



# Diploma in Business, Administration and Finance

Entrepreneur Account Manager Company Director Company Secretary Financial Adviser Statistician Project Co-ordinator Sales Support Consultant Tax Officer Senior Administrator Business Development Officer Human Resources Manager Public Relations Consultant Small Business Owner Trend Analyst Call Centre Operative Customer Service Advisor Marketing Director Entrepreneur Account Manager Company Director Company Secretary Financial Adviser Statistician Project Co-ordinator Sales Support Consultant Tax Officer Senior Administrator Business Development Officer Human Resources Manager Public Relations Consultant Small Business Owner Trend Analyst Call Centre Operative Customer Service Advisor Marketing Director Entrepreneur Account Manager Company Director Company Secretary Financial Adviser Statistician Project Co-ordinator Sales Support Consultant Tax Officer



## Shaping success

for 14-19 year olds in Tower Hamlets



Herbert Smith

Supported by Doculogic, Herbert Smith and Merrill Lynch

# What is a Diploma?

The diploma is a brand new qualification. Diplomas are different from courses you may have taken before. Diplomas focus on the world of work and the skills you will need for employment as well as further learning.

As a diploma learner you will visit real workplaces, learn from professionals and use industry equipment. You will need to be prepared to travel. You may study with people you haven't met before (for example, from other schools in Tower Hamlets). Sometimes you will hook up using the latest IT facilities, sometimes in person.

## Is the Diploma for me?

The diploma will suit you if:

- you're aged 14-19
- you're looking for a mix of classroom learning and practical experience
- you're keen to learn in new ways and in new places
- you can be creative, like solving problems and teamwork
- you want a real challenge

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.

**Patrick Webb,**  
**Chartered Accountant**

## Why the Diploma in Business, Administration and Finance

Every industry needs people with knowledge and skills in business and finance. You could take your diploma qualification and work in sectors as various as the media, manufacturing or land-based industries. Four in every ten jobs in Tower Hamlets is in the Business Administration and Finance sector. Small businesses are also thriving locally – you may want to develop skills to set up on your own.

By opting for the Diploma in Business Administration & Finance you will

- explore marketing, sales, customer service and its importance to organisations
- learn how to set up and run your own business, promote and sell products
- gain knowledge and skills to manage business and personal finances
- develop your team working and communication skills alongside real professionals

## What will I study?

### Principal Learning

Knowledge and skills relevant to the Business Administration and Finance sector.

### Functional Skills

Applied learning in English, Maths and ICT.

### Personal, Learning & Thinking Skills

These include team work, working on your own initiative, thinking creatively and reflecting on your learning.

### Work Experience

A minimum 10 days placement related to or building on your diploma.

### Project

Explore the Business Administration and Finance sector in more depth according to your interests.

### Additional & Specialist Learning

Choose an extra qualification which reflects your special interests (for example GCSEs in modern foreign languages or A level Economics).

## Where will I study?

The Business Administration and Finance Diploma is available in Tower Hamlets at:

### Higher Diploma 14-19:

#### George Green School

Contact: Rob Birkett  
020 7987 6032

### Higher Diploma 16-19:

#### Swanlea School

Contact: Louis Berk  
020 7375 3267

### Advanced Diploma:

#### Tower Hamlets College, High Road, Poplar High Street, London, E14 OAF

Contact: Sona Thompson  
020 7510 7610

#### Sir John Cass's Foundation & Redcoat School

Contact: Nathan Carter  
020 7790 6712

## How long will it take?

If you're currently in Year 9, you can opt to study a diploma throughout years 10 and 11. You will spend a day and a half each week on Diploma Principal Learning. You will spend the rest of your week studying Functional Skills, Additional & Specialist Learning and other core school subjects.

If you're in year 11 or you're considering 16+ options, the diploma will be your main programme. You could complete the Foundation or Higher Diploma in one year. Studying for a Progression or Advanced Diploma will normally take two years.

UEL is excited to be part of the new 14-19 educational changes. The diploma offers learners an additional route into higher education and will equip them with a broad range of skills and competencies to take into the workplace or onto further study.

**Professor Susan Price, Vice Chancellor, University of East London**

## Where can my Diploma lead?

The diploma offers you excellent preparation for employment, further and Higher Education. Universities and employers have helped to design your diploma qualification and will support you to achieve it.

See below for the levels of qualification on offer in Tower Hamlets and what your next step might be:

Level	Equivalent to	Progress to
1 Foundation Diploma	5 GCSE passes	Level 2 qualifications Apprenticeship Employment with training
2 Higher Diploma	7 GCSEs grades A*-C	Level 3 qualifications Advanced Apprenticeship Employment with training
3 Progression Diploma	2 A levels	Advanced Diploma Employment with training Higher Education
3 Advanced Diploma	3.5 A levels	Higher Education Employment with training

For more information on diplomas, speak to your Connexions adviser or visit [www.yp.direct.gov.uk/diplomas/](http://www.yp.direct.gov.uk/diplomas/)

For more information on employment and learning opportunities in Tower Hamlets go to [www.thelearninghub.org](http://www.thelearninghub.org)

