



## ***Level 2 NCFE Diploma in Skills for Business***

### **Course Overview:**

This qualification is designed to provide transferable skills, knowledge and understanding that can be applied in any business setting. The units are aligned to National Occupational Standards for business and represent the core attributes required by employers in a range of business settings. Learners can progress into further study to build upon these skills or to focus on a more specific vocational pathway. The objectives of this qualification are to provide learners with:

- 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

### **Entry Requirements**

There are no specific recommended prior learning requirements for these qualifications. However, learners may find it helpful if they've already achieved a Level 2 qualification. Entry is at the discretion of the centre. However, learners should be aged 16 or above to undertake these qualifications

**Recommended** - 4 x grade 3's at GCSE to include maths and english  
Successful completion of a level 1 qualification

### **Progression Routes Available**

Learners who achieve these qualifications could progress to:

- Level 3 Diploma in Skills for Business (various pathways)
- Levels 3 Applied General Certificate in Business and Enterprise
  - Levels 3 Diploma in Customer Service
- Level 3 Diploma in Management Skills and Knowledge

### **Assessment Requirements**

Internally assessed and externally quality assured portfolio of evidence

### **Units**

- Business Culture & Responsibilities
- Deliver Customer Service in a Business Environment
- Innovation in a Business Environment
- Solve problems in a Business Environment

## **Level 3 NCFE Diploma in Skills for Business: Finance**

### **Course Overview**

The objectives of this qualification are to provide learners with:

- 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
- The skills and knowledge to carry out finance activities, including preparing final accounts for sole traders and partnerships, comparing and reporting actual costs with budgeted costs, and working with VAT.

### **Entry Requirements**

There are no specific recommended prior learning requirements for these qualifications. However, learners may find it helpful if they've already achieved a Level 2 qualification. Entry is at the discretion of the centre. However, learners should be aged 16 or above to undertake these qualifications

***Recommended*** - 4 x grade 4's at GCSE to include maths and english  
Successful completion of a Level 2 qualification at a Distinction grade

### **Progression Routes Available**

Learners who achieve these qualifications could progress to:

- Level 4 Diploma in Business and Administration
- Level 4 NVQ Certificate in Business and Administration
- Level 4 NVQ Diploma in Business and Administration
- Level 4 finance or accounting related qualification.
  - Traineeship
  - Apprenticeship
  - Employment

### **Assessment Requirements**

Internally assessed and externally quality assured portfolio of evidence

### **Units**

- Accounts Preparation
- Costs & Revenue
- Indirect Tax
- Professional Ethics
- Costs & Revenues
- Respond to Change in Business Environment
- Contribute to Running a Project
- Work with Others in a Business Environment