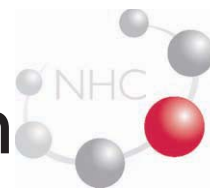


# Business, Administration and Finance Diploma



The Sixth Form Academy

## ● Is this course for me?

All the parts that make up a Diploma have been designed to prepare you for work or further study. Employers and universities have worked together to make sure of this. You'll have life skills, such as teamwork, problem-solving and creative thinking, as well as maths and English. Work experience and a project will also show what you've learnt on your Diploma course.

## ● What does the course involve?

The Business, Administration and Finance Diploma aims to develop a wide range of themes including Business Administration, Financial Services, Sales, Business Enterprise and Business Communication.

## ● Generic learning:

Learners will study functional skills consisting of English, Maths and IT, a project and personal learning and thinking skills. 10 days work experience is also required at all levels.

## ● Principal learning which includes:

- **Foundation (Level 1)** Business Enterprise; customer service; teams and communication in Business; Preparing for work.
- **Higher (Level 2)** Marketing and Sales; teams in business; customer service, Corporate Social Responsibility; responding to change in business, Business finance and accounting; success at work.
- **Advanced (Level 3)** Personal finance and financial services; business finance and accounting; marketing and sales; teams in business; customer service; Corporate Social Responsibility; responding to change in business; people at work; business communication; Business Enterprise.

## ● Additional / Specialist learning which can be chosen from a wide range of existing units or qualifications, at the appropriate level.

## ● What qualifications or skills will I need to get on the course?

You need to be at least 16 years of age and interested in working in the Business sector in a management or executive role.

**Foundation** A GCSE profile, which includes English and Maths

**Higher** 4 GCSE's at grade D or above, which includes English and Maths

**Advanced** 5 GCSE's at grade C or above, which includes English and Maths

## ● What options will be open to me if I successfully complete the course?

You can progress to the next level Diploma, University or employment

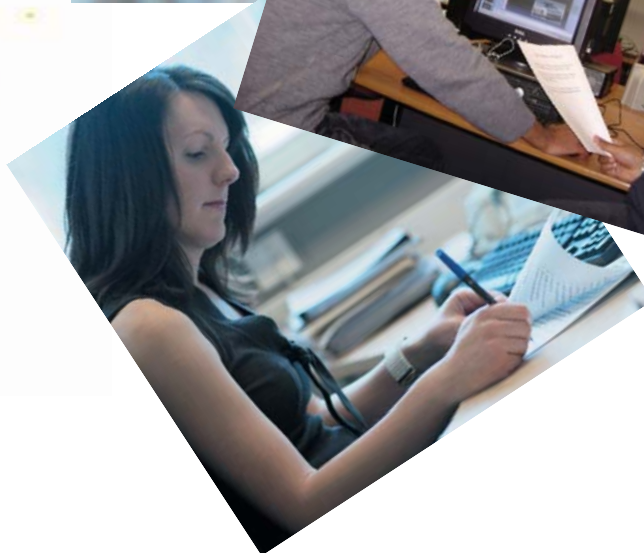
## ● Who can I contact for more information?

Please call Central Enquiries on 01462 424242 or email [diplomas@nhc.ac.uk](mailto:diplomas@nhc.ac.uk)

## ● Interview and reference required

Yes





## INCLUDED IN THIS DIPLOMA

- Business enterprise: how to develop ideas, carry out research and promote products or services
- Business administration: Introduces business administration and its importance to organisations.
- Finance: the knowledge and skills needed to manage personal and business finances.

## WHAT ARE EMPLOYERS SAYING?

"I am passionate about education. I firmly believe that it is really important for employers to put something back into society, which is why I, like so many other employers, have embraced the educational values that the Diploma represents. I am sure that if it is properly implemented, it will have far-reaching and positive effects on our industry."

*Tony Cohen, Chartered Financial Planner Director, Nsure Group Plc and a member of the Diploma Employer Champions Network.*

"I love the fact that business enterprise is such a big part of the course."

"I'll learn what's involved in setting up a company and running it and then apply everything I learn to my own business idea. So, when I do marketing, for example, I will look at how I would market my computer games."

"It feels like a fantastic way to prepare for work –really relevant."