

ATHE Level 3 Diploma in Business English Communication

Qualification Number: 603/6563/8

Overview

The Business English and Communication qualification is applied to learn, integrating knowledge and understanding with the development and application of skills. It will be relevant for students intending to study a business-related undergraduate level programme or equivalent using the English medium. It will also be relevant to those in employment seeking to improve their Business Communication skills using the English language, especially for those for whom English is a second language.

Modules

The learners have to complete 4 mandatory to achieve the 60 credits.

- Business Communication: The Mobile, Digital, Social Workplace
- Business Communication: Verbal and Non-Verbal
- Business English: Reading and Writing
- Business English: Speaking and Listening

Entry Requirements

The Level 3 Diplomas within the IAP are designed to meet the needs of learners who are progressing from the study at Level 2, as well as those who are returning to learning

- Learners aged 16 or over, who have recently been in education or training
- 5 or more GCSEs at grades C and above or Grade 4 and above
- other related levels 2 subjects
- other equivalent international qualifications.
- Learners will need to have appropriate Level 2 standard in English and in particular Mathematics/Numeracy

Assessment and Verification

All units within this qualification are internally assessed via assignments and externally verified by awarding organisation. There are no examinations in this course.

Course Material

Course materials, including presentations, hand-outs, assignment briefs and e-books are made available to enrolled learners. In addition to this, the learners will also

receive the course handbook and tutorials via emails, in order to support the learning.

Online Learning

The learner sets their own pace for their learning and the courses are offered on an academic – year basis. Although our tutors encourage the learners to make progress monthly, this approach is flexible.

Progressions

Learners may progress to:

- employment or have increased opportunities for progression in their current role
- a higher level ATHE qualification at Level 4 or above, in a related subject
- the first year of a degree programme
- higher-level apprenticeships

<https://athe.co.uk/progression-routes/>

Certification

The Diploma is issued by the ATHE – Awarding Organisation. UK Versity Online Limited (Number 889) is an accredited and approved delivery Centre for ATHE qualifications.

Key Facts

Awarding Body: ATHE

Course Duration: 12 – 16 weeks

Method of study: Full or Part Time / Blended/ Distance Learning

Qualification Level: 3

Disclaimer

We do everything we can to ensure that information on our website is correct. However, details may change, and we cannot accept responsibility for errors or omissions. For more detailed information about the course visit

<https://www.athe.co.uk/qualifications/international-access-programme>