Example programme plan

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

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

Example Programme

Year 1 Programme

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

Main programme structure	
Level 3 Diploma Skills for Business: IT **choice of 6 core units from 10 available**	**Delivery hours**
Unit 01 Business culture and responsibilities (H/505/9691)	60
Unit 02 Deliver customer service in a business environment (T/505/9694)	60
Unit 03 Produce documents in a business environment (F/505/9696)	60
Unit 04 Solve problems in a business environment (R/505/9699)	60
Unit 05 Work with others in a business environment (J/505/9702)	60
Unit 06 Communicate in a business environment (K/505/9692)	60
Unit 07 Contribute to running a project (T/505/9758)	60
Unit 08 Innovation in a business environment (T/505/9744)	60
Unit 09 Manage and improve own performance in a business environment (L/505/9703)	60
Unit 10 Respond to change in a business environment (D/505/9706)	60
Total	**360**
Employability preparation and enrichment	**Delivery hours**
Induction/tutorial/study skills time – NCFE Level 3 Award in Job Search and Interview Skills (600/1749/1)	30
Portfolio Review/Self Development (extra hours to be built into course delivery) could be non-certificated or could include – NCFE Level 3 Award in Learning to Learn for Higher Level Studies (600/4997/2)	30
Work experience/volunteering/leadership - NCFE Level 3 Award in Employability Skills (500/6639/0)	36-60
Total	**120**

Additional qualifications	**Delivery hours**
GCSE Maths (those with a grade D or Functional Skill at Level 2)	
GCSE English (those with a grade D or Functional Skill at Level 2)	

NCFE Functional Skills Maths (those with a grade E or lower, or Functional Skill at Level 1)	45
NCFE Functional Skills English (those with a grade E or lower, or Functional Skill at Level 1)	45
Total	**90**
Overall total	**570**

Year 2 Programme

Programme title	NCFE Study Programme Level 3 Diploma in Skills for Business: IT
Main programme structure	

Level 3 Diploma Skills for Business: IT choice of 4 specialist units from 8 available	Delivery hours
The impact of communications technology on business (L/505/9801)	60
Computer networks (R/505/9802)	60
Maintaining computer systems (J/505/9800)	60
Software design and development (Y/505/9803)	60
Spreadsheet software (D/505/9804)	45
Word processing software (H/505/9805)	45
Presentation software (K/505/9806)	45
Database software (M/505/9807)	45
Total	**240**

Employability preparation and enrichment	Delivery hours
Induction/tutorial/study skills time - NCFE Level 3 Award in Independent Study and Career Skills (601/2576/7)	65
Portfolio review/self-development (extra hours to be built into course delivery) could be non-certificated or could include – NCFE Level 3 Award in Achieving Excellence in a Vocational Skill (600/8189/2)	23-26
Work Experience/Volunteering/Leadership – NCFE Level 3 Award in Managing Diversity (500/8313/2)	90

Total	**178**
Additional qualifications	**Delivery hours**
GCSE Maths (those with a grade D or Functional Skill at Level 2)	90
GCSE English (those with a grade D or Functional Skill at Level 2)	90
NCFE Functional Skills Maths (those with a grade E or lower, or Functional Skill at Level 1)	
NCFE Functional Skills English (those with a grade E or lower, or Functional Skill at Level 1)	
Total	**180**
Overall total	**598**