

The Diploma

Bringing learning to life



IN BUSINESS, ADMINISTRATION AND FINANCE

“I would definitely be attracted by job candidates who had attained the Diploma in Business, Administration and Finance; its content is entirely relevant to the practical aspects of starting, managing and developing a business in the financial sector and working with other people.”

**Patrick Webb,
Chartered Accountant**



Be part of a profitable sector

**Business makes the world go round.
It creates wealth. Economies depend on it.
And the profits that businesses make finance
the public services.**

**The UK, in particular, has a strong enterprise
culture – and young people play a key role
in this. In the last year, around 70,000 young
people started new businesses in England
and Wales. To do that successfully, you need
essential business skills and understanding.**

All 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.

BUILD ESSENTIAL SKILLS AND EXPERIENCE

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.

You'll 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 discover how outside factors such as new technologies, consumer trends, environmental issues or globalisation can affect a business.

What will I learn?

The Diploma in Business, Administration and Finance is built around three main themes:

Business enterprise: Looks at how to develop ideas, how to carry out research and promote products or services.

Business administration: Introduces business administration and its importance to organisations.

Finance: Looks at the knowledge and skills needed to manage personal and business finances.

HOW IS THE DIPLOMA MADE UP?

Principal learning (subject learning you have to do)

At the heart of the Diploma are your core business, administration and finance subjects. These will teach you the main things you need to know about the sectors. You'll learn about the issues that are affecting business today, how it works and what skills you need to have.

ACTIVITIES YOU MIGHT DO IN YOUR PRINCIPAL LEARNING

These are just some examples of the kind of learning you'll be doing.

FOUNDATION DIPLOMA

Business enterprise You'll learn about the different types of products and services, innovation and creativity, and market research and promotion. You could, for example, find out about a new product that could be sold by a shop in your area and carry out market research to find out whether it would be popular.

Business administration You'll learn about the key administrative roles and processes in business organisations. As part of a team, you could, for example, work out the different roles in the reception of a large company and take turns to play them.

Finance You'll learn about the concept of money and its functions, the most common sources of financial advice, personal budgeting and different types of bank accounts. You could, for example, set up a current account and a savings account and work out how much interest you will get on your money (though this might not involve real money!).

HIGHER DIPLOMA

Business enterprise You'll learn about entrepreneurs and innovation, planning, setting up and running a business, and the uses of technology in business. You could, for example, come up with an idea for a new product or service, and develop a business start-up and implementation plan, together with a marketing strategy.

Business administration You'll learn about the importance of administration and administrative systems. You could, for example, act as if you were the personal assistant to a Chief Executive of a manufacturing company and carry out a range of activities, including making travel arrangements, preparing for meetings and organising office supplies.

Finance You'll learn about the most common types of financial services and products and their associated risks and rewards. You'll also learn about key finance roles, accounting processes and documents, the main sources of business finance, including their costs and benefits, and types and current rates of business taxation. You could, for example, set out a budget for your new enterprise, record transactions, calculate tax and construct a financial report.

ADVANCED DIPLOMA

Business enterprise You'll learn about the structure of business organisations and the processes involved in planning, setting up, running and closing a business venture, the role of the entrepreneur and the importance of innovation and creativity in business. You could, for example, develop an idea for a new product or service, draw up a business start-up and implementation plan, present it to investors, sell your product or service and then close the business.

Business administration You'll learn about information management, and project and event management, as well as the main provisions of the health and safety regulatory framework that UK businesses operate in. You could, for example, review the corporate social responsibility policies for companies in your area and propose improvements, identifying how these will improve financial performance.

Finance You'll 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. You could, for example, develop a financial plan and identify which financial investments will be most suitable to achieve your objectives.



