

**ncfe.**



# Business, Administration and Management

Your curriculum planning tool **2019-20**

February edition

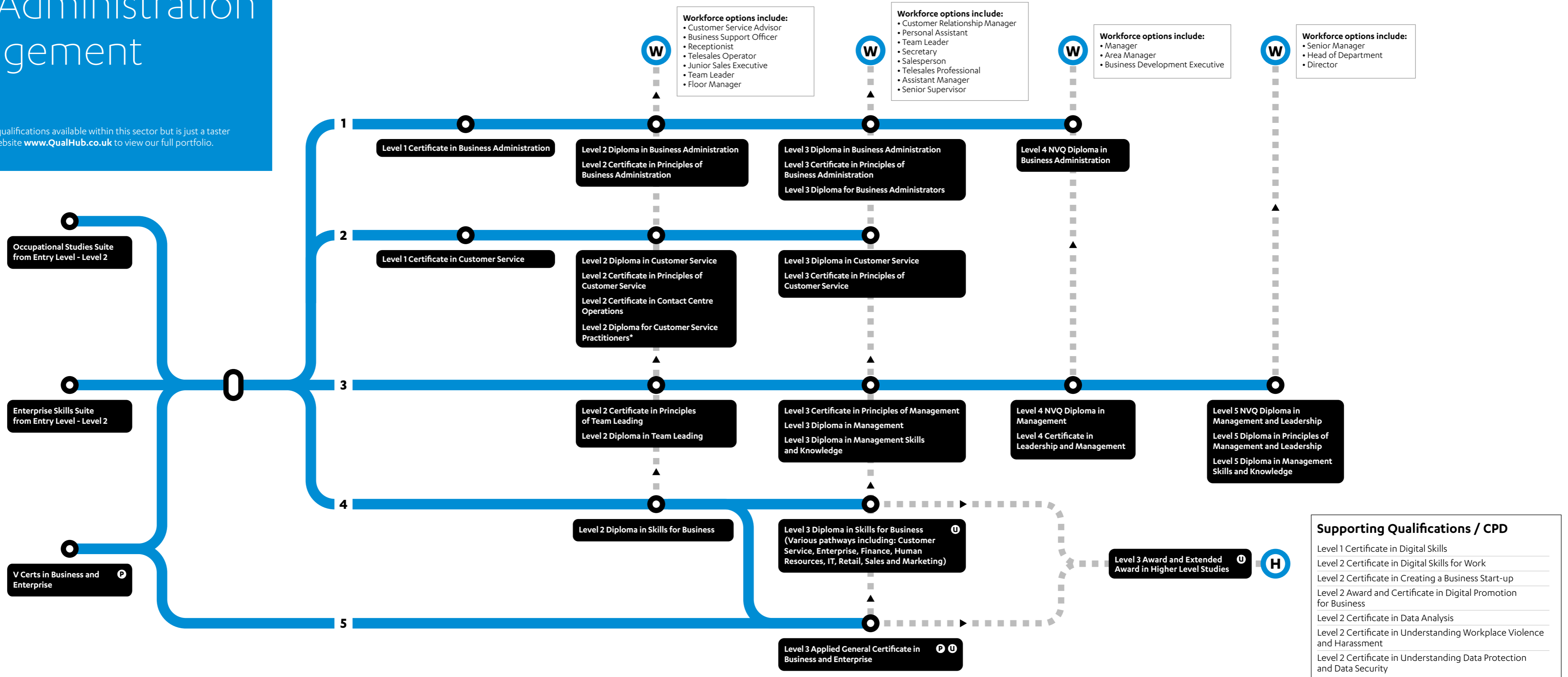
**Open up our progression map  
to plot your learner journeys and  
plan your curriculum.**



# Business, Administration and Management

## Progression map

This progression map details many of the qualifications available within this sector but is just a taster of what we have to offer. Please visit our website [www.QualHub.co.uk](http://www.QualHub.co.uk) to view our full portfolio.



