

# Qualification factsheet

## Qualification overview

<b>Qualification title</b>	NCFE Level 2 Diploma in Skills for Business		
<b>Qualification number (QN)</b>	601/2624/3		
<b>Total qualification time (TQT):</b>	480	<b>Guided learning hours (GL)</b>	360
<b>Entry requirements:</b>	This qualification is for learners aged pre-16 and above. There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification.		

## About this qualification

This qualification is designed for learners who want to develop their knowledge and understanding of the essential skills required to work successfully in a business environment, and gives them an understanding of business culture and responsibilities. This qualification also allows learners to develop the skills required to solve problems, communicate and work effectively with others, and gives them the opportunity to learn how to manage and improve their own performance in a business environment.

## Qualification structure

To be awarded the NCFE Level 2 Diploma in Skills for Business, learners must achieve a minimum of 6 units (minimum of 48 credits) from a choice of 10 optional units, detailed below.

### Optional Units

Unit 01 Business culture and responsibilities (8 credits)
Unit 02 Deliver customer service in a business environment (8 credits)
Unit 03 Produce documents in a business environment (8 credits)
Unit 04 Solve problems in a business environment (8 credits)
Unit 05 Work with others in a business environment (8 credits)
Unit 06 Communicate in a business environment (8 credits)
Unit 07 Contribute to running a project (8 credits)
Unit 08 Innovation in a business environment (8 credits)
Unit 09 Manage and improve own performance in a business environment (8 credits)
Unit 10 Respond to change in a business environment (8 credits)

## Assessment

The NCFE Level 2 Diploma in Skills for Business is a knowledge-based qualification which is internally assessed and externally quality assured.

## **Progression opportunities**

The objectives of this qualification are to help learners to develop:

- an understanding of the essential skills required to work successfully in a business environment
- the skills required to solve problems in a business environment
- an understanding of business culture and responsibilities
- the ability to successfully communicate and work with others in a business environment
- the opportunity to develop the skills required to manage and improve their own performance in a business environment.

Learners who achieve this qualification could progress to:

- NCFE Level 3 Diploma in Skills for Business
- NCFE Levels 2 and 3 Diplomas in Business Administration
- NCFE Levels 2 and 3 Diplomas in Customer Service
- NCFE Level 2 Diploma in Team Leading
- NCFE Level 3 Diploma in Management
- A Level in Business Studies



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