

# Diploma in Business, Administration and Finance

Equivalent to 3.5 A Levels

## This subject will suit you if:

- you prefer to learn by doing.
- you enjoy a mix of exams and course work.
- you would like to develop creative thinking and problem solving skills through active learning.



## What is this course about?

The new Advanced Diploma in Business, Administration and Finance is a practical, work related course that aims to equip learners with the skills to be forward looking, operate in a global economy and be responsive to rapid changes in a technological world.

All employers value individuals who understand what Business is all about and how it works, who have qualities like self-motivation and flexibility, can work well in a team and who communicate effectively. The content of the Diploma is based on the essential skills and knowledge needed for work, life and learning.

You will learn by completing assignments that are based on realistic workplace situations and in a practical way with the emphasis on learning by doing. There will be College based activities led by employers and simulated or real workplace tasks so that you experience practical learning opportunities. You will focus on a particular subject area and develop a range of specialist skills and knowledge.

The course encourages innovation and creativity to prepare you for life and work, and you will study options that relate to your needs, interests and aspirations. It gives you the knowledge and skills that employers and universities are looking for.



**How will I be assessed?**

All units are assessed by either coursework or external assessments

## What are the entry requirements?

Five GCSE passes at Grade C or above with a C in both Maths and English Language.



## What will I study?

### a) Principal Learning (Subject Learning)

The Diploma is built around three main themes:

**Business Enterprise:** where you will learn about the structures of business, the processes involved in running your own business, and the importance of creativity and innovation in business.

**Business Administration:** where you will learn about information management and project and event management.

**Finance:** where you will learn about the purpose and principles of financial accounting; business finance and taxation; the structure, interpretation and use of financial documents; and how different types of financial data are analysed and used.

### b) Additional and Specialist Learning

You will be able to specialise by studying optional units that relate to your needs, interests and career aspirations such as Law, Economics, Events Management, Project Management and Legal Administration.

### c) Functional Skills in English, Maths and ICT

Like all Diploma students you will develop a good standard of English, Maths and ICT.

These subjects are essential to succeed in any business or learning environment.

### d) Work Experience

You will have the opportunity to do at least ten days of work experience so that you can apply the skills you have learnt in the classroom in a real work situation.

### e) Student Project

You will complete a project to demonstrate skills and knowledge that you have learnt.



## What skills will I need and develop?

The Diploma in Business, Administration and Finance has been developed to provide a solid grounding in Business skills for young people who are interested in any kind of Business career or hope to run their own Business. Personal, learning and thinking skills are built into the Diploma and all Diploma students will develop skills such as team working, creative thinking and self-management. These are essential life skills regardless of which career path you take. You will get the opportunity to set up and run your own business, selling a product that you have created. You will learn to cope with change, how to remain competitive, and discuss how factors such as consumer trends and environmental issues can affect business. You will develop and build upon a range of skills that you will need to work in the businesses of the future. These include:

- Enterprise
- Decision making
- Problem solving
- Critical evaluation
- Creative thinking
- Team working
- Business presentation
- English, Maths and ICT.

## Ideas for progression

The Diploma in Business, Administration and Finance is valued by universities and employers. You can either progress onto higher education to study a degree in Business Administration, Marketing, Human Resources, Financial Services or Management.

Alternatively you may choose to enter employment in a business related career such as Accounting, Administration, Customer Service, IT, Human Resources or Marketing.

If you would like to find out more about studying the Diploma at Oldham Sixth Form College, you can contact: Shane Coyle, Co-ordinator for the Business, Administration & Finance Diploma.

Email: [sce@osfc.ac.uk](mailto:sce@osfc.ac.uk)

## How can I find out more?

You can find out more information about Diplomas on these websites:

[www.direct.gov.uk/diplomas](http://www.direct.gov.uk/diplomas) [www.connexions-direct.com](http://www.connexions-direct.com) [www.baf-diploma.org](http://www.baf-diploma.org)