

○ **Business Administration and Management**

Catering and Hospitality

Children and Young People

Creative, Design and Digital

Early Years Education

Education, Training and Assessment

Health and Science

Health and Social Care

Retail

Sport, Public Services and Travel

Transport, Engineering and Construction

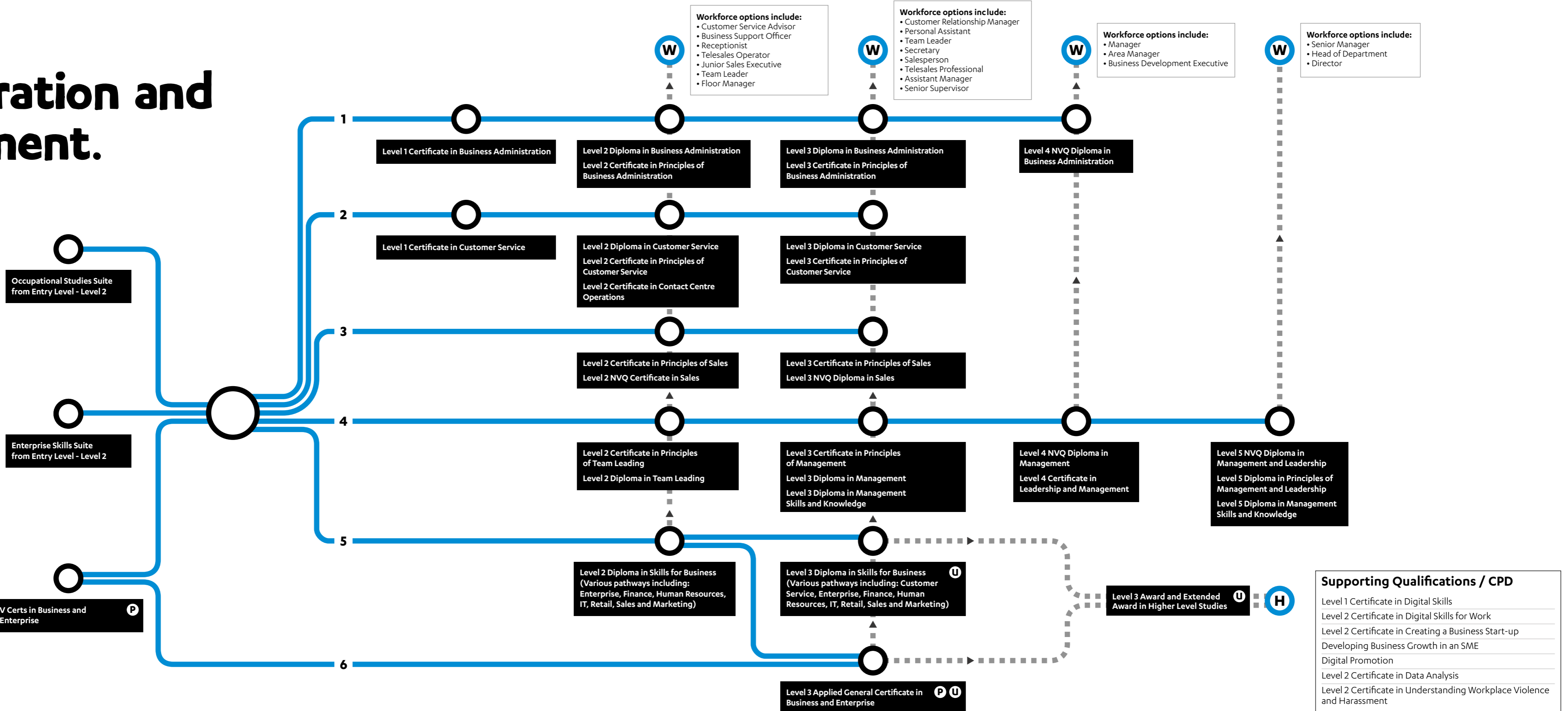
**Open up our progression map
to plot your learner journeys and
plan your curriculum.**



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 websites 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.



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 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.

Level 1 Technical Award in Business and Enterprise

Minimum Entry Age: 14 LRA PP v.certs

FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	603/0835/7
Guided Learning Hours (GLH):	122
Total Qualification Time (TQT):	182
Credit Value:	N/A

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.

