

NCFE Example study programme**Example curriculum plan****NCFE Level 2 Diploma in Skills for Business (601/2624/3)****Personal Tutor****Semester 1**

Unit title	Unit Tutor A B (if applicable)	Alternative Tutor	Total hours taught	Resource needs
Business culture and responsibilities (K/505/9689)			60	Internet connectivity/ classroom
Deliver customer service in a business environment (M/505/9693)			60	Internet connectivity/ classroom and placement
Produce documents in a business environment (A/505/9695)			60	Internet connectivity/ classroom and placement

Semester 2

Unit title	Unit Tutor A B (if applicable)	Alternative Tutor	Total hours taught	Resource needs
Solve problems in a business environment (L/505/9698)			60	Internet connectivity/ classroom and placement

Work with others in a business environment (F/505/9701)			60	Internet connectivity/ classroom and placement
Respond to change in a business environment (Y/505/9705)			60	Internet connectivity/ classroom and placement

All year

Unit title	Unit Tutor A B (if applicable)	Alternative Tutor	Total hours taught	Resource needs
Level 2 Award in Developing Enterprise Skills (500/8445/8)			40	Internet connectivity/ classroom and placement
Induction/ portfolio review/ self-development Support development of self and team members (K/503/1276/UNIT)			35	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				
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Options – dependent on GCSE profile

Unit title	Unit Tutor A B (if applicable)	Alternative Tutor	Total hours taught	Resource needs
NCFE Functional Skills English/Maths			45 x 2	Internet connectivity/ classroom
GCSE English/Maths			90 x 2	Internet connectivity/ classroom

Contact us

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