

# NCFE Level 3 Diploma in Skills for Business: Human Resources (RQF)

## Overview

The aim of the NCFE Level 3 Diploma in Skills for Business: Human Resources is to provide students with an in-depth knowledge and understanding the foundations of business. This diploma course's 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 in HR and business administration. The Level 3 Diploma in Skills for Business- Human Resource is accredited by UK OFQUAL which is delivered 100% online and let learners earn UCAS points.

## Duration and Delivery

This L3 business HR diploma course is designed to be completed over one-year of full-time study. However, we provide completely flexible online learning, meaning you will work on a self-paced basis. Thus, we have seen learners complete this course in as little as 4 months. The qualification is delivered through our Virtual Learning Environment (VLE). Our online tutor support is there to help you should you get stuck.

## Assessment and Verification

All units within this NCFE L3 online course are internally verified by our internal qualified 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.

## 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.

## Progression

Successful completion of this Level 3 business course enables learners to progress onto Level 4 Business Diplomas, such as the **OTHM Level 4 Diploma in Accounting and Business** or the **OTHM Level 4 Diploma in Business Management**. As this Diploma is regulated and approved by OFQUAL (Office of the Qualifications and Examinations Regulations), so 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, dependent on their grade. Learners get: 24 for a pass, 48 for a merit, 72 for a distinction, and 84 for a distinction\*.

540	Guided Learning Hours
900	Total Quality Time
10	Units
90	Credits

**Enroll Now**

**Awarding Body Fee £145**

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

## Unit Structure

- ✓ Business culture and responsibilities
- ✓ Work with others in a business environment
- ✓ Respond to change in a business environment
- ✓ Solve problems in a business environment
- ✓ Produce documents in a business environment
- ✓ Manage and improve own performance in a business environment
- ✓ Recruitment and selection in business
- ✓ Human resource management in business
- ✓ Training in the business workplace
- ✓ Understanding health and safety in the business workplace