**P** Performance Points   **U** UCAS Points   **H** Higher Education   **W** Workforce Options

For details on the many qualifications that will support learners' general progression, please see our Supporting Qualifications document which provides information on all of the qualifications found below. All qualifications in this map are eligible for funding. Please check the **ESFA Hub** and relevant Funding Rules or Guidance for confirmation on which funding streams they're eligible under plus the learner eligibility criteria. \*Qualification under development

## Your curriculum planning tool

Whether you're based in a college, training provider or school, this document has been designed to help you plan which qualifications you'd like to deliver.

Remember to visit **[www.QualHub.co.uk](http://www.QualHub.co.uk)** to view our full portfolio of qualifications across all sectors.

QualHub is our site for customers to browse and search for qualifications across both **NCFE** and **CACHE** brands, submit qualifications for approval and also access all of our delivery support materials.

## Using this product guide

Qualifications are grouped into subject areas which makes the document easy to navigate.


**A** **Level 1/2 Technical Award in Business and Enterprise**

**D** Minimum Entry Age: 14   **LRA**   **PP**   **v.certs**   **C**

FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	603/2955/5 <b>B</b>
Guided Learning Hours (GLH):	120
Total Qualification Time (TQT):	157
Credit Value:	N/A <b>G</b>

**H** Learning Resources Available: NCFE

This V Cert features on the list of DfE approved qualifications and will be recognised in the 2019 Key Stage 4 Performance Tables.

**F**  **If you're interested in these qualifications you may also be interested in:**  
Level 2 Certificate in Business and Enterprise

### KEY

**LRA** Learning Resources Available

**PP** Performance Points

**UCAS** UCAS

**LFF** Local Flexibility Funding

Please note, all qualifications in this guide are eligible for funding. Please check the ESFA Hub and relevant Funding Rules or Guidance for confirmation on which funding streams they're eligible under plus the learner eligibility criteria.

## Understanding the qualification pages

- A** This is the qualification title.
- B** This is the Qualification Reference Number (QRN).
- C** If the qualification is a V Cert, the V Cert logo will appear here.
- D** This is the recommended entry age for the qualification.
- E** The icons in this area are intended to give you more information about each of the qualifications. This includes performance points, UCAS points, learning resources and more. Please see the key on the left to find out what each icon means.
- F** This feature helps you to understand which qualifications complement the one you're looking at.
- G** The credit value (if applicable) for the qualification will appear here.
- H** All qualifications are supported by a Qualification Specification. However, in many cases, there are additional materials available including sample portfolios and learning and delivery resources from NCFE, CACHE and third parties. If these additional support materials are available for the qualification, we will list who they are supplied by here.

# Working together

The best teams work together as a unit to achieve outstanding results. That's why we work with a network of established third parties to provide a wide range of materials to support our qualifications. Here you'll find further information about each third party and how they can help you.



**Website:**

[www.learningcurvegroup.co.uk](http://www.learningcurvegroup.co.uk)

**Email:**

[salesteam@learningcurvegroup.co.uk](mailto:salesteam@learningcurvegroup.co.uk)

**Phone:**

01388 777 129

## Learning Curve Group – NCFE's premier partner

Learning Curve Group (LCG) supports over 200 NCFE and CACHE centres with strategies that increase adult learning engagement. Their services include:

- NCFE and CACHE approved learning and assessment content, available both online and in paper formats, for AEB, apprenticeships and loan funded provision.
- an innovative online learning and assessment platform that provides a quick and efficient tracking mechanism, enabling providers to monitor learner progression.
- consultancy services led by respected FE specialist Beej Kaczmarczyk.
- recruitment of applicants for PAYE and self-employed vacancies.
- support with links to levy paying employers.

LCG aims to maximise your offer around loans, levy and localism, whilst also enabling best practice that keeps learners safe.



