

NCFE Example study programme**Example programme plan****NCFE Level 2 Diploma in Skills for Business (601/2624/3)****Main programme structure**

	Level 2 Diploma in Skills for Business (choice of 6 units from 10 available choices)	Delivery hours
Unit 01	Business culture and responsibilities (K/505/9689)	60
Unit 02	Deliver customer service in a business environment (M/505/9693)	60
Unit 03	Produce documents in a business environment (A/505/9695)	60
Unit 04	Solve problems in a business environment (L/505/9698)	60
Unit 05	Work with others in a business environment (F/505/9701)	60
Unit 06	Communicate in a business environment (D/505/9690)	60
Unit 07	Contribute to running a project (J/505/9697)	60
Unit 08	Innovation in a business environment (A/505/9700)	60
Unit 09	Manage and improve own performance in a business environment (R/505/9704)	60
Unit 10	Respond to change in a business environment (Y/505/9705)	60
	Total	360

Employability preparation and enrichment	Delivery hours
Induction/Tutorial/Study skills time – Level 2 Award in Learning to Learn (600/2859/2)	35
Portfolio review/Self-development (extra hours to be built into course delivery) could be non-certificated or could include - Support development of self and team members (K/503/1276/UNIT)	35
Work experience/Volunteering/Leadership - Level 2 Award in Developing Enterprise Skills (500/8445/8)	40
Total	105

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	555

Contact us

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