diploma in Skills for Business - units	Enrichment - this could include work experience/exposure and/or short NCFE courses eg NCFE Level 3 Award in Employability Skills (500/6639/0)	
Thursday	Self-organised learning – including portfolio review/self-development/group/individual tutorials – could include NCFE Level 3 Award in Job Search and Interview Skills (600/1749/1)	Self-organised Learning – including portfolio review/self-development/group/individual tutorials – could include NCFE Level 3 Award Learning to Learn for Higher Level Studies (600/4997/2)	This time could be used for other learning activities	This time could be used for other learning activities
Friday	This time could be used for other learning activities	This time could be used for other learning activities	This time could be used for other learning activities	This time could be used for other learning activities

Year 2

	09:00-10:15	10:30-12:00	12:45-14:00	14:15-15:45
Monday	Level 3 Diploma in Skills for Business – specialist Human Resource units	Level 3 Diploma in Skills for Business – specialist Human Resource units	Level 3 Diploma in Skills for Business – specialist Human Resource units	Level 3 Diploma in Skills for Business – specialist Human Resource units
Tuesday	GCSE Maths	GCSE Maths	GCSE English	GCSE English
Wednesday	Level 3 Diploma in Skills for Business – specialist Human Resource units	Level 3 Diploma Skills for Business – specialist Human Resource units	Enrichment - this could include work experience/exposure and/or short NCFE courses eg NCFE Level 3 Award in Managing Diversity (500/8313/2)	
Thursday	Self-organised learning – including portfolio review/self-development/group/individual tutorials – could include NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7)	Self-Organised Learning – including portfolio review/self-development/group/individual tutorials – could NCFE L3 Award in Achieving Excellence in a Vocational Skill (600/8189/2)	This time could be used for other learning activities	This time could be used for other learning activities
Friday	This time could be used for other learning activities	This time could be used for other learning activities	This time could be used for other learning activities	This time could be used for other learning activities