



TEMPLEGATE TRAINING
ACADEMY CIC

NCFE Level 3 Diploma In Skills for Business: Human Resources

Course overview

The objectives of this qualification are to provide learners with:

- an understanding of the essential skills required to work successfully in a business environment
- the skills required to solve problems in a business environment
- an understanding of business culture and responsibilities
- the ability to successfully communicate and work with others in a business environment
- the opportunity to develop the skills required to manage and improve their own performance in a business environment
- the skills, knowledge and resources to carry out human resource activities, including health and safety in the workplace, employment law and recruitment and selection.

Entry Requirements

This qualification is designed for learners aged 18 and above and is suitable for use within a Study Programme.

There are no specific recommended prior learning requirements for this qualification.

However, learners may find it helpful if they've already achieved a Level 2 qualification.

Fees and Pricing

This course is eligible for funding through Government Advanced Learning Loans.

Unit Content

Progression Opportunities

This course is split into nine manageable units:

Unit 1: Business Culture and Responsibilities

Unit 3: Produce Documents in a Business Environment

Unit 6: Communication in a Business Environment

Unit 7: Contribute to running a Project

Unit 9: Manage and Improve Own Performance in a Business Environment

Unit 10: Respond to a Change in a Business Environment

Unit 11: Recruitment and Selection in Business

Unit 13: Human Resource Management in Business

Unit 14: Training in Business Workplace

Learners who achieve this qualification could progress to:

- Level 4 Diploma in Business and Administration or Level 4 Diploma in Human Resource Management
- Level 5 Diploma in Business and Administration or Second year of related degree course
- Entry to final year of related degree course
- Employment

Course Duration

9 TO 12 MONTHS

Mode of Delivery

Face to face and online, however due to COVID 19 restrictions, this course is currently delivered online

How do I Join?

Due to COVID 19 restrictions, you need to contact us through email or complete an enquiry form on our website or give us a call

no exams Just assessments