



Adult Skills Delivery Plan

Business Skills

January 2024



To support you with your Adult Skills delivery, we have produced an example delivery plan which focuses on 'Business Skills'. The aim is to assist you in designing a flexible delivery programme, which can be tailored to the needs of your adult learners and meet the requirements of the various funding initiatives.*

*The information contained within this delivery plan is provided as a guide and is subject to change. When developing your programmes, we advise that you continue to confirm funding criteria and eligibility with the relevant sources eg: ESFA funding information - [qualifications.education.gov.uk/Home/Downloads](https://www.qualifications.education.gov.uk/Home/Downloads)

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Green Skills for the future

City & Guilds Level 2 Award in Sustainability and the Green Environment

QAN: 610/1201/4

GLH: 30

Level 2 Award in Sustainability and the Green Environment has been designed to provide learners with an introduction to the subject of climate change, sustainability, net zero and the environment as they relate to a green future and can be contextualised to any industry. The award will assist learners with applying sustainable practices at home or in the workplace.

This qualification can be delivered as a stand-alone qualification or added to any of the example programmes illustrated within the delivery plan or other programmes of learning.



Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
Up to 2 weeks	1. Introduction to Business Skills	Entry Level 3 Award in Employability Skills. Example units: Unit 375 Behaviour in a business administration environment, Unit 376 Create a good impression on customers, Effective written communication for the workplace	37-60	AEB / MCA	£300	60136261	5546-02	P
2 - 4 weeks	2. Preparing to Work in Business	Level 1 Award in Business and Administration	70	AEB / MCA	£300	50077387	4418-01	P
		Level 1 Award in Employability Skills	29-60	AEB / MCA	£300	60136297	5546-02	P
4 - 6 weeks	3. Industry Tasters for Business	Level 1 Certificate in Business and Administration	113	AEB / MCA	£724	50076656	4418-01	P
		and/or						
		Level 1 Award in Business and Administration	70	AEB / MCA	£300	50077387	4418-01	P
		Level 1 Award in Employability Skills (min 6 credits)	29-60	AEB / MCA	£300	60136297	5546-02	P
7 - 10 weeks	4. Developing skills for Business	Level 1 Certificate in Business Administration	113	AEB / MCA	£724	50076656	4418-01	P
		Level 1 Award in Employability Skills.	29-60	AEB/MCA	£300	60136297	4475-92	A
		and/or						
		Level 1 Extended Award in Employability Skills	49-100	AEB / MCA	£450	60136303	5546-03	P
10 weeks - 12 months	5. Enhancing skills in Business	Level 2 Diploma in Business Administration Unit Route (NVQ/VRQ)	229	AEB / MCA	£1987	60136078	5528-90	P/A/M
		Level 2 Diploma in Business Support	282	AEB / MCA	£1987	60016486	4475-12	A/M

Key to terms

PAM – Portfolio / Assessment (Practical/ Knowledge) / Multiple-choice

AEB – Adult Education Budget
Adult LL – Advanced Learner Loan

FCFJ – Free Courses for Jobs
MCA – Mayoral Combined Authority

Skills bridge to employment

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
12 - 36 months+*	6. Working in Business at Level 2 Level 2 NVQs in Business	Level 2 NVQ Certificate in Business and Administration	86	AEB / MCA	£724	50096771	4428-92	p
		Level 2 Diploma in Business Administration	229	AEB / MCA	£1987	60136078	5528-02	P/A/M
12 months+*	7. Working in Business at Level 3 Level 3 NVQs in Business Level 3 Apprenticeships in Business	Level 3 Diploma in Business Administration	282 – 432	Adult LL	£2573	6013608X	5528-03	P/A/M
		Level 3 Diploma for the Business Administrator	260	–	–	60331501	3473-03	P/M
		Level 3 Business Administrator Apprenticeship	N/A	Apprenticeship Funding / Levy	£5000	ST0070	9473-12	See assessment plan

*Please check individual apprenticeship standard for anticipated duration

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Example programme

Duration (Typical)	Programme Type	Product / Qualification	GLH	Funded	Weighted Rate	Learning Aim Ref	Qual No	PAM*
2 - 4 weeks	Example Programme 1: Preparing to Work in Business (If a higher GLH is required substitute the Award in Employability for Certificate and/or Certificate in Business Administration)	Level 1 Award in Business Administration	70	AEB / MCA	£300	50077387	4418-01	P
		Level 1 Award in Employability Skills (6 Credits)	29-60	AEB / MCA	£300	60136297	5546-02	P
		Example Unit 411: Working as part of a team (L1)	3 Credits	–	–	L5054663	5546-02	P
		**Example Unit 428: Business and customer awareness (L1)	1 Credit	–	–	J5062700	5546-02	P
		Example Unit 404: Effective communication (L1)	2 Credits	–	–	R5062702	5546-02	P
		**Example Unit 441: Rights and responsibilities in the workplace (L1)	3 Credits	–	–	L5016883	5546-02	P
		**Example Unit 435: Awareness of equality and diversity (L1)	2 Credits	–	–	D5062699	5546-02	P
		Total GLH	114	Total Funding	£600			
**GLH Total includes the example employability units								

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Example Work Preparation Programme

Duration (Typical)	Programme Type	Programme Area	AEB Funding
6 weeks – 12 months	Example Programme 2: Work Prep Programme	Core Element	
		Work Placement (175 hours)	£1265
		Work Preparation Qualification Example: City & Guilds Level 2 NVQ certificate in Business and Administration (50096771)	£724
		Maths, English & Digital Skills	
		Maths Functional Skills (4748) - where level 2 has not been achieved at key stage 4.	£724
		English Functional Skills (4748) - where level 2 has not been achieved at key stage 4.	£724
		Digital Functional Skills Qualification (4748) – where the learner does not have a level 1 in functional digital skills, and has been assessed at being below level 1 in digital skills	£336
		Vocational Taster	
		Level 1 Award in Introduction to Health, Social Care and Children’s and Young People’s settings (4333-11)	£504
			£4277

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Resources and contact information

Our number one goal is to provide you with an unrivalled level of support, ensuring you have the advice, guidance and resources you need to deliver the best possible experience to your learners.

Our Adult Skills team includes: advisors and subject specialists – dedicated to support with curriculum planning, qualification delivery and understanding on the ever-changing educational environment. A dedicated Account Manager – along with a named contact for all your quality needs.

Get in touch with us to learn more about our Adult Skills provision or more about what City & Guilds qualifications can do for you or your business.

Contact us now

For enquiries about Adult Skills and digital services contact us:

T: 0192 420 6709

For information on how to become a centre visit [our webpage](#).

E: customersupport@cityandguilds.com

#CGAdultSkills

W: cityandguilds.com/adult-skills

For further information and support with our digital learning, learning materials and platforms including; SmartScreen and e-Functional Skills:

E: customersupport@cityandguilds.com

W: cityandguilds.com/digital-learning