

# Purpose Statement

## Level 2 Certificate and Diploma in Skills for Business (RQF)

The primary purpose of this qualification is to recognise and support you to progress to the next level of vocational learning including Further Education. It could also support your entry to employment or support your development within employment. The qualification was designed to provide you with an in-depth understanding across all areas or one chosen specialist area of the business sector. The combination of vocational and generic units and the option to experience several areas within the sector will support you to develop a strong foundation that will enable progress to higher level learning and/or employment. For those already in employment, this qualification will contribute to your continued personal development and improved confidence and productivity in the workplace.

### Who is it for?

- Learners who are aspiring to work effectively in a business related role
- Learners who are aiming to progress to a Level 3 qualification, including Access to Higher Education

### What does this qualification cover?

To achieve the Certificate, you will need to complete 16 credits and commit to 160 hours of learning. To achieve the Diploma, you will need to complete 37 credits and commit to 370 hours of learning.

You have the choice of completing the qualification in one of two ways:

- **Endorsed Pathway.** This pathway requires you to complete the mandatory unit, a selection of generic optional units and units from one of the specialist pathways (Business and Enterprise; Leadership and Management; Finance; Sales and Marketing)
- **Non-Endorsed Pathway.** This pathway requires you to complete the mandatory unit, a selection of generic optional units and units from a minimum of two of the specialist pathways (Business and Enterprise; Leadership and Management; Finance; Sales and Marketing)

For both pathway routes, you will be required to complete a mandatory unit 'Interpersonal Skills' and a choice of generic optional units, including:

- Communication Skills for Business
- Customer Service
- Negotiating Skills
- Presentation Skill

## **What are the Entry Requirements?**

There are no age restrictions for working towards this qualification and no specific prior achievements required. However, evidence of achievement at level 1 may be an advantage. There are no restrictions on learner entry and it may be studied alongside other vocational qualifications.

## **What are the Assessment Methods?**

You will be required to produce a portfolio of evidence to demonstrate the required knowledge, skills and understanding of the assessment criteria and that it is your own work. Evidence, within your portfolio of assessment, may include:

- Videos/photographs
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor

## **What are the Progression Opportunities?**

This qualification provides a mechanism for you to recognise and develop your skills and establish personal, learning and employment goals.

You may choose to progress onto a higher level employability qualification, including:

- Level 3 Access to Higher Education Diploma – Business and Management
- Level 3 Diploma in Business Management
- Level 3 Certificate/Diploma in Retail Skills (Management)
- Advanced Apprenticeship in Business, Retail Marketing and Finance
- Level 3 Certificate in Principles of Leadership and Management

Alternatively, you may choose to seek employment in one of many varied occupational areas. For example:

- Sales Representatives
- Shopkeeper
- Account Clerk
- Local Government Officer
- Junior Market Research Data Analyst
- Purchasing Manager

## **Who supports this qualification?**

This qualification was developed with and is supported by training providers and Further Education Colleges, including HMP Hewell (Milton Keynes College), Sixth Sense Learning, Holistic Partnership Ltd, Arrow Sales Training, Kirklees Council and Academy Transformation Trust.