**05. THE DIPLOMA
IN BUSINESS, ADMINISTRATION AND FINANCE**

ADDITIONAL AND SPECIALIST LEARNING (CHOICES YOU CAN MAKE)

At each level, you can develop your particular business, administration and finance interests further by taking specialist courses relating to your chosen subject and career ambitions. You could, for example, learn more about ICT if you're into business systems, or consider human resources modules if you're more interested in people management. Or you could choose subjects that will help you get into university, like law and statistics. Studying a foreign language can be particularly beneficial in a sector with so many international opportunities.

You can also broaden your course by taking an additional subject that reflects another of your interests and career ambitions – like a science, or a creative subject like music.

FUNCTIONAL SKILLS IN ENGLISH, MATHS AND ICT

Like all Diploma students, you'll develop a good standard of English, maths and ICT. These subjects are essential to succeed in any business or learning environment, whether you decide to continue in the sector or not.

PERSONAL, LEARNING AND THINKING SKILLS

All Diploma students will develop personal, learning and thinking skills, such as team-working, creative thinking and self-management. These are vital skills in both life and work, and will be useful to you in the future, no matter which path you take.

WORK EXPERIENCE

Your Diploma will give you the opportunity to do at least 10 days' work experience. This is a great way to use the skills you have learnt in the classroom, and experience what work is like from the inside.

STUDENT PROJECTS

During your Diploma, you'll complete a student project to demonstrate the skills and knowledge that you have learnt. You might, for example, 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.

What a **Diploma** will lead to



A Diploma in Business, Administration and Finance will give you the skills you need for either university or work, and is a first step towards a career in the sector.

It could lead you to a university degree in business administration, marketing or management or a career in human resources, sales and marketing, financial services, learning and development or any one of the vast range of different businesses operating across the globe.

However, the Diploma in Business, Administration and Finance doesn't mean you have to opt for a career in administration or finance. Because a Diploma teaches a mix of subjects, it will give you the skills that will be welcomed by colleges, universities and employers, no matter what you choose to do.

Case study

THE YEAR IS 2010. THIS COULD BE THE EXPERIENCE OF ONE DIPLOMA STUDENT.

**MEET DAVID,
A DIPLOMA IN BUSINESS, ADMINISTRATION
AND FINANCE STUDENT.**

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David, 14, from Hull is studying for a Higher Diploma in Business, Administration and Finance.

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

WHAT I WILL LEARN...

I love the fact that business enterprise is such a big part of the course.

I’ll 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 will look at how I would market my computer games.

It feels like a fantastic way to prepare for work – really relevant.

I’M LOOKING FORWARD TO...

Learning about teams should be a real eye-opener. I’m looking forward to finding out how teams work and what makes them effective.

I hope to lead a team myself one day, so it’ll be great to explore the different leadership styles and techniques I could use, as well as how to get the best out of my team.

THE FUTURE...

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.

This case study is an illustration of how and why a student might decide to do a Diploma. It does not refer to a real individual.

“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





Want to find out **more?**

To find out more about the Diploma in Business, Administration and Finance, speak to your teacher or careers adviser. You can also find more information about Diplomas on these websites:

www.direct.gov.uk/diplomas
www.connexions-direct.com
www.baf-diploma.org

DOWNLOADING THIS LEAFLET

If you'd like to download this leaflet, go to
http://yp.direct.gov.uk/diplomas/explore_more/media_centre

FINDING A COURSE IN YOUR AREA

If you'd like to find out where you can study for this Diploma in your area, go to
http://yp.direct.gov.uk/diplomas/where_to_study

or have a look at the prospectus showing all courses in your area: follow the link on www.dcsf.gov.uk/14-19/

You can download this leaflet or order copies online at www.teachernet.gov.uk/publications Search using reference DCSF-00489-2008.

You can also order more copies by calling 0845 60 222 60; textphone 0845 60 555 60. Please quote reference 00489-2008LEF-EN.

For further information, see www.teachernet.gov.uk/diplomas

For more information about the new 14–19 curriculum, visit www.dcsf.gov.uk/14-19

Information about the structure of Diplomas and resources to support their delivery by schools and colleges are available from the Qualifications and Curriculum Authority at www.qca.org.uk/diploma

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