

Validity of Qualification – Qualification Information

About the Qualification:

Title (RQF)	Certificate in Skills for Business
Sector	15.3 Business Management
Level	2

Ofqual Purpose	B - Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	B1 - Prepare for further learning or training

Rules of Combination	
Credit Value of the Qualification	16
Minimum Credits to be achieved at or above the level of the qualification	16
Mandatory Unit Group A	3 credits to be achieved
Generic Optional Unit Group B	A minimum of 3 credits to be achieved
Pathway Groups: P1 Business and Enterprise P2 Leadership and Management P3 Finance P4 Sales and Marketing	<p>Endorsed Routes A minimum of 10 credits to be achieved from one of the Pathway Groups</p> <p>Non-Endorsed Route A minimum of 10 credits to be achieved from any of the Pathway Groups</p>

Pathways Available	Business and Enterprise; Leadership and Management; Finance; Sales and Marketing
Recommended Assessment Methods	Portfolio of Evidence

Total Qualification Time/Guided Learning

TQT is a new requirement for qualifications regulated by Ofqual through the Regulatory Qualifications Framework (RQF) from September 2015. For more information on what this means and how it is worked [click here](#)

TQT is made up of:

(a) the number of hours which an awarding organisation has assigned to a

qualification for Guided Learning,
And

(b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (hours)	160
Guided Learning (hours)	92

Age Range and Restrictions:

Pre-16	√
16-18	√
19+	√
Any other restrictions specific to the qualification	

Units

Mandatory Unit Group (A)

QAC Code	Unit Name	Credits	Level
L/507/7358	Interpersonal Skills	3	Level Two
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L/507/7358	Interpersonal Skills	3	Level Two
L/507/7358	Interpersonal Skills	3	Level Two

Generic Optional Unit Group (B)

QAC Code	Unit Name	Credits	Level
A/600/3718	Building and Managing Workplace Relationships	2	Level Two
F/600/3719	Communication in the Workplace	2	Level Two
A/600/3721	Developing Enterprise Skills	3	Level Two
F/600/3722	Developing Meeting Skills	2	Level Two
L/600/3738	Understanding Change in the Workplace	2	Level Two
R/502/4631	Website Software	4	Level Two
F/502/1689	Maintain and Develop Personal Performance	2	Level Two
F/501/6413	Building Working Relationships with Customers	2	Level Two
L/504/7695	Communication Skills for Group and Teamwork	3	Level Two
M/504/8726	Conflict Resolution	3	Level Two

J/504/8859	Health, Safety and First Aid at Work	3	Level Two
T/506/3423	Imaging Software	4	Level Two
M/504/7592	Critical Thinking	2	Level Two
F/504/8729	Customer Service	3	Level Two
H/504/8884	Work Experience	3	Level Two
Y/504/7781	Negotiation Skills	3	Level Two
L/504/8202	Research Skills	3	Level Two
L/505/9345	Protection and Safeguarding	3	Level Two
D/505/1735	Creating and Publishing Websites	4	Level Two
M/506/3601	Improve Your Business Skills	1	Level Three
H/505/2286	Creating an Online Profile	2	Level Two
H/506/3465	Understanding the Uses of Social Media for Business	2	Level Two
J/506/3541	Improve Your Business Skills	1	Level Two
Y/506/7769	Presentation Skills	1	Level Three
Y/507/5225	Understand how to Develop Resilience	2	Level Two
R/507/5224	Resilience Skills	2	Level Two
J/507/5222	Communication Skills for Business	3	Level Two
A/507/5220	Introduction to Marketing	1	Level Two
J/507/5219	Attracting Customers through Marketing	4	Level Two
J/507/5186	Promotion of Products and Services through Social Media	6	Level Two

Business and Enterprise Units (PA1)

L/506/3542	Undertaking an Enterprise Project	3	Level Two
Y/506/3589	Assessing Your Capacity to Start and Run a Business	1	Level Two
L/506/3539	Business Online	10	Level Two
H/507/5387	Creating an Online Presence for your Business	2	Level Two
R/507/5255	Developing a Business Plan	1	Level Three
R/507/5272	Solve Business Problems	3	Level Two
L/507/5271	Produce Business Documents	3	Level Two
R/507/5269	Principles of Working in Business Administration	3	Level Two
L/507/5268	Principles of Booking Travel and Making Travel Arrangements	2	Level Two
F/507/5266	The Role of an Administrator	3	Level Two
K/507/5262	Researching your Market	5	Level Two
K/507/5259	Assess the Potential to Export	2	Level Three

