

business administration and management.

NCFE's Study Programme in the Business Administration and Management 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 qualifications.

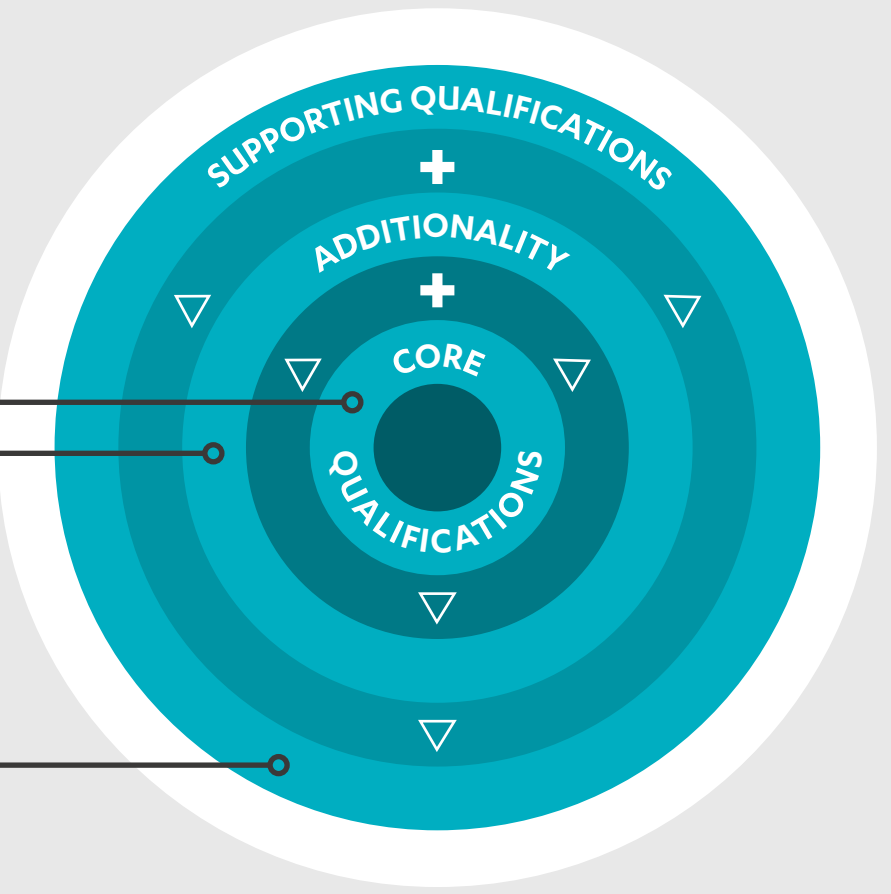
Level 3 substantial qualifications with high guided learning hours which attract UCAS points, to support higher education. We also have a range of level 2 qualifications, which can support progression to level 3.

additionality.

Smaller qualifications designed to complement a learner's 16-19 full time programme and develop their transferable skills and confidence.

supporting qualifications.

From employability to English and maths, these qualifications underpin your Study Programme to give learners the best chance of success.



CORE QUALIFICATIONS

- Level 2 Diploma in Skills for Business (601/2624/3)
- Level 3 Diploma in Skills for Business (601/2640/1)
- Level 3 Diploma in Skills For Business: Enterprise (601/2647/4)
- Level 3 Diploma in Skills For Business: Finance (601/2648/6)
- Level 3 Diploma in Skills For Business: Human Resources (601/2649/8)
- Level 3 Diploma in Skills For Business: IT (601/2650/4)
- Level 3 Diploma in Skills For Business: Retail (601/2651/6)
- Level 3 Diploma in Skills For Business: Sales and Marketing (601/2652/8)
- Level 3 Diploma for Business Administrators (603/5359/4)

- Level 3 Applied General Certificate in Business and Enterprise (601/8908/3)



ADDITIONALITY

- Level 1 Award in Developing Enterprise Skills (601/4143/8)
- Level 1 Award in Investigating Enterprise Skills (601/4145/1)
- Level 1 Certificate in Customer Service (601/3972/9)
- Level 1 Certificate in IT User Skills (ITQ) (600/1455/6)
- Level 2 Award in Investigating Enterprise Skills (601/4144/X)
- Level 2 Certificate in Developing Enterprise Skills (601/4146/3)
- Level 2 Certificate in IT User Skills (ITQ) (501/1239/9)
- Level 2 Certificate in the Principles of Customer Service (601/7070/0)
- Level 2 Diploma in Customer Service (601/3973/0)
- Level 2 Diploma in IT User Skills (600/2012/X)
- Level 3 Certificate in IT User Skills (ITQ) (600/1463/5)
- Level 3 Certificate in Principles of Management (601/7075/X)
- Level 3 Diploma in IT User Skills (600/1868/9)
- Assemble Products for Display in a Retail Environment (H/503/5665/UNIT)
- Cash Up in a Retail Environment (L/503/5711/UNIT)
- Computerised Accounting Software (F/502/4401/UNIT)
- Computerised Accounting Software (J/502/4402/UNIT)
- Database Software (M/502/4555/UNIT)
- Display Stock to Promote Sales to Customers in a Retail Environment (M/503/5684/UNIT)
- Exploring Social Media (F/505/6880/UNIT)
- Improving Productivity Using IT (J/502/4156/UNIT)
- IT Communication Fundamentals (M/505/4199/UNIT)
- IT Security for Users (Y/502/4257/UNIT)
- Know How to Publish, Integrate and Share Using Social Media (R/505/3515/UNIT)
- Meeting Customers After Sales Needs (R/502/8601/UNIT)
- Personal Information Management Software (Y/502/4369/UNIT)
- Presentation Software (M/502/4622/UNIT)
- Processing Sales Orders (M/502/8587/UNIT)
- Process Payments for Purchases in a Retail Environment (L/503/5689/UNIT)
- Specialist Software (L/502/4398/UNIT)
- Spreadsheet Software (A/502/4624/UNIT)
- Understanding the Business of Retail (T/505/4205/UNIT)
- Understanding Personal Finance (J/502/3606/UNIT)
- Understanding Retail Consumer Law (D/502/5801/UNIT)
- Understanding the Retail Selling Process (A/502/5806/UNIT)
- Using Collaborative Technologies (A/502/4378/UNIT)
- Using the Internet (A/502/4297/UNIT)
- Word Processing Software (R/502/4628/UNIT)
- Work Effectively in a Retail Team (T/503/5735/UNIT)

