



Diploma in Business, Administration and Finance

An Introduction

Improving choice
Improving chances

department for
children, schools and families

Diploma in Business, Administration and Finance

A Brief Introduction to Business, Administration and Finance in the UK

The Diploma in Business, Administration and Finance can be used as a stepping stone into virtually any type of business in the UK or onto university. That's because the knowledge acquired by Diploma students is equally relevant whether they want to enter human resources, sales and marketing, financial services, learning and development or any one of the vast range of different businesses operating across the globe. Employers value individuals who understand what business is all about and how it works, who have qualities like self-motivation and flexibility and who can work well in a team and communicate effectively. In return there are exciting, global opportunities, rewarding careers and high salaries for the most successful young people.

The UK is an enterprise culture and young people play a pivotal part in this. In the last year, it is estimated that around 70,000 young people started new businesses in England and Wales. Starting a business is a steep learning curve and the new Diploma has been developed to give young people a head start by providing them with essential business skills and understanding.

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What is the Diploma in Business, Administration and Finance?

Developing technologies are changing the way businesses work, with a greater emphasis on remote working. Individual job roles are also changing. The Diploma in Business, Administration and Finance has been developed to provide a solid grounding in up-to-the-minute business skills for young people who are interested in any kind of business career or aspire to running their own business. The Diploma in Business, Administration and Finance also provides important life skills, such as planning and managing personal finances, and preparing to enter the world of work. It is flexible so students who have an idea what kind of career they may wish to follow can prepare for the next step. Those who do not can tailor a broad programme of learning to suit their interests and abilities.

Diploma students also develop a good standard of English, maths and ICT. This broad mix of knowledge, understanding and skills will equip young people for college and university or employment.

There are three levels of Diploma.

Starting in Year 10 or 12:

The Foundation Diploma is a level 1 qualification that takes broadly the same time to do as four or five GCSEs.

The Higher Diploma is a level 2 qualification that takes broadly the same time to do as five or six GCSEs.

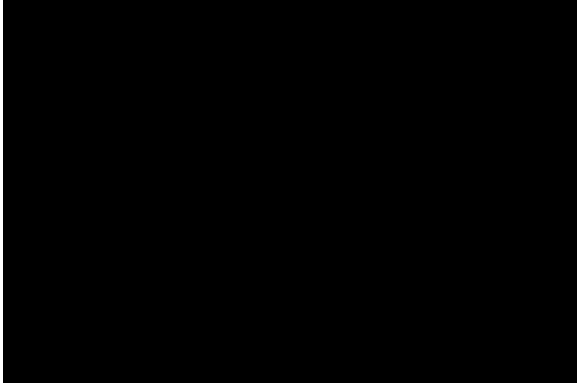
Starting in Year 12 or above:

The Advanced Diploma is a level 3 qualification that takes broadly the same time to do as three A levels.

A Progression Diploma will also be available, which takes broadly the same time as two A levels. This will suit students who do not wish to complete a whole Advanced Diploma.

What will Diploma Students Learn?

Diploma in Business, Administration and Finance students will complete a series of compulsory and optional courses, all designed to give them knowledge, skills and experience that will equip them for life, learning and work. Students learn using realistic business methods, scenarios and case studies bringing their studies to life and making them more relevant to the business world.



Compulsory Courses

Business enterprise is pivotal to the entire Diploma and students at every level study this as a core subject. It teaches them to develop their ideas, research demand and promote their product or service. Alongside other compulsory topics, Foundation level students take a topic that will prepare them to be successful at work. As part of this they look at their own skills and draw up a goal-orientated plan for further development. They can also choose to do taster courses from other Diplomas.

Higher-level students are introduced to the workings of business in more detail. For example they may look at written, verbal and non-verbal forms of communication used in a business context. They may look at the basic components of the marketing mix and find out how to conduct simple market research and what skills are needed for personal selling. Working in teams is important for business success and learners will be introduced to the role and responsibilities of managers in business.