**Website:**

[www.hallmarkeducation.org.uk](http://www.hallmarkeducation.org.uk)

**Email:**

[info@hallmarkeducation.org.uk](mailto:info@hallmarkeducation.org.uk)

**Phone:**

01332 410 067

## Hallmark Education

Hallmark Education publishes high-quality learning resources to support the cost-effective delivery of a wide range of NCFE qualifications.

The team at Hallmark has been helping NCFE centres for over 10 years.

With a wealth of experience in educational publishing, learner recruitment, tutor training and audit compliance, Hallmark can offer services including:

- high-quality learning resources
- tutor support
- consultancy
- employer engagement and learner find.



**Website:**

[www.hoddereducation.co.uk](http://www.hoddereducation.co.uk)

**Email:**

[educationenquiries@hodder.co.uk](mailto:educationenquiries@hodder.co.uk)

**Phone:**

01235 827 720

## Hodder Education

Hodder Education, winner of the Bookseller Industry Awards for 'Educational, Academic and Professional Publisher of the Year' 2015 and 2016, publishes a wide range of market-focused innovative print resources and digital services, designed for core UK and key international markets.

Hodder Education is one of the largest school publishers in the UK, trusted to help teachers teach and students learn through its wide range of high-quality resources and training events. Hodder Education supports the curriculum in almost every subject area and at every level, selling to over 140 countries worldwide.



**Website:**

[www.lasersys.co.uk](http://www.lasersys.co.uk)

**Email:**

[info@lasersys.co.uk](mailto:info@lasersys.co.uk)

**Phone:**

01753 584 112

## Laser Systems

Laser Systems team members are education professionals with a wealth of knowledge and experience in quality and assessment, and have created an e-portfolio which is intuitive for both assessing teams and learners.

As well as an industry-leading e-portfolio, Laser Systems also provides high-quality online learning resources for full qualifications and CPD short courses. Learning resources combine filmed tutorials with a professional presenter, video good practice examples, reading, extended learning, and an interactive quiz. For full qualifications, available learning resources cover knowledge for each learning outcome. Laser Systems prides itself on its customer service, providing support and guidance for Laser users from day one, and takes part in events and standardisation days alongside NCFE and CACHE.



**Website:**

[www.theskillsnetwork.com](http://www.theskillsnetwork.com)

**Email:**

[enquiries@theskillsnetwork.com](mailto:enquiries@theskillsnetwork.com)

**Phone:**

01757 210 022

## The Skills Network

The Skills Network is one of the UK's most successful providers of technology-enabled training and skills solutions.

They support educators, employers and learners across the UK, and internationally, by developing and delivering effective and innovative skills training and published educational content. The Skills Network currently pride themselves on having an overall achievement rate of 91%.

Constantly developing new, innovative and engaging ways to deliver learning and training opportunities, they strive to maintain and improve on their market-leading status.



## Business, Administration and Management Product guide

**We also offer product guides in the following sectors:**

- Catering and Hospitality
- Children and Young People
- Creative, Design and Digital
- Early Years Education
- Education, Training and Assessment
- English and Maths
- Health and Science
- Health and Social Care
- Retail
- Sport, Public Services and Travel
- Transport, Engineering and Construction

**For details on the many qualifications that will support learners' general progression, please see our Supporting Qualifications document.**



## Occupational Studies

**Entry Level** Award in Exploring Occupational Studies for the Workplace (Entry 3)

**Entry Level** Award/Certificate/Diploma in Occupational Studies for the Workplace (Entry 3)

Minimum Entry Age: 14

### FACTS AND FIGURES

	AWARD (EXPLORING)	AWARD	CERTIFICATE	DIPLOMA
Qualification no/Learning Aim Reference:	601/1073/9	601/1186/0	601/1185/9	601/1015/6
Guided Learning Hours (GLH):	24	40	100	328
Total Qualification Time (TQT):	30	60	130	370
Credit Value:	3	6	13	37

