



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

Certificate 601/7562/X
Diploma 603/2337/1



QUALIFICATION GUIDE

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About the Qualification

Title	Open Awards Level 2 Certificate and Diploma in Skills for Business (RQF)
QAN	Certificate - 601/7562/X Diploma - 603/2337/1
Sector	15.3 Business Management
Level	2
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/08/2025

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

Total Qualification Time/Guided Learning	
Certificate	
Total Qualification Time (hours)	160
Guided Learning (hours)	96
Diploma	
Total Qualification Time (hours)	370
Guided Learning (hours)	222

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified 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.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Units

Rules of Combination	
Certificate	
Credit Value of the Qualification	16
Minimum Credits to be achieved at the Level of the Qualification	16
Mandatory Units A	3 credits to be achieved
Optional Group B	Minimum of 3 credits to be achieved
For the Non-Endorsed Qualification Pathway Groups: PA1, PA2, PA3, PA4	A minimum of 10 credits to be achieved from any combination of units from Pathway Groups: 1, 2, 3, 4 A minimum of 2 Pathway Groups must be chosen
For the Endorsed Pathway Qualification Pathway Groups: PA1, PA2, PA3, PA4	A minimum of 10 credits to be achieved from one of the Pathway Groups: 1, 2, 3, 4
Diploma	
Credit Value of the Qualification	37
Minimum Credits to be achieved at the Level of the Qualification	23
Mandatory Units A	3 credits to be achieved
Optional Group B	Minimum of 10 credits to be achieved
For the Non-Endorsed Qualification Pathway Groups: PA1, PA2, PA3, PA4	A minimum of 24 credits to be achieved from any combination of units from Pathway Groups: 1, 2, 3, 4 A minimum of 2 Pathway Groups must be chosen
For the Endorsed Pathway Qualification Pathway Groups: PA1, PA2, PA3, PA4	A minimum of 24 credits to be achieved from one of the Pathway Groups: 1, 2, 3, 4

Open Awards Level 2 Certificate in Skills for Business (RQF)

(A) Mandatory Unit Group A

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

(B) Generic Optional Unit Group B

QAC Code	Unit Name	Credits	Level
J/507/5219	Attracting Customers through Marketing	4	Level Two
R/615/9845	Building a Website	4	Level Two
H/615/9588	Building and Managing Workplace Relationships	2	Level Two
K/615/9589	Building Working Relationships with Customers	2	Level Two
T/615/9112	Communication in the Workplace	2	Level Two
J/507/5222	Communication Skills for Business	3	Level Two
T/615/9594	Communication Skills for Group and Teamwork	3	Level Two
J/615/9146	Conflict Resolution	3	Level Two
M/615/9142	Critical Thinking	2	Level Two
M/615/9108	Customer Service	3	Level Two
M/615/9903	Developing Enterprise Skills	3	Level Two
K/615/9155	Developing Meeting Skills	2	Level Two
R/615/9120	Health, Safety and First Aid at Work	3	Level Two
T/506/3423	Imaging Software	4	Level Two
M/506/3601	Improve Your Business Skills	1	Level Three
A/507/5220	Introduction to Marketing	1	Level Two
T/615/8431	Maintain and Develop Personal Performance	2	Level Two
M/615/9156	Negotiation Skills	3	Level Two
Y/506/7769	Presentation Skills	1	Level Three
J/507/5186	Promotion of Products and Services through Social Media	6	Level Two
H/615/9140	Protection and Safeguarding	3	Level Two
J/615/9132	Research Skills	3	Level Two
R/507/5224	Resilience Skills	2	Level Two
Y/507/5225	Understand how to Develop Resilience	2	Level Two
K/615/9141	Understanding Change in the Workplace	1	Level Two
H/506/3465	Understanding the Uses of Social Media for Business	2	Level Two
K/615/9902	Work Experience	3	Level Two

