K C F E



NCFE's study programme in the business 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 aim

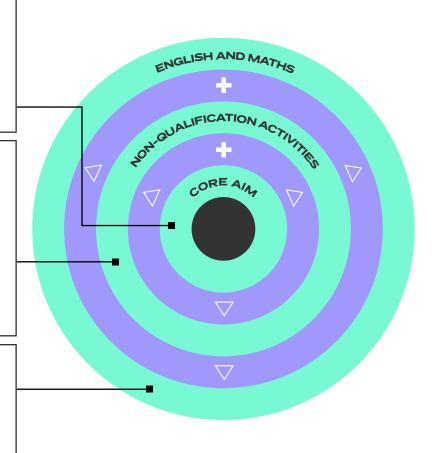
A substantial level 2 or 3 qualification that constitutes at least half of a learner's programme, i.e. over 270 Planned Learning Hours (PLH). We offer a wide range of high quality qualifications to suit your learners.

Non-qualification activities

Employability, enrichment and pastoral (EEP) work that complements learning and enhances transferable skills and confidence. Choose from our comprehensive suite of fully resourced blended learning modules, each representing 2 PLH, designed to be delivered in tutorial time.

English and maths

All learners who have not achieved a grade 4 in GCSE English or maths must continue to study the subjects. Our Functional Skills qualifications are perfect for learners looking to progress towards achieving their grade 4.



CORE AIM

- → NCFE Level 2 Diploma in Skills for Business (601/2624/3)
- → NCFE Level 3 Diploma in Skills for Business (540):
 - Enterprise (601/2647/4)
- → NCFE Level 3 Diploma in Skills for Business (360) (601/2640/1)
- Finance (601/2648/6) - Human Resources (601/2649/8)
- IT (601/2650/4)
- Retail (601/2651/6)
- Sales and Marketing (601/2652/8)
- Enterprise (601/8908/3)

NON-QUALIFICATION ACTIVITIES

Employability All about your UCAS application Employee Rights and Responsibilities How to Write a Covering Letter Analytical Skills **Building Professional Relationships** How to Write a CV **Creative Thinking** Interview Skills **Critical Thinking** Job Search Skills Dealing with Conflict Managing Change Demonstrating Commercial Awareness Problem Solving in a Place of Work Effective Use of Social Media Understanding Mindset **Business and Enterprise** Principles of Digital Marketing Principles of Team Leading Producing Digital Promotional Content for Business Business and Customer Awareness Conducting Market Research Setting Up Your Own Website Enterprise Types of Business How to Write a Business Case Understanding Innovation **Study Skills** Communication Skills Planning your Study **Reflective Practice** Conducting Research Exam Preparation and Revision **Team Working** Expert Learner Working as a Group Plagiarism and Copyright **Personal and Social Development** Anti-Bullying Gender and other forms of discrimination **British Values** Making Healthy Choices Dealing With Conflict Managing your Money **Dealing With Stress** Mental Health Awareness **Developing Assertiveness** Prevent Equality Understanding Personal Identity Friendship and Families **Digital Skills** Creating a Presentation Creating and Editing Podcasts Creating a Professional Online Profile Managing Files and Folders Creating and Editing Images What is GDPR? Creating and Editing Movies What is Plagiarism?

ENGLISH AND MATHS

Functional Skills

- → NCFE Level 1 Functional Skills Qualification in English (603/5058/1)
- → NCFE Level 2 Functional Skills Qualification in English (603/5054/4)
- → NCFE Level 1 Functional Skills Qualification in Mathematics (603/5055/6)
- NCFE Level 2 Functional Skills Qualification in Mathematics (603/5060/X)