

New for
2009

Support with Applications to Study 14-16 at Key Stage 4

- The opportunity to undertake a Diploma will be discussed at Year 9 Options Events.
- If the Diploma route has been agreed, Tutors, Careers Coordinators and Connexions Advisers will support learners in making an application through their school at an appropriate level.

Support with Application to Study Post-16 at Key Stage 5

- The Post-16 learner route will be discussed at Year 11 Choices Events.
- Tutors, Careers Coordinators and Connexions Advisers will support learners in making an application for a Diploma operating at school and/or College.

The entry requirements for starting a Post-16 full-time Diploma at levels 1-3 will be based on the following guidelines:

- A learner who wishes to undertake a Level 3 Advanced programme requires at least 5 GCSE grades A*-C, normally including English and Maths.
OR
A suitable alternative Level 2 qualification
- A learner who wishes to undertake a Level 2 Higher programme requires at least 4 GCSE passes at grade D and above, normally including English and Maths.
OR
A suitable alternative Level 1 qualification
- A learner who wishes to undertake a Level 1 Foundation programme must have completed a GCSE or Entry Level programme and be able to demonstrate the commitment to benefit from the course.

A new way of learning

The Diploma in Business, Administration and Finance is a new qualification which will be taught in an exciting and revolutionary way.

Part of the course will take place at school and/or North Hertfordshire College. The rest will involve work with employers and local

"Diplomas can give you the skills, knowledge and experience that will help you to be successful at college, university or work, and in so doing they can keep your options open... They are qualifications which complement and broaden what KS4 and KS5 have to offer."

Tim Edwards
IAG Manager,
Youth Connexions
Hertfordshire

"Our partnership with local schools and colleges through the Business Diploma will allow MBDA to connect with the workforce of the future, and influence and shape the next generation of future employees. Importantly, it will also help us provide professional development opportunities for our staff whilst helping our recruitment into our business and commercial areas."

Gareth Humphries MBE
HR Advisor Education Liaison
MBDA UK

businesses, taking part in a number of investigative days at the University of Hertfordshire and the completion of an exciting extended real world project.

PROGRESSION ROUTES

14-16	16-19	19+
Level 1 Foundation or Level 2 Higher Diploma in Business, Administration and Finance	Level 3 Advanced Diploma in Business, Administration and Finance (Foundation and Higher also available)	Employment
plus GCSEs at Key Stage 4	Work-based Learning (NVQ)	Higher Education
	Advanced Apprenticeships	Further Education
	'A' levels	
	International Baccalaureate	

For more information go to www.hertschoices.org.uk
or www.hertsahead.org.uk

BUSINESS, ADMINISTRATION AND FINANCE DIPLOMA

Preparing for success in the business world of tomorrow

- Flexible innovative qualifications in Business, Administration and Finance

- Available for learners both at 14-16 and Post-16

- Offered at Level 1 Foundation, Level 2 Higher and Level 3 Advanced

- Valuable insight into Business, Administration and Finance sector

- Clear focus on employability skills

- Progression to further study, university and employment with training



Improving
choices

Improving
chances

department for
children, schools and families

Qualifications and
Curriculum Authority

cfa
Financial Services
Council

Financial Services
Skills Council

Improving chances

The need for the Diploma in Business, Administration and Finance

"The Advanced Diploma in Business, Administration and Finance is an exciting blend of academic and applied learning. The University of Hertfordshire's Business School considers that the Diploma will provide an ideal preparation for future higher level studies. Employers are right to endorse the Diploma as a vehicle for developing the skills and attributes that young people will require throughout their working lives".

Andrew Francis (Head of Department)
University of Hertfordshire Business School



Improving choices

Who should do a Diploma in Business, Administration and Finance?

- **Learners who are aged 14-16** who have a real interest in Business, Administration and Finance and want to put alongside their GCSE studies a practical and applied, employment focussed, Level 1 Foundation or Level 2 Higher, introduction to the context of Business, Administration and Finance.
- **Post-16 learners** who want to complete an employer-designed and recognised full-time programme in Business, Administration and Finance at Level 1 Foundation, Level 2 Higher or Level 3 Advanced, with a view to further study, university where appropriate, or employment with training.

What is a Diploma in Business, Administration and Finance equivalent to?

- Level 1 Foundation Diploma = 5 GCSEs at Grade D-G
- Level 2 Higher Diploma = 7 GCSEs at Grade A*- C
- Level 3 Advanced Diploma = 3.5 'A' levels
- Level 3 Progression Diploma = 2.5 'A' levels



Achieving excellence

What the Diploma provides

- An exciting and dynamic approach to the understanding of business in a global economy.
- An appreciation of the importance of entrepreneurial skills in the business world
- An opportunity to develop business skills in:
 - ♦ Managing personal finance
 - ♦ Entrepreneurial skills
 - ♦ Effective communication
 - ♦ Risk taking
 - ♦ Responding positively to change
- An element of work experience which takes learning by doing into the business workplace.
- An opportunity to develop valuable employability skills in English and Communications, Maths, IT, a project and personal skills such as critical analysis, problem solving and creative thinking.
- The opportunity to select from a wide range of additional or specialist learning, including additional GCSEs or 'A' levels in Maths, languages, arts and science. This flexibility helps to keep options open in terms of further study, Higher Education or training choices.



What employers have contributed to the Diploma in Business, Administration and Finance

- The Diploma in Business, Administration and Finance is an employer designed and supported qualification.
- Employers will contribute to its delivery by giving talks, providing work experience and real life examples of Business, Administration and Finance issues.

Scenarios on how the Diploma in Business, Administration and Finance may be used



Hannah studying 14-16

Hannah has always had a real interest in business and the economy and a desire to be her own boss. The opportunity arose for Hannah to follow the Level 2 Business, Administration and Finance Diploma. She particularly enjoyed the practical, hands-on approach taken to learning and found

working with local businesses stimulating and exciting.

As part of her studies Hannah had the opportunity to take part in the local Business and Enterprise competition, where she and her team set up a dinner party service for the local area. This drew upon the skills and knowledge that she had learnt on the Business, Administration and Finance Diploma. The experience of running the dinner parties made Hannah realise that she really wanted to own her own business. In pursuit of this goal she has enrolled on the Advanced Diploma in Business, Administration and Finance with the aim of progressing onto a BA Honors in Business Enterprise at the London Metropolitan University.



Amjad studying 16+

Amjad achieved 9 GCSEs at A* - C with A* grades in Maths and French. Amjad excelled in Maths and developed a real enthusiasm for Marketing after completing a marketing project as part of his GCSE in Business. His interest in accountancy came from acting as treasurer for his 5-a-side football team.

He decided to study the Level 3 Diploma in Business, Administration and Finance, selecting French as his additional specialist subject. These options enabled Amjad to focus on his academic strengths while giving him a further insight into the world of business.

While studying this course Amjad benefited from work experience at MBDA, where he was able to see business in action. MBDA was so impressed by his skills and abilities and diligent approach to work that they offered him the opportunity to apply for their Apprenticeship scheme. This enabled Amjad to work at MBDA, earning a salary while studying for a degree in Accounting/Marketing at University of Hertfordshire. He was also able to study abroad, making use of his language skills.

Great job opportunities

228,984 people are currently employed in Business, Administration and Finance throughout Hertfordshire.

In Stevenage alone there are 19,747 jobs in existence in this sector of work. Jobs include banking, accounting, secretarial, pensions and insurance, customer care and sales.

Employers are seeking individuals who have an analytical mind, possess good communication skills, have the ability to problem solve, adopt a creative approach to work and who are team players.