

NVQ Level 3 Diploma Business and Management

Credits: 60

The NVQ Level 3 Business and Management is a dynamic and accessible program tailored to meet the demands of today's business sectors.

This comprehensive course provides students with a solid foundation in essential skills and knowledge needed for a successful career in these fields. With a strong emphasis on hands-on experience and industry relevance, it is the perfect choice for those aspiring to advance in roles such as business advisor, project manager.

As an accredited course, it not only equips you with practical skills but also enhances your career prospects significantly. Invest in your future and embark on a fulfilling career in business. Enrol today to take the next step towards a brighter future.

Career path

This course offers access to a wide range of careers in business, including events and marketing. Alternatively, students may find work as a Business Advisor, Project Manager, General Manager, Investment Administrator, Bank Manager, Marketing Assistant or Public Relations Officer. Others may start their own businesses.

Entry Requirements

Typical Age

This qualification is designed for learners who are typically aged 19 and above.

Qualifications

- 5 GCSEs (9-4) including English and Maths, or satisfactory results (Merit/Distinction) in a relevant level 2 qualification
- work experience in a business environment and demonstrate ambition with clear career goals

- Level 3 qualification in another discipline and want to develop their careers in business management.

Language

For those whom English is not their first language we recommend the following standards of proficiency in English language skills or an approved equivalent for this qualification:

- IELTS 5.5
- Common European Framework of Reference (CEFR) B2
- Cambridge English Advanced (CAE) 162 or above
- Pearson Test of English (PTE) Academic 42-49

Course Content

Mandatory

Unit 1: Introduction to Business

- Introduction to Business and Stakeholders.
- Organisational Structure in a business.
- Factors affecting business.

Unit 2: Business Resources

- Human Resource Management.
- Different resources, purpose and management.
- Understanding finance and management of finances .

Unit 3: Introduction to Marketing

- Understanding marketing.
- Marketing research and planning.
- Understanding customer groups in marketing.

Unit 4: Human Resource Management

- Understand Human Resource Management
- Factors affecting resource management.
- Understanding organisational management of employees.

Optional

Unit 5: Business Communication

- Understanding Business information
- Factors affecting business information

Unit 6: Health and Safety in Business

- Understanding Health and safety regulations in business
- Risk management at workplace

Unit 7: Business Recruitment and selection

- Understanding recruitment in business
- Regulatory framework for recruitment in business.

These units cover essential topics for aspiring business professionals, equipping them with the knowledge and skills required to excel in this rewarding field.

Assessment

- Assessment is via assignment submission.

Key facts

Recognized Qualification:

This course is a nationally recognized qualification in the UK, highly valued by employers in the business and management sector.

Comprehensive Curriculum:

The course units and content covers different conditions that are encountered whilst working in any organisation.

Personalized Support:

Enjoy personalized support and guidance from experienced tutors throughout your learning journey.

Career Advancement:

Upon completion, you'll be well-prepared for various roles in organisation, including Business Advisor, Project Manager or Administrator.

Affordable Tuition:

Affordable tuition fees as compared to other traditional classroom-based courses.

Real-World Application:

Gain practical skills that you can apply directly in organisations, ensuring you are job-ready upon qualification.

No Prior Qualifications Needed:

You can start this course without prior qualifications, making it accessible to beginners and experienced professionals alike.

Assessment on the Job:

Assessments are often based on your job role, allowing you to apply what you've learned directly to your work.

Career Progression:

The NVQ Level 3 opens doors to supervisory and managerial roles within the business sector.

Invest in your future with this comprehensive course that is designed to provide you with the knowledge and skills needed to excel in the rewarding field of business.

Why this course?

The NVQ Level 3 Business and Management is essential for individuals aspiring to pursue careers in business. This qualification is necessary for several reasons:

1. **Career Advancement:**

It opens doors to a wide range of career opportunities, from administrator to project director and beyond.

2. **Professional Development:**

The course enhances your skills and knowledge, making you a valuable asset to employers and clients.

3. **Quality Service:**

It ensures that course leavers are well-trained and capable of providing high-quality service to organisations.

4. **Industry Demand:**

There is a constant demand for trained personnel in businesses, making it a stable career choice.

5. **Rewarding Work:**

Getting qualifications and moving forward in career can be emotionally rewarding, knowing that you're making a difference in organisation.

6. Career Progression:

This qualification is often a stepping stone to supervisory and management roles, providing opportunities for career growth.

In summary, the NVQ Level 3 Business and Management is indispensable for individuals seeking fulfilling careers while meeting industry demands.