



NEWCASTLE UNIVERSITY
STUDENTS' UNION

ncl+ Advanced Award in Business Basics

2020-21

Student Handbook

Welcome

The ncl+ Advanced Award in Business Basics is a unique opportunity for students who wish to know more about the workings of 'the business world' before they enter full-time workplaces, for the first time in some cases.

This is aimed at non-business students, studying courses which may not deal heavily in finance, marketing and human resources.

The award has been designed to give students an entry level overview into some main elements of business, enabling participants to feel more confident going into the workplace, whatever their chosen industry or project.

This handbook will guide you through the award and act as a useful reference point.

Please note: students are only eligible for *ncl+ advanced awards* if they have done or are doing the *ncl+ award*. If you have not taken the ncl+ award in previous years, you must take it this academic year to be eligible, so make sure you register before Christmas break, or you will not be able to complete the award.

What's involved?

There are 4 workshops to choose from, and students must attend a minimum of 3 to successfully complete the award. All workshops are very likely to take place online this year, in line with university and government guidance.

Each workshop will provide the basics of an important part of the world of business, and include a short assessment at the end to check your understanding of the content and topic.

Upon completion, students will receive a certificate, acknowledgement on their HEAR (Higher Education Achievement Report, received alongside their degree transcript upon graduation), and an Open Badge which can be used on LinkedIn profiles. We hope learners will also be better equipped to deal with the world of business with some starter skills and information they can practically utilise.

Required Assessment

At the end of the sessions, you will be asked to complete a short quiz with multiple choice questions. The information required to complete this quiz will all be given within the workshop.

There may be a group task for the Innovation & Creativity workshop, where participants will be required to work together on an activity to practice the techniques taught in the session.

Workshops

Attendance at a minimum of 3 of the following workshops is mandatory in order to pass the programme and gain the Advanced Award. You can choose which 3 you attend, or you can attend all 4 if you would like to. All workshops delivered by senior Newcastle University Business School academics and practitioners with many years of experience in their subject of expertise.

2020-21 WORKSHOP DATES TO BE ANNOUNCED WHEN TIMETABLES ARE AVAILABLE

To give a better view of what to expect, last year's sessions ran on Wednesday afternoons in February and March, under the following headers:

Dr. Vicky Mountford-Brown - Creativity & Innovation for Business

Sarah Carnegie – What is HRM?

Dawn McCartie – Marketing 101

Dr. Andy Holden – An introduction to finance, budgets and taxes

We expect this year's sessions to follow similar subjects on similar dates, and will give confirmed dates as soon as possible.

Key Contacts – Programme Leader

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