Choices

Students also have the flexibility to choose from a wide range of additional or specialist learning options that are part of the Diploma in Business, Administration and Finance. At Foundation and Higher levels, learners can choose a range of optional subjects, including IT in Business, Languages for Business and Marketing. Advanced Diploma students can either choose a subject in preparation for a specific career, such as a Legal Secretary for example, or they can choose subjects that will help them to gain entry to university, such as law, ICT and statistics. They can also keep their options open by taking a mix of different subjects. These might include: Events Management, Marketing, Accounting, Introduction to Finance, Management and Human Resources.

Diploma students can also choose a subject that broadens their study programme. Languages are particularly recommended as a way of enhancing global business skills.

Student Project

All Diploma students will complete a project to demonstrate the skills and knowledge they have acquired. Students can choose their own project. For example they might want to look at levels of customer satisfaction in companies with call centres in the Far East compared to those with call centres in the UK.

Personal, Learning and Thinking Skills

Mastering essential life and work skills is crucial in today's competitive job market. So all Diploma students are encouraged to develop skills like teamwork and self-management as part of

their course. They will learn how to express themselves confidently and how to apply their knowledge and skills creatively in a work environment.

Work Experience

Diploma students will do a minimum of 10 days work experience to help develop their personal skills and learn more about business. There may also be opportunities for mentoring by professionals working in their chosen field. For example, a student might work in a marketing consultancy, a legal firm or a bank.

English, Maths and ICT

All Diploma students need to achieve a minimum standard in English, maths and ICT. These subjects can be studied as part of the Diploma or can be taken with a GCSE alongside it.

A Typical Week

Diplomas are taught through a lively mix of classroom learning, practical projects, local community involvement and work-related learning. Students receive input from a range of different people, including teachers, college lecturers, local business people and industry practitioners. A typical student at Foundation and Higher levels would spend two days a week on Diploma study (in and out of the classroom) with the rest of the timetable available for GCSEs and National Curriculum studies. An Advanced student timetable might include practical workshops or master classes, work experience, classroom-based learning and learning off-site.

What will the Diploma lead to?

The Diploma is designed to broaden a young person's horizons and give them a wide range of next-step options.

The Advanced Diploma can lead on to university, employment or further training. Students who have completed a Foundation or Higher Diploma in Business, Administration and Finance might choose to go on to do an Advanced Diploma, or perhaps to do A levels. They could also decide to start an Apprenticeship or take a job with further training.

A Diploma gives students relevant, transferable skills that will be welcomed by colleges, universities and employers. The Diploma in Business, Administration and Finance could lead to employment in a variety of business roles and industries. It does not mean students have to pursue a career in administration or finance.

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Case Study

This might be the experience of a Diploma student taking a Diploma in Business, Administration and Finance.

Name: David

Age: 14

Which Diploma would I do?

Foundation Diploma in Business Administration and Finance

Why?

One day I'd like to set up my own company, designing and selling computer games.

Highlight

I love the fact that Business Enterprise is such a big part of the course. I could learn what's involved in setting up a company and running it and then apply everything I learn to my own business idea. So, when I do marketing, for example, I would look at how I would market my computer games. It feels like a fantastic way to prepare for work - really relevant.

Where next?

I could go on to do the Advanced Diploma and then either go to university or just go for it and set up my own business.

"I firmly believe that it is really important for employers to put something back into society, which is why I, like so many other employers, have embraced the educational values that the Diploma represents.

The vocational element of the Diploma qualification is fundamental to giving students life and work experience that will be useful when they come to enter the industry.

The Diploma has the potential to make a significant impact on our sector and the UK economy as a whole by providing the right skills and showcasing the industry to young people."

**Tony Cohen, Chairman, Managing Director
and Financial Director at Nsure Financial Services Ltd**

"I am confident that the Diploma will serve students wishing to embark on a university career in the fields of business, management, finance and business-related areas, with a strong foundation to successfully study at higher level."

**Dr Jane Harrington, Associate Dean Undergraduate Studies and
Academic Development, University of the West of England Bristol**

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The Diploma in Business, Administration and Finance will be taught for the first time by selected schools and colleges across England from September 2009. For more information, visit **www.baf-diploma.org.uk** or **www.dcsf.gov.uk/14-19**

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