(PA1) Business and Enterprise

QAC Code	Unit Name	Credits	Level
K/507/5259	Assess the Potential to Export	2	Level Three
A/507/5234	Assessing own Suitability for Enterprise	3	Level Two
Y/506/3589	Assessing Your Capacity to Start and Run a Business	1	Level Two
M/618/0590	Building a Social Media Plan	1	Level Three
D/507/5257	Business Culture and Responsibilities	8	Level Two
K/507/5228	Considering a Business Idea	3	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
A/507/5251	Developing an Idea for a Product or Service	3	Level Two
L/507/5254	Exploring Franchising Opportunities	2	Level Three
M/507/5229	Identifying the Resources and Location for a Business Venture	3	Level Two
K/507/5231	Importance of Business Plans	3	Level Two
H/507/5227	Initial Business Planning	3	Level Two
H/507/5258	Innovation in a Business Environment	8	Level Two
Y/507/5256	Introduction to Human Resources	3	Level Two
A/618/0589	Setting Business Goals	1	Level Two
L/507/5268	Principles of Booking Travel and Making Travel Arrangements	2	Level Two
R/507/5269	Principles of Working in Business Administration	3	Level Two
L/507/5271	Produce Business Documents	3	Level Two
K/507/5262	Researching your Market	5	Level Two
R/507/5272	Solve Business Problems	3	Level Two
F/507/5266	The Role of an Administrator	3	Level Two
F/507/5252	Understanding Legislative and Regulatory Requirements for an Enterprise	3	Level Three
H/507/5230	Understanding the Legal and Regulatory Requirements for Starting and Running an Enterprise	2	Level Two
L/506/3542	Undertaking an Enterprise Project	3	Level Two

(PA2) Leadership and Management

QAC Code	Unit Name	Credits	Level
A/507/5279	Coaching Skills	3	Level Two
M/504/4627	Developing Leadership Skills	3	Level Two
Y/507/5290	Effective Leadership Skills	3	Level Two
T/507/5278	Induction and Coaching in the Workplace	2	Level Two
H/507/5289	Introduction to Leadership Skills	1	Level Two
K/507/5293	Leadership and Management for Business	6	Level Two
A/507/5282	Managing a Budget	2	Level Two

L/508/4990	Managing a Project	1	Level Two
R/506/3574	Mentoring Skills	3	Level Two
L/506/0446	Recognising Leadership Skills	2	Level Two
H/507/5275	Responsibilities and Accountability in Governance	2	Level Two
Y/507/5273	Skills and Effectiveness in Governance	1	Level Two
D/507/5291	Strategic Leadership for Trustees	3	Level Two
D/507/5274	Strategy and Structures in Governance	2	Level Two

(PA3) Finance

QAC Code	Unit Name	Credits	Level
H/507/4997	Accounting Principles	10	Level Two
A/507/5301	Book-Keeping and Accounts	4	Level Two
F/507/5297	Business Finance	3	Level Two
M/507/5294	Computerised Accounting	4	Level Two
T/506/3471	Computerised Accounting Software	3	Level Two
F/506/3540	Financial Considerations for a New Business	3	Level Two
L/507/5299	Managing Cashflow, Keeping your Business Healthy	2	Level Two
Y/507/5306	Planning the Financial Management of a Business Venture	4	Level Two
T/507/5300	Sole Trader Final Accounts	3	Level Two
J/507/5317	Understanding Finance for Non Financial Managers	1	Level Three
J/507/5298	Understanding Finance in a Business Context	2	Level Two
J/507/5303	Understanding the Financial needs of an Enterprise	3	Level Two
A/507/5296	Work Effectively in Accounting and Finance	2	Level Two

(PA4) Sales and Marketing

QAC Code	Unit Name	Credits	Level
J/507/5320	Complying with Legal, Regulatory and Ethical Requirements in a Marketing Role	2	Level Two
H/507/5308	Generating and Qualifying Sales Leads	2	Level Two
T/507/5314	Identify and Understand a Client's Brand Strategy	4	Level Three
L/615/9908	Marketing	3	Level Two
M/615/9822	Marketing and Sales for a Product or Service	3	Level Two
Y/615/9829	Marketing Research	2	Level Two
D/615/9704	Principles of Digital Marketing	5	Level Two
H/615/9820	Principles of Marketing Theory	4	Level Two
D/506/3402	Principles of Presentations and Demonstrations in Sales	2	Level Two

J/615/9132	Research Skills	3	Level Two
H/506/3398	Sales Targets	2	Level Two
Y/506/3396	Telesales	5	Level Two
K/507/5309	The Sales Cycle	2	Level Two
A/507/5315	Understand how to Market and Sell a Product or Service	3	Level Two
L/506/3413	Understanding How to Sell a Product or Service	2	Level Two
J/506/3412	Understanding Laws and Ethics of Selling	3	Level Two
R/506/3414	Understanding Marketing	4	Level Two
D/506/3397	Understanding Sales Targets	2	Level Two
F/506/3411	Understanding Sales Techniques and Processes	5	Level Two
F/507/5316	Understanding Selling within a Business Venture	3	Level Two
M/615/9710	Understanding the Relationship between Sales and Marketing	3	Level Two
L/507/5318	Use Digital and Social Media in Marketing Campaigns	2	Level Two

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

Centres are responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will

confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N

0151 494 2072

enquiries@openawards.org.uk

www.openawards.org.uk

@openawards