If you're interested in this qualification you may also be interested in:
Level 3 Applied General Certificate in Business and Enterprise

KEY

- APP** Apprenticeship Standard or Framework
- LRA** Learning Resources Available
- PP** Performance Points
- UCAS** UCAS

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 whether it holds performance points, UCAS points as well as if it's supported by learning resources. Please see the key 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, learning and delivery resources from NCFE, CACHE or third parties. If these additional learning resources are available for the qualification, we'll list who they're 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
Email:
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
Email:
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
Email:
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.laserlearning.co.uk
Email:
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
Email:
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
- 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 3 Award in Exploring Occupational Studies for the Workplace

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

Minimum Entry Age: 14 **LRA**

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

Learning Resources Available: NCFE

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 **LRA**

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

Learning Resources Available: NCFE



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**

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Email: businessdevelopment@ncfe.org.uk **Call:** 0191 240 8833

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 3 Award in Developing Enterprise Skills

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

Business and Enterprise

Level 1 Technical Award in Business and Enterprise


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

FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/0835/7
Guided Learning Hours (GLH):	122
Total Qualification Time (TQT):	182

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.

 **If you're interested in this qualification you may also be interested in:**
Level 3 Applied General Certificate in 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 2 Technical Award in Business and Enterprise


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

FACTS AND FIGURES

Qualification no/Learning Aim Reference:	603/0838/2
Guided Learning Hours (GLH):	122
Total Qualification Time (TQT):	182

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.

 **If you're interested in this qualification you may also be interested in:**
Level 3 Applied General Certificate in Business and Enterprise

Level 1 Certificate in Business and Enterprise

Minimum Entry Age: 14 LRA **v.certs**

FACTS AND FIGURES

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

Learning Resources Available: NCFE

Level 2 Certificate in Business and Enterprise

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

FACTS AND FIGURES

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

Learning Resources Available: NCFE / iAchieve

This V Cert features on the list of DfE approved qualifications and will be recognised in the 2018, 2019 and 2020 Key Stage 4 Performance Tables.

Level 3 Applied General Certificate in Business and Enterprise

Minimum Entry Age: 16 LRA PP UCAS

FACTS AND FIGURES

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

Learning Resources Available: NCFE

This qualification features on the list of DfE approved Applied General qualifications and will be recognised in the 2019 and 2020 16-19 Performance Tables.

Business Administration

Level 1 Certificate in Business Administration

Minimum Entry Age: 14 LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE

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: NCFE / Learning Curve Group / The Skills Network



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 LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE



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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on target for success.



Help your learners to aim in the right direction with Business Administration and Management Study Programmes from NCFE.

NCFE's Study Programmes provide 16-19 learners with a structured learning experience to support their progression through substantial qualifications, work placement support and English and maths.

Whether they choose to go on to further study or embark on their dream career, a Study Programme from NCFE will ensure they hit the mark.

find out more.

Visit: ncfe.org.uk/colleges/study-programme Call: 0191 240 8833 Email: BusinessDevelopment@ncfe.org.uk

Level 2 Diploma in Business Administration

Minimum Entry Age: 16 LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE




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 LRA

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


Learning Resources Available: NCFE

 **If you're interested in this qualification you may also be interested in:**
 Level 3 Certificate in Principles of Sales / Level 3 Diploma in Skills for Business

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 LRA

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


Learning Resources Available: NCFE

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: NCFE / Learning Curve Group / The Skills Network


 **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 LRA

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

Learning Resources Available: NCFE / The Skills Network

 **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: NCFE

Level 3 Diploma in Customer Service


Minimum Entry Age: 16 **LRA**

FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	601/3974/2
Guided Learning Hours (GLH):	289
Total Qualification Time (TQT):	550
Credit Value:	55
Learning Resources Available: NCFE	

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	


 **If you're interested in this qualification you may also be interested in:**
Level 2 Certificate in Principles of Sales

Sales

Level 2 Certificate in Principles of Sales

Minimum Entry Age: 16 **LRA**


FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	601/7692/1
Guided Learning Hours (GLH):	131
Total Qualification Time (TQT):	180
Credit Value:	18
Learning Resources Available: NCFE	

 **If you're interested in this qualification you may also be interested in:**
Level 3 NVQ Diploma in Sales

Level 2 NVQ Certificate in Sales

Minimum Entry Age: 16 **LRA**


FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	601/7773/1
Guided Learning Hours (GLH):	124
Total Qualification Time (TQT):	220
Credit Value:	22
Learning Resources Available: NCFE	