**Level 1** Award in Exploring Occupational Studies for the Workplace

**Level 1** Award/Certificate/Diploma in Occupational Studies for the Workplace

Minimum Entry Age: 14

### FACTS AND FIGURES

	AWARD (EXPLORING)	AWARD	CERTIFICATE	DIPLOMA
Qualification no/Learning Aim Reference:	601/1086/7	601/1087/9	601/1088/0	601/1089/2
Guided Learning Hours (GLH):	19	35	88	259
Total Qualification Time (TQT):	30	60	130	370
Credit Value:	3	6	13	37



**If you're interested in these qualifications you may also be interested in:**

Functional Skills qualifications in Information and Communication Technology (ICT) at **Entry Level 3**




## eLearning assessment solutions for English and maths

Skills Builder from Skills Forward is the perfect eLearning platform for organisations that are teaching English and maths to learners of all ages and levels. It supports both Functional Skills and GCSEs with a host of skills diagnostics, video tutorials, progression tracking, innovative resources and more!

**Get in touch to find out how Skills Forward can work for you.**

 [info@skillsforward.co.uk](mailto:info@skillsforward.co.uk)

 0300 101 1023

 [skillsforward.co.uk](http://skillsforward.co.uk)

**Level 2** Award in Exploring Occupational Studies for the Workplace

**Level 2** Award/Certificate/Diploma in Occupational Studies for the Workplace

Minimum Entry Age: 14

FACTS AND FIGURES				
	AWARD (EXPLORING)	AWARD	CERTIFICATE	DIPLOMA
Qualification no/Learning Aim Reference:	601/1497/6	601/1424/1	601/1423/X	601/1425/3
Guided Learning Hours (GLH):	20	42	92	296
Total Qualification Time (TQT):	30	60	130	370
Credit Value:	3	6	13	37

## Enterprise Skills

### Entry Level Award in Developing Enterprise Skills (Entry 3)

Minimum Entry Age: 14

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/4148/7
Guided Learning Hours (GLH):	45
Total Qualification Time (TQT):	60
Credit Value:	6

### Level 1 Awards in Investigating and Developing Enterprise Skills

Minimum Entry Age: 14

#### FACTS AND FIGURES

	INVESTIGATING	DEVELOPING
Qualification no/Learning Aim Reference:	601/4145/1	601/4143/8
Guided Learning Hours (GLH):	15	75
Total Qualification Time (TQT):	20	90
Credit Value:	2	9

### Level 2 Award and Certificate in Investigating and Developing Enterprise Skills

Minimum Entry Age: 14

#### FACTS AND FIGURES

	INVESTIGATING (AWARD)	DEVELOPING (CERTIFICATE)
Qualification no/Learning Aim Reference:	601/4144/X	601/4146/3
Guided Learning Hours (GLH):	40	145
Total Qualification Time (TQT):	40	150
Credit Value:	4	15

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# piece the puzzle together.



Help your learners on the path to success with bespoke Study Programmes from NCFE. NCFE's Study Programmes can be built around your 16-19 learners, to offer a robust and challenging learning experience.

Not only do our Study Programmes meet the requirements of the Department for Education, they cover a range of sectors and support learner progression through substantial qualifications, work placement support and English and maths.

Whether your learners choose to go on to further study or embark on their dream career, a Study Programme from NCFE will set them up for success.

## Find out more.

**Visit:** [ncfe.org.uk/colleges/study-programme](http://ncfe.org.uk/colleges/study-programme)

**Email:** [studyprogramme@ncfe.org.uk](mailto:studyprogramme@ncfe.org.uk)

## Business and Enterprise

### Level 1/2 Technical Award in Business and Enterprise

Minimum Entry Age: 14

LRA

PP

**v.certs**

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/2955/5
Guided Learning Hours (GLH):	120
Total Qualification Time (TQT):	157

Learning Resources Available: NCFE

This V Cert features on the list of DfE approved qualifications and will be recognised in the 2020, 2021 and 2022 Key Stage 4 Performance Tables.

