

## ADVANCED BUSINESS AND ENTREPRENEURSHIP FREQUENTLY ASKED QUESTIONS



### What qualification will I be working towards?

**Qualification Title** Level 3 Diploma in Skills for Business.

**Awarding Body** NCFE.

**Guided Learning hours (GLH)** 360hrs.

**Total Qualification Time (TQT)** 600hrs.

### What will I be studying?

The following 6 units of study will be delivered across the duration of your programme working from the current **Awarding Body's** specifications. All units will include practical participation, delivery and theory elements and assessment:

- **Unit 05** Work with others in a business environment (J/505/9702).
- **Unit 10** Respond to change in a business environment (D/505/9706).
- **Unit 06** Communicate in a business environment (K/505/9692).
- **Unit 08** Innovation in a business environment (T/505/9744).
- **Unit 07** Contribute to running a project (T/505/9758).
- **Unit 09** Manage and improve own performance in a business environment (L/505/9703).



### Where will I be studying?

**SSG Training Hub** is based within the grounds of the UOB Alexander Sports Centre, Bedford, MK40.

The facilities are serviced by several bus routes in and out of Bedford and is situated less than 10 minutes walk from the train station and town centre.

The facility includes an 8 Badminton Court Sport Hall, maintained football pitches, gravelled multi-use area and seminar rooms where ICT equipment, Wi-Fi and resources are based.



### How much will it cost?

**SSG Training** will work with yourself to assess your eligibility of accessing governmental funding as a support to your programme fees.

**16 - 18yrs** - Free with **SSG Training** (dependant on funding regulations being met).

**19 - 24yrs** - £1750.00\*.

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\***19 - 24yr old Government Funding Grant** is available to individuals who successfully meet application criteria - [click here](#).

### How will I be assessed?

Your assessment will vary depending on your initial assessments and how you feel most confident and able to demonstrate your retention of knowledge. If you prefer to write, speak or demonstrate, your tutor will extract this in an industry focused and 'real world of work' method.

Each unit will contain 2 **Assignments Briefs** which will contain guidance and tasks to support the submission of sufficient evidence; this will include deadline dates, declaration of ownership, **tips and pointers** and specific guidance to produce evidence.

Assessments of both practical performance (live projects) and knowledge and understanding will be required in this programme.

No exams are part of this programme qualification. You may need to sit online exams if you are subject to completing Maths and English upgrades.



### What can I expect from my tutor?

Your tutor will be your main contact at SSG for all elements included in your programme. Any support needs, queries advice or guidance you may need throughout your journey with us on this course will centralise from your tutor. You will have access to your tutor through scheduled 1:1 meeting, group tutorials, email and social media access. The tutors also have work mobile phones allowing you to message and call them when needed. This ongoing support also demonstrates itself it through high expectations and standards both on programme and socially, helping you gain as much work ready preparation as possible.



### Will I need any specialist equipment/clothing?

You will be provided with a specific programme outer layer (hooded jumper) which is to be worn as uniform along with industry specific clothing as per policy.

This programme requires:

Smart/casual appearance.

**"Remember you are always representing SSG and yourself!"**

### What could be my next step after this programme?

- Higher Apprenticeships or Further Education (not currently at SSG).
- Foundation Degree at University of Bedfordshire (Business Management).
- Higher Education (dependant on UCAS points achieved).
- Employment.
- Self-employment.

\*recruitment into these industries is tough and age and life experience (among other factors) will influence entry.



### What help is available if I think I need some extra support?

Your tutor will be the main point of contact. They will be able to **support you** in many ways from careers advice, to learning support, from help with assessments to advice on things outside of **SSG**. The tutor will also be able to sign post you to organisations and affiliations who will be able to continue any specialist support you may need at the time. You will have access to support throughout the course, but it will be **most beneficial** to you if you share details and/or concerns at the start of the programme.

**SSG** will provide guidance and support in contacting the employing organisations that your career path will encounter.



### Will I get holidays like school/college?

Short answer is no. You will however get a break in learning if your programme falls on the Christmas break, which this one does. You will break w/c 11/12/17 and return w/c 15/01/18.

The reason for this is simple, while people in similar positions as yourself, but in other educational settings are sat on the sofa in 'half terms' you will be increasing your **knowledge and ability**, leaving you not one, but two steps ahead of them, qualified, experienced in interviewing for your next career step while they are still in learning.

### What do I need to have/be to get on to this programme?

You will need to be able to prove you have the ability in you to complete the qualifications. This evidence usually comes in the form of previous successes e.g qualification certificates, but it will also be judged against initial assessment results, attitude and desire to achieve the programme.

- 5 GCSEs or equivalent qualification (A\*-D or 9-3). Maths and English are an essential two of the five qualifications.

Or

- Level 2 Certificate/Diploma in Business. Equivalent level qualifications considered if accompanied with experience in a business environment.

### What will my weekly time table look like?

It will depend on the access to facilities, tutors and employers, but **SSG Training** will set you a time table very similar to industry. So expectation is to be available for this programme between 09:00 -18:00 Monday to Friday in order to meet the allocated hours to complete this intensive qualification.

For this programme your time table will consist of:

**25hrs** per week for 24 wks.

Start date for programme 1 is w/c **11/09/2017**.

End date for programme 1 is w/c **23/04/2018**.

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