

# Business, Administration and Finance Diploma



## ● 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