## Level 1 Certificate in Business and Enterprise

Minimum Entry Age: 14

**v.certs**

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/0315/2
Guided Learning Hours (GLH):	120
Total Qualification Time (TQT):	180

## Level 2 Certificate in Business and Enterprise

Minimum Entry Age: 14

LRA

PP

**v.certs**

Last date for registrations 3 March 2020

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/0048/5
Guided Learning Hours (GLH):	125
Total Qualification Time (TQT):	185

Learning Resources Available: iAchieve

This V Cert features on the list of DfE approved qualifications and will be recognised in the 2019 and 2020 Key Stage 4 Performance Tables.

## Level 3 Applied General Certificate in Business and Enterprise

Minimum Entry Age: 16

PP

UCAS

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/8908/3
Guided Learning Hours (GLH):	362
Total Qualification Time (TQT):	540

This qualification features on the list of DfE approved Applied General qualifications and will be recognised in the 2019, 2020, 2021 and 2022 Key Stage 5 Performance Tables.



# Business Administration

## Level 1 Certificate in Business Administration

Minimum Entry Age: 14

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3963/8
Guided Learning Hours (GLH):	150
Total Qualification Time (TQT):	250
Credit Value:	25

## Level 2 Certificate in Principles of Business Administration


Minimum Entry Age: 16

LRA

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7071/2
Guided Learning Hours (GLH):	155
Total Qualification Time (TQT):	170

Learning Resources Available: Learning Curve Group


 **If you're interested in this qualification you may also be interested in:**  
**Level 2** Diploma in Business Administration / **Level 2** Diploma in Customer Service  
**Level 3** Diploma in Management

## Level 3 Certificate in Principles of Business Administration

Minimum Entry Age: 16

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7074/8
Guided Learning Hours (GLH):	210
Total Qualification Time (TQT):	230

 **If you're interested in this qualification you may also be interested in:**  
**Level 2** Certificate in Principles of Business Administration / **Level 2** Certificate in Principles of Team Leading  
**Level 2** Diploma in Customer Service / **Level 2** Certificate in Equality and Diversity

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Choose NCFE for Functional Skills and we'll guide you through the transition of the reform with our dedicated English and maths curriculum experts.

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Find out more about our qualifications and how we can support you.  
[functionalskills@ncfe.org.uk](mailto:functionalskills@ncfe.org.uk)

## Level 2 Diploma in Business Administration

Minimum Entry Age: 16

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3964/X
Guided Learning Hours (GLH):	229
Total Qualification Time (TQT):	450
Credit Value:	45



**If you're interested in this qualification you may also be interested in:**

**Level 2 Diploma in Skills for Business / Level 2 Certificate in Principles of Business Administration**



## Level 3 Diploma in Business Administration

**Minimum Entry Age: 16**

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3965/1
Guided Learning Hours (GLH):	282
Total Qualification Time (TQT):	580
Credit Value:	58



**If you're interested in this qualification you may also be interested in:**  
Level 3 Diploma in Skills for Business (various pathways)

## Level 3 Diploma for Business Administrators

**Minimum Entry Age: 16**

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/5359/4
Guided Learning Hours (GLH):	240
Total Qualification Time (TQT):	405



**If you're interested in this qualification you may also be interested in:**  
Level 3 Certificate in Principles of Business Administration / Level 3 Certificate in Principles of Management  
Level 3 Diploma in Management / Level 3 Diploma in Management Skills and Knowledge  
Level 3 Diploma in Customer Service / Level 3 Certificate in Principles of Customer Service

## Level 4 NVQ Diploma in Business Administration

**Minimum Entry Age: 18**

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3966/3
Guided Learning Hours (GLH):	296
Total Qualification Time (TQT):	570
Credit Value:	57



**If you're interested in this qualification you may also be interested in:**  
Level 4 NVQ Diploma in Management / Level 3 Award and Extended Award in Higher Level Studies



