



Qualification Specification

**Level 2 Qualifications in Skills for Business
and Administration**

**Version 5.0
(December 2017)**

This qualification specification covers the following qualification(s):

Qualification Title	Qualification Number
Gateway Qualifications Level 2 Award In Skills for Business and Administration	600/9933/1
Gateway Qualifications Level 2 Certificate In Skills for Business and Administration	600/9935/5
Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration	600/9934/3
Gateway Qualifications Level 2 Diploma In Skills for Business and Administration	601/0343/7

About this qualification specification

This qualification specification is intended for Tutors, Assessors, Internal verifiers, Centre Quality Managers and other staff within Gateway Qualifications recognised centres and/or prospective centres.

It sets out what is required of the learner in order to achieve the qualification. It also contains information specific to managing and delivering the qualification(s) including specific quality assurance requirements.

The guide should be read in conjunction with the Gateway Qualifications Centre Handbook and other publications available on the website which contain more detailed guidance on assessment and verification practice.

In order to offer this qualification, you must be a Gateway Qualifications recognised centre. If your centre is not yet recognised, please contact our Development Team to discuss becoming a Gateway Qualifications Recognised Centre:

Telephone: 01206 911 211

Email: enquiries@gatewayqualifications.org.uk

Website: www.gatewayqualifications.org.uk/recognition

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1. Qualification Information

1.1 About the qualifications

The qualifications have been approved by the Office of Qualifications and Examinations Regulation (Ofqual) that regulates qualifications, examinations and assessments in England.

These qualifications are intended to equip learners with the underpinning knowledge and skills specific to the business and administration sector together with transferable employability skills. They are designed to support progression to further learning and ultimately to work in business and administration or other related sectors.

The Skills for Business and Administration qualifications form part of a suite of 'Skills for...' qualifications that cover a number of sectors and are available at Entry 3, Level 1 and Level 2. The employability skills units are common across the suite, enabling easy transfer of credits between qualifications and supporting opportunities for cross-faculty working.

The qualifications have been developed with the support of a number of further education colleges, training providers and adult and community learning providers. They have been designed to be consistent with the principles for study programmes for 16-19 year olds but are also relevant, particularly in the case of the smaller qualifications, for adults including the unemployed.

1.2 Objective

The Gateway Qualifications suite of Level 2 Skills for Business and Administration qualifications will enable learners to develop the knowledge, understanding and skills to aid progression to further study in business and administration or a related area or to enter the workplace in an entry-level role

They will enable learners to enhance their English and mathematical competence in relevant, applied scenarios and support learners development of transferable interpersonal and employability skills.

1.3 Key Facts

Qualification Title in full	Credit Value	Total Qualification Time	Guided Learning Hours
Gateway Qualifications Level 2 Award In Skills for Business and Administration	6	60	48
Gateway Qualifications Level 2 Certificate In Skills for Business and Administration	15	150	116
Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration	25	250	188
Gateway Qualifications Level 2 Diploma In Skills for Business and Administration	39	390	298

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could be reasonably expected to be required for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

Total Qualification Time is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- 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 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.

1.4 Funding

For information regarding potential sources of funding please visit the following websites;

The Education Funding Agency <http://www.education.gov.uk/aboutdfe/executiveagencies/efa>
 The Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/>

or, contact your local funding office.

1.5 Achievement methodology

The qualification will be awarded to learners who achieve an approved combination of units through a Portfolio of Evidence that has been successfully verified and monitored through Gateway Qualifications' Quality Assurance process. Achievement is therefore determined by successful completion of unit assessment with no further requirement for additional/summative assessment.

1.6 Geographical Coverage

The qualifications have been approved by Ofqual to be offered in England.

1.7 Progression Opportunities

These qualifications are designed to enable progression into further learning at the same level (e.g. from an award to a certificate) or to further learning at a higher level. The strong focus on transferable employability skills means that learners will have the necessary skills to progress directly into employment, particularly where work-based training is offered.

1.8 Relationship with other frameworks

The qualifications offered by Gateway Qualifications in Skills for Business and Administration link to the National Occupational Standards for Business and Administration. They provide some of the underpinning knowledge and practical skills that will support progression to a relevant competency-based qualification.

2 Learner Entry Requirements

2.1 Age

The approved age range for these qualifications is

Qualification Title in full	Age range
Gateway Qualifications Level 2 Award In Skills for Business and Administration	16-18, 19+
Gateway Qualifications Level 2 Certificate In Skills for Business and Administration	16-18, 19+
Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration	16-18, 19+
Gateway Qualifications Level 2 Diploma In Skills for Business and Administration	16-18, 19+

2.2 Prior Qualifications

There is no requirement for learners to have achieved prior qualifications.

2.3 Prior Skills/Knowledge/Understanding

There is no requirement for learners to have prior skills, knowledge or understanding. However, learners should normally have achieved or be working towards qualifications in English and maths at least at level 1.

2.4 Restrictions

There are no restrictions to entry.

2.5 Access to qualifications for learners with disabilities or specific needs

It is Gateway Qualifications' aim that there shall be equal opportunities within this organisation and in all the services it provides and within its recognised centres and via the services they provide and so meet the organisation's legal responsibilities to prevent discrimination.

In particular it is the organisation's intention that there should be no discrimination on the grounds of a protected characteristic including age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. It is acknowledged that this is not an exhaustive list.

