

Useful links for more information and where to get advice

<http://yp.direct.gov.uk/diplomas/>

www.mychoicelondon.co.uk

www.cfbt.com/wayahead/westlondon.aspx

It is also strongly recommended that you talk to your institution's Connexions Personal Adviser or Career Adviser who will be able to give you impartial advice and guidance. This will help you make an informed decision on whether or not the diploma is suitable for you.

Remember you can also get advice from the Connexions One Stop Shop at 181 King Street, Hammersmith, W6 9JT. Tel: 020 8741 2441. Open Monday to Friday 9.30am-5.00pm, Tuesday & Thursday 9.30am-7pm.

How do you get on to the Business Administration & Finance Diploma?

You must have a level of independence and enterprise as this course covers both theoretical and practical experiences in school, college and with employers.

For the **Higher Diploma** you need to have reached at least a level 5 in English, maths and science at the end of Year 9.

For the **Advanced Diploma** you need to have gained C grade or above in English, maths and science GCSE plus two other GCSEs (or equivalents at D grade or above).

Hammersmith and Fulham Consortium

The Hammersmith and Fulham Consortium is a partnership of the local authority, local schools; Ealing, Hammersmith and West London College; the Kingwood City Learning Centre; work based learning providers; employers; universities and other near-by London boroughs. Through joint planning and delivery the Consortium delivers the following diploma lines of learning:

- Business, Administration and Finance
- Hair and Beauty Studies
- Information Technology
- Society Health and Development
- Retail Business (from 2010)

An excellent working partnership with the London Borough of Ealing has meant that Hammersmith and Fulham students are also able to access the Ealing-led diploma lines in the following areas:

- Construction and the Built Environment
- Hospitality
- Creative and Media (from 2010)
- Sport and Active Leisure (from 2010)
- Travel and Tourism (from 2011)



Hammersmith and Fulham Consortium

The diploma in...

Business Administration and Finance 2009/2010

The
Diploma
Bringing learning to life

Why do the Business, Administration and Finance Diploma?

Through three major themes, **business enterprise**, **business administration** and **finance** 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 discover how outside factors such as new technologies, consumer trends, environmental issues or globalisation can affect a business.

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. The Business, Administration and Finance Diploma will help you to achieve these important employability skills.

A key aspect of the diploma is learning through employer-led activities and challenges where you will face real-life work situations.

Where can you go with a Business, Administration and Finance Diploma?

Course name	Level		A.Level or GCSE Equivalents
Diploma in Business, Administration and Finance	Advanced	3	3.5 A Levels
	Higher	2	7 GCSEs Grade A*-C (8.5 including Functional Skills)
	Foundation	1	5 GCSEs Grade D-G (6.25 including Functional Skills)

The diploma will broaden your horizons and give you a wide range of next-step options. If you complete a Foundation or Higher diploma in the Business, Administration and Finance Diploma you might choose to go on to do an Advanced Diploma, or perhaps A Levels.

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.

Remember: Your Connexions Personal Adviser or school/college careers adviser will help you understand where you can progress to with a diploma qualification and, if you have a particular career or university course in mind, to help with your choice of additional/specialist learning.

The challenge

To get the full Diploma you will need to successfully complete a range of components: **Principal Learning; the Project; Work Experience; Personal Learning and Thinking Skills; Additional/Specialist Learning.** You will also have to gain **Functional Skills** in English, Maths and ICT.

Work experience is an essential part of this course as it will help to give you the employability skills that you will need for the future.

Your **Additional/Specialist Learning** component can be relevant to your Diploma subject or something that reflects your other interests and career ambitions – such as a language, a science or a creative subject.

Who is offering the Business, Administration and Finance Diploma in the Hammersmith and Fulham Consortia?

Ealing, Hammersmith and West London College (Higher for 14-16 year olds and 16-19 year olds). Apply through the Course Information Centre (CIC) on 0800 980 2175.

Dormers Wells School (Higher and Advanced for 16-19 year olds). Apply through the school.

Greenford High School (Higher for 16-19 year olds). Apply through the school

Fulham Cross Girls' School (Higher for 14-16 year olds). Apply through the school.

Please note: There will be limited availability to these courses in 2009/10 and 2010/11 for 14-16 year olds. Please check with your school to see if they are a participating institution.