## Customer Service

### Level 1 Certificate in Customer Service

Minimum Entry Age: 14

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3972/9
Guided Learning Hours (GLH):	133
Total Qualification Time (TQT):	230
Credit Value:	23

### Level 2 Certificate in Principles of Customer Service

Minimum Entry Age: 16

LRA

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7070/0
Guided Learning Hours (GLH):	180
Total Qualification Time (TQT):	200

Learning Resources Available: Learning Curve Group



**If you're interested in this qualification you may also be interested in:**

**Level 3** Certificate in Principles of Business Administration / **Level 3** Certificate in Principles of Management  
**Level 3** Certificate in Principles of Customer Service

### Level 3 Certificate in Principles of Customer Service

Minimum Entry Age: 16

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7073/6
Guided Learning Hours (GLH):	220
Total Qualification Time (TQT):	240



**If you're interested in this qualification you may also be interested in:**

**Level 3** Diploma in Management / **Level 3** Certificate in Principles of Business Administration  
**Level 3** Certificate in Principles of Customer Service



## Level 2 Diploma in Customer Service

Minimum Entry Age: 16

LRA

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3973/0
Guided Learning Hours (GLH):	247
Total Qualification Time (TQT):	450
Credit Value:	45

Learning Resources Available: The Skills Network

## Level 3 Diploma in Customer Service

Minimum Entry Age: 16

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3974/2
Guided Learning Hours (GLH):	289
Total Qualification Time (TQT):	550
Credit Value:	55

## Level 2 Certificate in Contact Centre Operations

Minimum Entry Age: 14

LRA

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	600/1292/4
Guided Learning Hours (GLH):	93
Total Qualification Time (TQT):	130
Credit Value:	13

Learning Resources Available: NCFE

## Team Leading and Management

### Level 2 Certificate in Principles of Team Leading

Minimum Entry Age: 16

LRA

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/3883/0
Guided Learning Hours (GLH):	160
Total Qualification Time (TQT):	180

Learning Resources Available: Learning Curve Group



**If you're interested in this qualification you may also be interested in:**

**Level 2** Certificate in Principles of Customer Service / **Level 2** Certificate in Principles of Business Administration  
**Level 3** Certificate in Principles of Management

### Level 2 Diploma in Team Leading

Minimum Entry Age: 16

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/3967/5
Guided Learning Hours (GLH):	201
Total Qualification Time (TQT):	400
Credit Value:	40

### Level 4 Certificate in Leadership and Management

Minimum Entry Age: 18

#### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/0987/8
Guided Learning Hours (GLH):	134
Total Qualification Time (TQT):	242



**If you're interested in this qualification you may also be interested in:**

**Level 3** Diploma in Business Administration / **Level 3** Diploma in Customer Service



## Level 5 NVQ Diploma in Management and Leadership

Minimum Entry Age: 18

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/4034/3
Guided Learning Hours (GLH):	237
Total Qualification Time (TQT):	530
Credit Value:	53



If you're interested in this qualification you may also be interested in:  
Level 5 Diploma in Principles of Management and Leadership

## Level 5 Diploma in Principles of Management and Leadership

Minimum Entry Age: 18

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/8032/8
Guided Learning Hours (GLH):	240
Total Qualification Time (TQT):	400
Credit Value:	40



If you're interested in this qualification you may also be interested in:  
Level 5 NVQ Diploma in Management and Leadership

## Level 3 Certificate in Principles of Management

Minimum Entry Age: 16

LRA

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7075/X
Guided Learning Hours (GLH):	215
Total Qualification Time (TQT):	240

Learning Resources Available: NCC

## Level 3 Diploma in Management

Minimum Entry Age: 16

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/4032/X
Guided Learning Hours (GLH):	284
Total Qualification Time (TQT):	550
Credit Value:	55



If you're interested in this qualification you may also be interested in:  
Level 4 NVQ Diploma in Business Administration

