

Sample of qualification delivery for the Level 3 Advanced Technical Diploma in Business Support (4406-03) 603/0367/0 (540 GLH)



Curriculum Plan

Study weeks | Autumn: 23/10/17 | Christmas break: 18/12/17 - 03/01/18 | Spring: 12/02/18 | Easter break: 02/04/18 - 17/04/18 | Summer break: 29/05/17 | Term ends: 02/07/2018

Term 1 Autumn	Week 1 04/09/17	Week 2 11/09/17	Week 3 18/09/17	Week 4 25/09/17	Week 5 02/10/17	Week 6 09/10/17	Week 7 16/10/17	Week 8 30/10/17	Week 9 06/11/17	Week 10 13/11/17	Week 11 20/11/17	Week 12 27/11/17	Week 13 04/12/17	Week 14 11/12/17
Technical Qualification key dates	Technical Qualification registration window opens.	Delivery						Formative Assessment/Delivery. Last registration date for Technical Qualification	Delivery					Formative Assessment/Delivery. Last booking date for spring exams
Unit 301 Coordinating support for business development (90 GLH)	Induction and orientation week	x	x	x	x	x	x	✓	✓	✓	✓	✓	✓	Unit Review
Unit 302 Coordinating support for business projects (90 GLH)		✓	✓	✓	✓	✓	✓	✓	Unit Review	x	x	x	x	x
Unit 303 Coordinating support for business improvement (90 GLH)		x	x	x	x	x	x	x	✓	✓	✓	✓	✓	Unit Review
Unit 304 Coordinating support for business efficiency (90 GLH)		x	x	x	x	x	x	x	x	x	x	x	x	x
Unit 305 Coordinating support for business communication (90 GLH)		✓	✓	✓	✓	✓	✓	✓	Unit Review	x	x	x	x	x
Unit 306 Coordinating support for business profiles (90 GLH)		x	x	x	x	x	x	x	x	x	x	x	x	x
Synoptic Assignment Work		x	x	x	x	x	x	x	x	x	x	x	x	x
Synoptic assignment, optional units and exam guides released to centres		Registration of learners onto qualification						Booking of exam for February/March series						

Term 2 Spring	Week 15 01/01/18	Week 16 08/01/18	Week 17 15/01/18	Week 18 22/01/18	Week 19 29/01/18	Week 20 05/02/18	Week 21 19/02/18	Week 22 26/02/18	Week 23 05/03/18	Week 24 12/03/18	Week 25 19/03/18
Technical Qualification key dates	Delivery					Synoptic assignments released to learners	Formative Assessment / Assignment Support	Delivery/ Assignment Support	First exam window covering units 301 and 305	Formative Assessment	
Unit 301 Coordinating support for business development (90 GLH)	x	x	x	x	x	x	x	Revision and exam preparation		Synoptic assignment review	
Unit 302 Coordinating support for business projects (90 GLH)	x	x	x	x	x	x	x				
Unit 303 Coordinating support for business improvement (90 GLH)	x	x	x	x	x	x	x				
Unit 304 Coordinating support for business efficiency (90 GLH)	✓	✓	✓	✓	✓	✓	Unit Review				
Unit 305 Coordinating support for business communication (90 GLH)	x	x	x	x	x	x	x				
Unit 306 Coordinating support for business profiles (90 GLH)	✓	✓	✓	✓	✓	✓	Unit Review				
Synoptic Assignment Work	x	x	x	x	x	✓	✓	✓	✓		
Booking of synoptic assessment							Spring exam series				

Term 3 Summer	Week 26 26/03/18	Week 27 16/04/18	Week 28 23/04/18	Week 29 30/04/18	Week 30 07/05/18	Week 31 14/05/18	Week 32 21/05/18	Week 33 28/05/18	Week 34 04/06/18	Week 35 11/06/18	Week 36 18/06/18	Week 37 25/06/18	Week 38 02/07/18	August 2018 Results
Technical Qualification key dates	Delivery/Assignment Support			Results of external exam released to centre	Last week for synoptic assessment and evidence submitted to the portal. Book resit if needed	Submit synoptic assignment marks				Second exam window covering unit 301 and 305	Submission of Employer Involvement plans to Moderation Portal			Results for synoptic assignments and second external exam released to centre. Grades awarded
Unit 301 Coordinating support for business development (90 GLH)										✓				
Unit 302 Coordinating support for business projects (90 GLH)										x				
Unit 303 Coordinating support for business improvement (90 GLH)										x				
Unit 304 Coordinating support for business efficiency (90 GLH)										x				
Unit 305 Coordinating support for business communication (90 GLH)										✓				
Unit 306 Coordinating support for business profiles (90 GLH)										x				
Synoptic Assignment Work	✓	✓	✓	✓						x				
Spring exam series										Summer exam series				

Notes: Exams happen from the following - Spring series: week 20 - 26, Summer series week 30-37 of the academic calendar | Synoptic assignments released to centre week 20 | Synoptic window closes week 31.
Key: ✓ = suggested delivery of units. X = delivery of units not covered in this period.