

Course Overview

The aim of the Level 3 Diploma in Skills for Business: Human Resources is to provide students with an in-depth knowledge and understanding of business settings. The course units are designed to ensure that learners gain the core attributes needed by employers in business settings. This course will focus on understanding the business environment, offer in-depth study of technical skills for business, recruitment policies, employment law, and provide opportunities to acquire technical and practical skills.

Eligibility Criteria

For entry into this course, students must meet the following criteria:

- NCFE Level 3 Diplomas can be offered to students aged 16 and above. We do not specify learning requirements for this qualification. However, students may find it useful if they have already achieved a Level 2 qualification.
- We ensure that students admitted to the program have the capability to undertake the assessment and learning criteria.
- This course is offered in English only.

English language requirement

Learners are expected to have English language proficiency of CEFR Level B2, this can be met in any one the following ways:

1. Being a native English language speaker
2. Having achieved IELTS 5.5 or equivalent
3. Having done your last two years of schooling in English
4. Passing our online English language test

Duration and Delivery

This course is designed to be completed over two-years of full-time study. However, we provide flexible time duration in delivery to accommodate for distance and part-time learning. The qualification is delivered through our Virtual Learning Environment (VEL).

Assessment & Verification

All units within this course are internally verified by our internal assessors and externally verified by NCFE. This course is criterion-referenced, based on specific learning outcomes. Each unit is graded using the following structure; Not Yet Achieved, Pass, Merit, and Distinction.

Progression

Successful completion of this course enables learners to get direct entry into the Level 4 Diploma in Business and Administration, NVQ Certificate in Business and Administration, NVQ Diploma in Business and Administration, and Diploma in Human Resource Management. As this Diploma is regulated and approved by Ofqual (Office of the Qualifications and Examinations Regulations), learner will get the opportunity to progress into higher levels of study, at UK Universities or FE colleges. Completion will also give learners UCAS points, depending on your grade. Learners get: 24 for a pass, 48 for a merit, 72 for a distinction, and 84 for a distinction*.

Course Includes

- ✔ 540 Guided Learning Hours
- ✔ 900 Total Quality Time
- ✔ 9 Units
- ✔ 55 Learning Outcomes
- ✔ 55 Quizes
- ✔ 9 Assignments
- ✔ 90 Credits

Course Fee **£490**

Enroll Now

Awarding Body Fee **£139**

Payable by the learner to the awarding organisation within 14 days of starting the course

Qualification Structure

Group A

Choose Any Six

- ✔ Business culture and responsibilities
- ✔ Deliver customer service in a business environment
- ✔ Produce documents in a business environment
- ✔ Solve problems in a business environment
- ✔ Work with others in a business environment
- ✔ Communicate in a business environment
- ✔ Contribute to running a project
- ✔ Innovation in a business environment
- ✔ Manage and improve own performance in a business environment
- ✔ Respond to change in a business environment

Group B

Choose Any Three

- ✔ Recruitment and selection in business
- ✔ Aspects of employment law
- ✔ Human resource management in business
- ✔ Training in the business workplace
- ✔ Understanding health and safety in the business workplace