

# 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

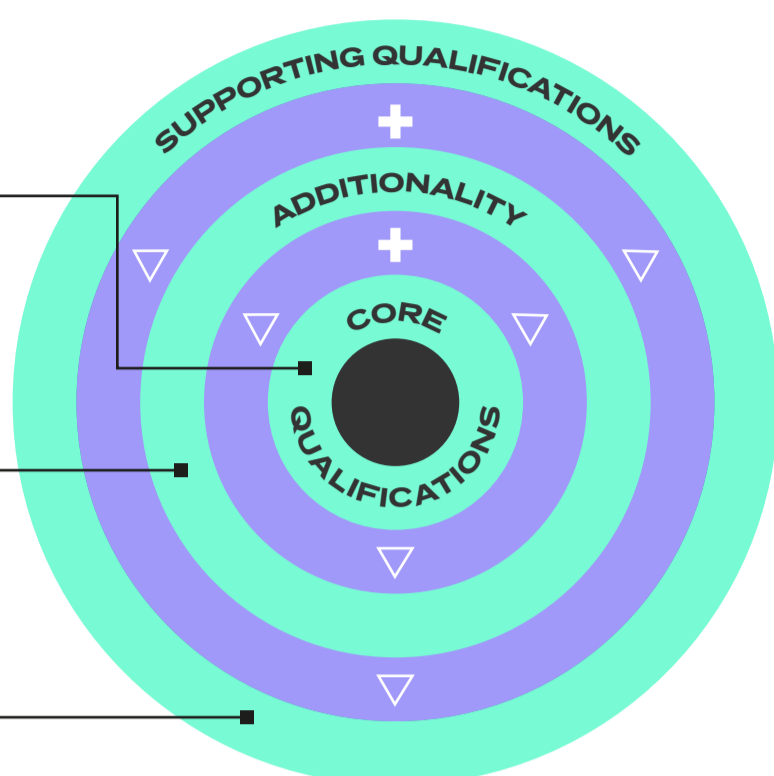
Level 3 substantial qualifications with high guided learning hours which attract UCAS points, to support progression to higher education. We also have a range of level 2 qualifications, which can support progression to level 3.

## 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 2 Certificate in Contact Centre Operations (600/1292/4)



## 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 in Managing your Money (601/3558/X)
- Level 2 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)