## Level 3 Diploma in Management Skills and Knowledge

Minimum Entry Age: 16

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/2998/1
Guided Learning Hours (GLH):	150
Total Qualification Time (TQT):	370
Credit Value:	37

## Level 4 NVQ Diploma in Management

Minimum Entry Age: 18

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/4033/1
Guided Learning Hours (GLH):	214
Total Qualification Time (TQT):	530
Credit Value:	53



If you're interested in this qualification you may also be interested in:  
Level 5 Diploma in Principles of Management and Leadership



## Level 5 Diploma in Management Skills and Knowledge

Minimum Entry Age: 18

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/2999/3
Guided Learning Hours (GLH):	230
Total Qualification Time (TQT):	370
Credit Value:	37



**If you're interested in this qualification you may also be interested in:**

**Level 5 NVQ Diploma in Management and Leadership / Level 5 Diploma in Principles of Management and Leadership**

## Skills for Business

### Level 2 Diploma in Skills for Business

Minimum Entry Age: 14

LRA

### FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/2624/3
Guided Learning Hours (GLH):	360
Total Qualification Time (TQT):	480
Credit Value:	48

Learning Resources Available: NCFE

**Level 3** Diploma in Skills for Business

**Level 3** Diploma in Skills for Business: Customer Service

**Level 3** Diploma in Skills for Business: Enterprise

**Level 3** Diploma in Skills for Business: Finance

**Level 3** Diploma in Skills for Business: Human Resources

**Level 3** Diploma in Skills for Business: IT

**Level 3** Diploma in Skills for Business: Retail

**Level 3** Diploma in Skills for Business: Sales and Marketing

Minimum Entry Age: 16

UCAS

## FACTS AND FIGURES

### Level 3

Diploma in Skills for Business

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2640/1</b>
<b>Guided Learning Hours (GLH):</b>	<b>360</b>
<b>Total Qualification Time (TQT):</b>	<b>600</b>
<b>Credit Value:</b>	<b>60</b>

### Level 3

Diploma in Skills for Business: Customer Service

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>603/2491/0</b>
<b>Guided Learning Hours (GLH):</b>	<b>520</b>
<b>Total Qualification Time (TQT):</b>	<b>860</b>
<b>Credit Value:</b>	<b>86</b>

### Level 3

Diploma in Skills for Business: Enterprise

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2647/4</b>
<b>Guided Learning Hours (GLH):</b>	<b>540</b>
<b>Total Qualification Time (TQT):</b>	<b>900</b>
<b>Credit Value:</b>	<b>90</b>

### Level 3

Diploma in Skills for Business: Finance

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2648/6</b>
<b>Guided Learning Hours (GLH):</b>	<b>545</b>
<b>Total Qualification Time (TQT):</b>	<b>820</b>
<b>Credit Value:</b>	<b>82</b>

### Level 3

Diploma in Skills for Business: Human Resources

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2649/8</b>
<b>Guided Learning Hours (GLH):</b>	<b>540</b>
<b>Total Qualification Time (TQT):</b>	<b>900</b>
<b>Credit Value:</b>	<b>90</b>

### Level 3

Diploma in Skills for Business: IT

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2650/4</b>
<b>Guided Learning Hours (GLH):</b>	<b>540</b>
<b>Total Qualification Time (TQT):</b>	<b>840</b>
<b>Credit Value:</b>	<b>84</b>

### Level 3

Diploma in Skills for Business: Retail

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2651/6</b>
<b>Guided Learning Hours (GLH):</b>	<b>567</b>
<b>Total Qualification Time (TQT):</b>	<b>930</b>
<b>Credit Value:</b>	<b>93</b>

### Level 3

Diploma in Skills for Business: Sales and Marketing

<b>Minimum Entry Age:</b>	<b>16</b>
<b>Qualification no/Learning Aim Reference:</b>	<b>601/2652/8</b>
<b>Guided Learning Hours (GLH):</b>	<b>561</b>
<b>Total Qualification Time (TQT):</b>	<b>930</b>
<b>Credit Value:</b>	<b>93</b>