 **If you're interested in this qualification you may also be interested in:**
Level 2 Certificate in Principles of Sales / Level 3 Certificate in Principles of Sales
Level 3 NVQ Diploma in Sales

Level 3 Certificate in Principles of Sales

Minimum Entry Age: 16 **LRA**


FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	601/7694/5
Guided Learning Hours (GLH):	119
Total Qualification Time (TQT):	160
Credit Value:	16
Learning Resources Available: NCFE	

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

Level 3 NVQ Diploma in Sales

Minimum Entry Age: 16 **LRA**

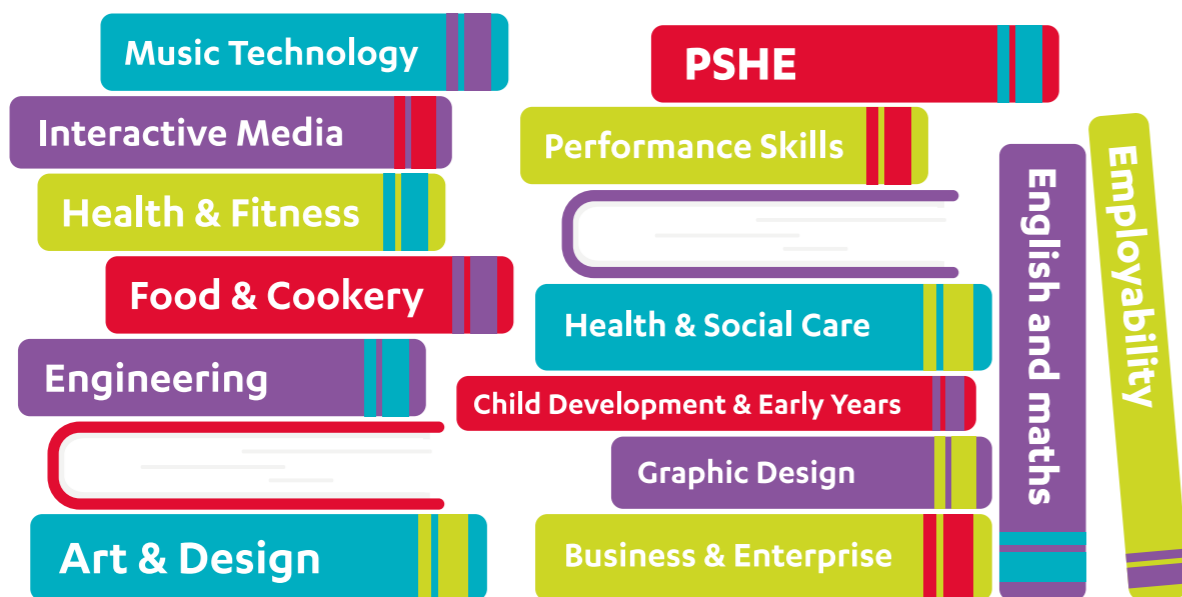
FACTS AND FIGURES	
Qualification no/Learning Aim Reference:	601/7758/5
Guided Learning Hours (GLH):	210
Total Qualification Time (TQT):	370
Credit Value:	37
Learning Resources Available: NCFE	

 **If you're interested in this qualification you may also be interested in:**
Level 3 Certificate in Principles of Sales

Create your best curriculum

With more choice than ever before, now is a great time to partner with us to create your school's best curriculum.

Many of our technical GCSE alternative qualifications are approved until 2022 and we also offer English and maths, PSHE and employability qualifications.



Speak to our team about creating your best curriculum

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 / The Skills Network



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 LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE

Level 4 Certificate in Leadership and Management

Minimum Entry Age: 18 LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE




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 LRA

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

Learning Resources Available: NCFE


 **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 LRA

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

Learning Resources Available: NCFE

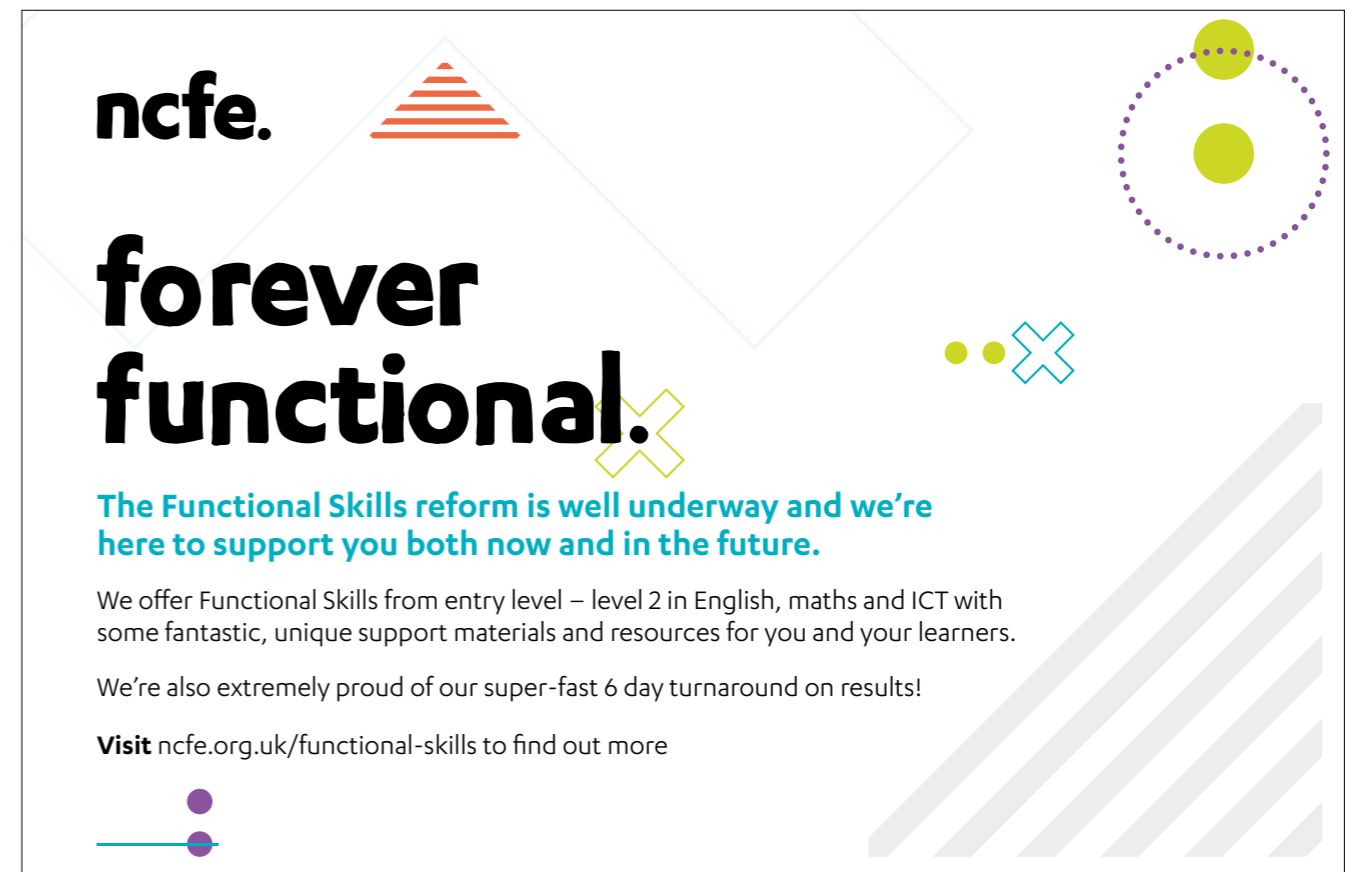
 **If you're interested in this qualification you may also be interested in:**
 Level 5 Diploma in Management and Leadership

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: NCFE



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forever functional.

The Functional Skills reform is well underway and we're here to support you both now and in the future.

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We're also extremely proud of our super-fast 6 day turnaround on results!


Visit ncfe.org.uk/functional-skills to find out more

Level 3 Diploma in Management

Minimum Entry Age: 16 LRA

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

Learning Resources Available: NCFE

 **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

LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE



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

Level 2 Certificate in Principles of Team Leading

Minimum Entry Age: 16

LRA

FACTS AND FIGURES

Qualification no/Learning Aim Reference:	601/7072/4
Guided Learning Hours (GLH):	170
Total Qualification Time (TQT):	190

Learning Resources Available: NCFE / Learning Curve Group



If you're interested in this qualification you may also be interested in:
Level 2 Diploma in Team Leading

