



# VCERT Level 3 Diploma in Skills for Business

**NCFE**

**Year 12 and Year 13**

The Vcert is for students who are interested in learning about the business sector alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in business-related subjects. It is designed to be taken as part of a programme of study that includes other appropriate BTEC qualifications or A Levels.

The six units covered across the two years include:

**Unit 2:** Deliver Customer Service in a business environment

**Unit 3:** Produce documents in a business environment

**Unit 4:** Solve problems in a business environment

**Unit 6:** Communicate in a business environment

**Unit 7:** Contribute to running a project

**Unit 10:** Respond to change in a business environment

•Equivalent in size to one A level

## Assessment

The styles of assessment used for this qualification are:

Each candidate is required to create a portfolio of evidence which demonstrates achievement of 100% of the earning outcomes and assessment criteria.

Each unit is graded, Pass, Merit or Distinction.

At the end of the course, all these are added together to give an overall grade.

Vcert Business students:

- Have practical experience from real world assignments
- Take responsibility for their own learning
- Develop interpersonal and practical thinking skills
- Have a strong core base of knowledge
- Know how to work to a brief with set deadlines
- Effectively manage time to complete tasks and processes

## Links Well With:

Vcert Business links well with any A level subject and ICT.

## Progression Routes:

Business Management, Accountancy, Human Resource Management and Marketing.

## Entry Requirements:

GCSE average point score of Grade 5 or above or Merit or above in Level 2 imedia or Level 2 Vcert Business.