- Level 1 Award in Developing Enterprise Skills (601/4143/8)
- Level 1 Award in Investigating Enterprise Skills (601/4145/1)
- Level 1 Certificate in Customer Service (601/3972/9)
- Level 2 Award in Investigating Enterprise Skills (601/4144/X)
- Level 2 Diploma in Customer Service (601/3973/0)
- Level 2 Certificate in Contact Centre Operations (600/1292/4)
- Level 2 Certificate in Developing Enterprise Skills (601/4146/3)
- Level 2 Certificate in The Principles of Customer Service (601/7070/0)
- Level 3 Certificate in Principles of Management (601/7075/X)
- Assemble Products for Display in a Retail Environment (H/503/5665/UNIT)
- Computerised Accounting Software (F/502/4401/UNIT)
- Cash Up in a Retail Environment (L/503/5711/UNIT)
- Display Stock to Promote Sales to Customers in a Retail Environment (M/503/5684/UNIT)
- Meeting Customers After Sales Needs (R/502/8601/UNIT)
- Process Payments for Purchases in a Retail Environment (L/503/5689/UNIT)
- Processing Sales Orders (M/502/8587/UNIT)
- Understanding Retail Consumer Law (D/502/5801/UNIT)
- Understanding the Business of Retail (T/505/4205/UNIT)
- Understanding Personal Finance (J/502/3606/UNIT)
- Understanding the Retail Selling Process (A/502/5806/UNIT)
- Work Effectively in a Retail Team (T/503/5735/UNIT)



SUPPORTING QUALIFICATIONS

Higher Level Studies

- Level 3 Award / Level 3 Extended Award in Higher Level Studies (601/7789/5) / (601/7788/3)

Functional Skills

- NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3)
- NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8)
- NCFE Entry Level 3 Functional Skills Qualification in English (603/5052/0)
- NCFE Level 1 Functional Skills Qualification in English (603/5058/1)
- NCFE Level 2 Functional Skills Qualification in English (603/5054/4)
- NCFE Entry Level 1 Functional Skills Qualification in Mathematics (603/5057/X)
- NCFE Entry Level 2 Functional Skills Qualification in Mathematics (603/5053/2)
- NCFE Entry Level 3 Functional Skills Qualification in Mathematics (603/5061/1)
- NCFE Level 1 Functional Skills Qualification in Mathematics (603/5055/6)
- NCFE Level 2 Functional Skills Qualification in Mathematics (603/5060/X)
- NCFE Entry Level 1 Functional Skills Qualification in Information and Communication Technology (600/1780/6)
- NCFE Entry Level 2 Functional Skills Qualification in Information and Communication Technology (600/1353/9)
- NCFE Entry Level 3 Functional Skills Qualification in Information and Communication Technology (600/1148/8)
- NCFE Level 1 Functional Skills Qualification in Information and Communication Technology (600/0030/2)
- NCFE Level 2 Functional Skills Qualification in Information and Communication Technology (600/0139/2)

Employability

- Level 1 Award in CV Writing (600/3917/6)
- Employability Skills from Entry Level to Level 2
- Writing a CV (J/502/3038/UNIT)

Life and Work Skills

- Level 1 Award in Health and Safety Awareness (600/5207/7)
- Level 1 Award / Level 2 Certificate in Equality and Diversity (601/3144/5/601/3145/7)
- Level 2 Certificate in Improving Personal Exercise and Nutrition (603/2831/9)
- Level 2 Certificate in Principles of Team Leading (603/3883/0)
- Level 2 Award in Introduction for Workplace Health Champions (603/7027/0)
- Level 3 Award in Skills for Workplace Health Champions (603/7028/2)
- Being Safe and Healthy at Work (M/502/3616/UNIT)
- Health and Safety in a Business Environment (D/506/1794/UNIT)
- Health and Safety in Places of Work (J/502/4321/UNIT)
- Health and Safety Procedures in the Workplace (T/505/4673/UNIT)
- Making the Most of Personal Finances (R/506/2859/UNIT)
- Money Matters for Employment (K/505/5559/UNIT)
- Principles of Leadership and Management (F/506/2596/UNIT)
- Principles of Team Leading (R/506/2294/UNIT)
- Principles of Team Leading (A507/5914/UNIT)
- Problem Solving in a Place of Work (A/502/3537/UNIT)
- Problem Solving at Work (A/502/3585/UNIT)
- Understanding Personal Finance (J/502/3606/UNIT)
- Working in a Team (F/502/3586/UNIT)
- Working in a Team (F/502/3538/UNIT)