Level 2 Diploma in Team Leading

Minimum Entry Age: 16

LRA

FACTS AND FIGURES

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

Learning Resources Available: NCFE



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

Skills for Business

- Level 2 Diploma in Skills for Business
- Level 2 Diploma in Skills for Business: Enterprise
- Level 2 Diploma in Skills for Business: Finance
- Level 2 Diploma in Skills for Business: Human Resources
- Level 2 Diploma in Skills for Business: IT
- Level 2 Diploma in Skills for Business: Retail
- Level 2 Diploma in Skills for Business: Sales and Marketing

Minimum Entry Age: 16/18 LRA

FACTS AND FIGURES


Level 2 Diploma in Skills for Business Minimum Entry Age: 14 Qualification no/Learning Aim Reference: 601/2624/3 Guided Learning Hours (GLH): 360 Total Qualification Time (TQT): 480 Credit Value: 48	Level 2 Diploma in Skills for Business: IT Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2674/7 Guided Learning Hours (GLH): 580 Total Qualification Time (TQT): 830 Credit Value: 83
Level 2 Diploma in Skills for Business: Enterprise Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2677/2 Guided Learning Hours (GLH): 540 Total Qualification Time (TQT): 780 Credit Value: 78	Level 2 Diploma in Skills for Business: Retail Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2673/5 Guided Learning Hours (GLH): 554 Total Qualification Time (TQT): 750 Credit Value: 75
Level 2 Diploma in Skills for Business: Finance Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2676/0 Guided Learning Hours (GLH): 546 Total Qualification Time (TQT): 770 Credit Value: 77	Level 2 Diploma in Skills for Business: Sales and Marketing Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2672/3 Guided Learning Hours (GLH): 542 Total Qualification Time (TQT): 720 Credit Value: 72
Level 2 Diploma in Skills for Business: Human Resources Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2675/9 Guided Learning Hours (GLH): 565 Total Qualification Time (TQT): 770 Credit Value: 77	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 LRA UCAS

FACTS AND FIGURES

Level 3 Diploma in Skills for Business Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2640/1 Guided Learning Hours (GLH): 360 Total Qualification Time (TQT): 600 Credit Value: 60	Level 3 Diploma in Skills for Business: Human Resources Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2649/8 Guided Learning Hours (GLH): 540 Total Qualification Time (TQT): 900 Credit Value: 90
Level 3 Diploma in Skills for Business: Customer Service Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 603/2491/0 Guided Learning Hours (GLH): 520 Total Qualification Time (TQT): 860 Credit Value: 86	Level 3 Diploma in Skills for Business: IT Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2650/4 Guided Learning Hours (GLH): 540 Total Qualification Time (TQT): 840 Credit Value: 84
Level 3 Diploma in Skills for Business: Enterprise Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2647/4 Guided Learning Hours (GLH): 540 Total Qualification Time (TQT): 900 Credit Value: 90	Level 3 Diploma in Skills for Business: Retail Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2651/6 Guided Learning Hours (GLH): 567 Total Qualification Time (TQT): 930 Credit Value: 93
Level 3 Diploma in Skills for Business: Finance Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2648/6 Guided Learning Hours (GLH): 545 Total Qualification Time (TQT): 820 Credit Value: 82	Level 3 Diploma in Skills for Business: Sales and Marketing Minimum Entry Age: 16 Qualification no/Learning Aim Reference: 601/2652/8 Guided Learning Hours (GLH): 561 Total Qualification Time (TQT): 930 Credit Value: 93
	Learning Resources Available: NCFE



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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

Digital Promotion

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: NCFE

Developing Business Growth in an SME

Level 3 Award and Certificate in Developing Business Growth in a Small to Medium Enterprise

Minimum Entry Age: 16 | LRA

FACTS AND FIGURES		
	AWARD	CERTIFICATE
Qualification no/Learning Aim Reference:	603/0914/3	603/0913/1
Guided Learning Hours (GLH):	30	100
Total Qualification Time (TQT):	45	140

Learning Resources Available: NCFE

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

- Entry Level Award in Developing Enterprise Skills (Entry 3) / Level 1 Award in Investigating Enterprise Skills
- Level 1 Award in Developing Enterprise Skills / Level 2 Award in Investigating Enterprise Skills
- Level 2 Certificate in Developing Enterprise Skills

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

FACTS AND FIGURES

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

Level 2 Certificate in Creating a Business Start-up

Minimum Entry Age: 14

FACTS AND FIGURES

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

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

Learning Resources Available: Learning Curve Group



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 and 3 qualifications in Data Analytics/Programming

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

NCFE

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