

Example curriculum plan

NCFE Level 3 Diploma in Skills for Business: IT
QN: 601/2650/4

Example curriculum plan

Year 1

Course title: NCFE Study Programme Level 3 Diploma in Skills for Business: IT					
Example showing 6 units chosen from 10 available core units and 4 units from the possible 8 IT specialist pathway units.					
Personal Tutor					
Unit title	Unit Tutor A B (If applicable)		Alternative Tutor	Total hours taught	Resource needs
SEMESTER 1					
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
SEMESTER 2					
Solve problems in a business environment (R/505/9699)				60	Internet connectivity/classroom and placement
Work with others in a business environment (J/505/9702)				60	Internet connectivity/classroom and placement
Respond to change in a business environment (D/505/9706)				60	Internet connectivity/classroom and placement

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

Year 2

Course title: NCFE Study Programme Level 3 Diploma in Skills for Business: IT

Example showing 6 units chosen from 10 available core units and 4 units from the possible 8 IT specialist pathway units.

Personal Tutor

Unit title	Unit Tutor A B (If applicable)	Alternative Tutor	Total hours taught	Resource needs
SEMESTER 1				
The impact of communications technology on business (L/505/9801)			60	Internet connectivity/classroom and placement
Computer networks (R/505/9802)			60	Internet connectivity/classroom and placement
SEMESTER 2				
Maintaining computer systems (J/505/9800)			60	Internet connectivity/classroom and placement
Software design and development (Y/505/9803)			60	Internet connectivity/classroom and placement

Unit title	Unit Tutor A B <small>(If applicable)</small>	Alternative Tutor	Total hours taught	Resource needs
ALL YEAR				
NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7) NCFE Level 3 Award in Managing Diversity (500/8313/2)			65/90	Internet connectivity/classroom and placement
Induction/Portfolio Review/Self Development – extra hours built into course delivery supported by NCFE Level 3 Award in Achieving Excellence in a Vocational Skill (600/8189/2)			23-26	Internet connectivity/classroom/home study
Work experience/exposure – extra hours are to be integrated into course delivery			24	Community based
Group/Individual review – hours built into course delivery				
OPTIONS – DEPENDENT ON GCSE PROFILE				
ADDITIONAL	GCSE English and Maths		90 x 2	Internet connectivity/classroom