## We have everything plus a little extra when it comes to end-point assessment



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0191 240 8950



[epa@ncfe.org.uk](mailto:epa@ncfe.org.uk)



@NCFE or @CACHEORG

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## Higher Level Studies

### Level 3 Award and Extended Award in Higher Level Studies

Minimum Entry Age: 14

LRA

UCAS

#### FACTS AND FIGURES

	AWARD	EXTENDED AWARD
Qualification no/Learning Aim Reference:	601/7789/5	601/7788/3
Guided Learning Hours (GLH):	30	60
Total Qualification Time (TQT):	45	90

Learning Resources Available: NCFE



## Supporting Qualifications / CPD

## Level 1 Certificate in Digital Skills

Minimum Entry Age: 14

## FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/3129/X
Guided Learning Hours (GLH):	120
Total Qualification Time (TQT):	150



If you're interested in this qualification you may also be interested in:

Level 2 Award/Certificate in Digital Promotion for Business / Level 1 or 2 Certificate in IT User Skills (ITQ)  
Level 2 Certificate in Digital Skills for Work

## Level 2 Certificate in Digital Skills for Work

Minimum Entry Age: 14

LRA

## FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/3114/8
Guided Learning Hours (GLH):	110
Total Qualification Time (TQT):	140

Learning Resources Available: NCFE

## Level 2 Certificate in Creating a Business Start-up

Minimum Entry Age: 14

LRA

## FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/3632/8
Guided Learning Hours (GLH):	121
Total Qualification Time (TQT):	121

Learning Resources Available: Learning Curve Group

## Level 2 Award and Certificate in Digital Promotion for Business

Minimum Entry Age: 14

LRA

FACTS AND FIGURES		
	AWARD	CERTIFICATE
Qualification no/Learning Aim Reference:	601/6671/X	601/6673/3
Guided Learning Hours (GLH):	50	150
Total Qualification Time (TQT):	75	225

Learning Resources Available: Market Smarter

## Level 2 Certificate in Data Analysis

Minimum Entry Age: 14

FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	603/3916/0
Guided Learning Hours (GLH):	120
Total Qualification Time (TQT):	135



**If you're interested in this qualification you may also be interested in:**

**Level 2** Certificate in Digital Skills for Work / **Level 2** Certificate in Understanding Data Protection and Data Security

## Level 2 Certificate in Understanding Workplace Violence and Harassment

Minimum Entry Age: 16

LRA

FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	603/3928/7
Guided Learning Hours (GLH):	110
Total Qualification Time (TQT):	140

Learning Resources Available: Learning Curve Group



**If you're interested in this qualification you may also be interested in:**

**Level 3** Certificate in the Principles of Customer Service / **Level 3** Diploma in Customer Service  
**Level 3** Diploma in Skills for Business: Customer Service

## Level 2 Certificate in Understanding Data Protection and Data Security

Minimum Entry Age: pre-16

LRA

LFF

### FACTS AND FIGURES

Qualification no/Learning Aim Reference: 603/3639/0

Guided Learning Hours (GLH): 110

Total Qualification Time (TQT): 130

### Learning Resources Available: Learning Curve Group



**If you're interested in this qualification you may also be interested in:**

**Level 2** Certificate in Principles of Business Admin / **Level 2** Certificate in Principles of Team Leading

**Level 2** Certificate in Principles of Customer Service / **Level 2** Certificate in IT User Skills (ITQ)

**Level 2** Certificate in Digital Skills for Work / **Level 3** Certificate in Principles of Business Admin

**Level 3** Certificate in Principles of Customer Service

### Exciting news - coming soon...

**Level 2** Diploma for Customer Service Practitioners\*

Minimum entry age: 16

\*Qualification under development



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 **@NCFE**

\*To continue our levels of customer service, telephone calls may be recorded.