H/507/5258	Innovation in a Business Environment	8	Level Two
D/507/5257	Business Culture and Responsibilities	8	Level Two
Y/507/5256	Introduction to Human Resources	3	Level Two
L/507/5254	Exploring Franchising Opportunities	2	Level Three
F/507/5252	Understanding Legislative and Regulatory Requirements for an Enterprise	3	Level Three
A/507/5251	Developing an Idea for a Product or Service	3	Level Two
K/507/5231	Importance of Business Plans	3	Level Two
K/507/5231	Importance of Business Plans	3	Level Two
A/507/5234	Assessing own Suitability for Enterprise	3	Level Two
A/507/5234	Assessing own Suitability for Enterprise	3	Level Two
H/507/5230	Understanding the Legal and Regulatory Requirements for Starting and Running an Enterprise		
M/507/5229	Identifying the Resources and Location for a Business Venture		
K/507/5228	Considering a Business Idea		
H/507/5227	Initial Business Planning		

Leadership and Management Units (PA2)

QAC Code	Unit Name	Credits	Level
D/600/3730	Recognising Leadership Skills	2	Level Two
L/504/8443	Managing a Project	1	Level Two
R/506/3574	Mentoring Skills	3	Level Two
K/507/5293	Leadership and Management for Business	6	Level Two
D/507/5291	Strategic Leadership for Trustees	3	Level Two
Y/507/5290	Effective Leadership Skills	3	Level Two
H/507/5289	Introduction to Leadership Skills	1	Level Two
A/507/5282	Managing a Budget	2	Level Two
A/507/5279	Coaching Skills	3	Level Two
T/507/5278	Induction and Coaching in the Workplace	2	Level Two
H/507/5275	Responsibilities and Accountability in Governance	2	Level Two
D/507/5274	Strategy and Structures in Governance	2	Level Two
Y/507/5273	Skills and Effectiveness in Governance	1	Level Two

Finance Units (PA3)

QAC Code	Unit Name	Credits	Level
T/506/3471	Computerised Accounting Software	3	Level Two
F/506/3540	Financial Considerations for a New Business	3	Level Two

J/507/5317	Understanding Finance for Non Financial Managers	1	Level Three
Y/507/5306	Planning the Financial Management of a Business Venture	4	Level Two
J/507/5303	Understanding the Financial needs of an Enterprise	3	Level Two
A/507/5301	Book-Keeping and Accounts	4	Level Two
T/507/5300	Sole Trader Final Accounts	3	Level Two
L/507/5299	Managing Cashflow, Keeping your Business Healthy	2	Level Two
J/507/5298	Understanding Finance in a Business Context	2	Level Two
F/507/5297	Business Finance	3	Level Two
A/507/5296	Work Effectively in Accounting and Finance	2	Level Two
M/507/5294	Computerised Accounting	4	Level Two
H/507/4997	Accounting Principles	10	Level Two

Sales and Marketing Units (PA4)

QAC Code	Unit Name	Credits	Level
R/501/5167	Research Skills	3	Level Three
R/506/3414	Understanding Marketing	4	Level Two
A/504/8115	The Marketing Environment	3	Level Two
A/505/6733	Marketing Research	3	Level Two
D/502/9928	Principles of Marketing Theory	4	Level Two
D/502/9931	Principles of Digital Marketing	5	Level Two
K/505/6730	Marketing	3	Level Two
Y/506/3396	Telesales	5	Level Two
D/506/3397	Understanding Sales Targets	2	Level Two
M/505/9757	Understanding the Relationship between Sales and Marketing	3	Level Three
D/506/3402	Principles of Presentations and Demonstrations in Sales	2	Level Two
L/506/3413	Understanding How to Sell a Product or Service	2	Level Two
F/506/3411	Understanding Sales Techniques and Processes	5	Level Two
H/504/5354	Marketing and Sales for a New Business	3	Level Two
H/506/3398	Sales Targets	2	Level Two
J/506/3412	Understanding Laws and Ethics of Selling	3	Level Two
J/507/5320	Complying with Legal, Regulatory and Ethical Requirements in a Marketing Role	2	Level Two
L/507/5318	Use Digital and Social Media in Marketing Campaigns	2	Level Two
F/507/5316	Understanding Selling within a Business Venture	3	Level Two
A/507/5315	Understand how to Market and Sell a Product or	3	Level Two

	Service		
T/507/5314	Identify and Understand a Client's Brand Strategy	4	Level Three
K/507/5309	The Sales Cycle	2	Level Two
H/507/5308	Generating and Qualifying Sales Leads	2	Level Two