Gateway Qualifications and recognised centres have a responsibility to ensure that the process of assessment is robust and fair and allows the learner to show what they know and can do without compromising the assessment criteria.

Details on how to make adjustments for learners is set out in the Reasonable Adjustment and Special Considerations Policy.

2.6 Additional Rules/Guidance

There are no additional rules or guidance regarding learner entry requirements.

3 Achieving the Qualification

3.1 Qualification Structure (Rules of Combination and Unit List)

The knowledge, skills and understanding that will be assessed as part of the qualification are set out within the unit specifications. These include the learning outcomes and associated assessment criteria. To obtain unit information, please contact Gateway Qualifications who will enable access to our unit library. Please refer to the Appendix for details of barred units.

Gateway Qualifications Level 2 Award In Skills for Business and Administration

To achieve the Gateway Qualifications Level 2 Award In Skills for Business and Administration, learners must complete a total of 6 credits. They must complete at least one unit from Group A (Mandatory Units), totalling a minimum of 3 credits and 3 further credits from either Group A (Mandatory Units) or Group B (Optional Units).

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	A (Mandatory Units)
H/504/6312	Effective Communication in the Workplace	2	3	30	15.3	A (Mandatory Units)
A/504/8115	The Marketing Environment	2	3	24	15.4	B (Optional Units)
F/505/2490	Promoting Products and Services	2	3	24	15.3	B (Optional Units)
R/505/2476	Understanding Finance in a Business Context	2	3	24	15.3	B (Optional Units)
T/505/2468	Budgeting and Managing Money	2	3	24	15.3	B (Optional Units)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	B (Optional Units)
T/505/2485	Working with People in Organisations	2	3	24	15.3	B (Optional Units)
H/505/2501	Working with Office Equipment and Systems	2	3	24	15.3	B (Optional Units)
T/505/2471	The Role of an Administrator	2	3	24	15.2	B (Optional Units)
L/505/2461	Business Documentation	2	3	24	15.3	B (Optional Units)
M/505/2498	Working in Business Teams	2	3	24	15.3	B (Optional Units)

D/505/2500	Working with Customers	2	3	24	14.2, 15.2	B (Optional Units)
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Gateway Qualifications Level 2 Certificate In Skills for Business and Administration

To achieve the Gateway Qualifications Level 2 Certificate In Skills for Business and Administration, learners must achieve 15 credits. They must complete the two mandatory units from Group M (Mandatory Units), totalling 6 credits. In addition, they must complete a minimum of 6 credits from Group O1 (Optional Units: Business and Administration) and 3 further credits from either Group O1 or Group O2 (Optional units: Employability Skills). At least 10 credits must be at level 2 or above. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	15.3	M (Mandatory)
A/504/8115	The Marketing Environment	2	3	24	15.4	O1 (Optional Units: Business and Administration)
F/505/2490	Promoting Products and Services	2	3	24	15.3	O1 (Optional Units: Business and Administration)
K/505/2497	Using Online Systems to Develop Customer Loyalty	2	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O1 (Optional Units: Business and Administration)
R/505/2476	Understanding Finance in a Business Context	2	3	24	15.3	O1 (Optional Units: Business and Administration)
T/505/2468	Budgeting and Managing Money	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O1 (Optional Units: Business and Administration)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O1 (Optional Units: Business and Administration)
J/505/2488	Understanding Business Meeting Techniques	3	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7978	Working in an Office	1	2	16	15.2	O1 (Optional Units: Business and Administration)
T/505/2485	Working with People in Organisations	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/505/2501	Working with Office Equipment and Systems	2	3	24	15.3	O1 (Optional Units: Business and Administration)
J/504/6318	Using ICT in the Workplace	2	3	25	14.2	O1 (Optional Units: Business and Administration)
H/505/2482	Understanding Online Business Activities	2	4	32	15.3	O1 (Optional Units: Business and Administration)
K/505/2466	Creating Business Web-pages	2	6	48	15.3	O1 (Optional Units: Business and Administration)
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25	14.2	O1 (Optional Units: Business and Administration)
L/505/2492	Running an Enterprise Activity	2	5	40	15.3	O1 (Optional Units: Business and Administration)
L/504/6336	Exploring Entrepreneurship	2	2	15	14.2	O1 (Optional Units: Business and Administration)
K/504/8109	Working as an Administrator	1	3	20	15.2	O1 (Optional Units: Business and Administration)
T/505/2471	The Role of an Administrator	2	3	24	15.2	O1 (Optional Units: Business and Administration)

Y/504/7828	Creating Business Documents	1	3	30	15.2	O1 (Optional Units: Business and Administration)
L/505/2461	Business Documentation	2	3	24	15.3	O1 (Optional Units: Business and Administration)
F/505/2456	Business Communication	3	6	42	15.3	O1 (Optional Units: Business and Administration)
M/505/2498	Working in Business Teams	2	3	24	15.3	O1 (Optional Units: Business and Administration)
R/505/2493	Running an Event	2	4	32	15.3	O1 (Optional Units: Business and Administration)
D/504/7846	Solve Business Problems	1	2	16	15.2	O1 (Optional Units: Business and Administration)
D/505/2495	Understanding Legislation and Regulations in a Customer Service Context	2	2	16	15.3	O1 (Optional Units: Business and Administration)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O1 (Optional Units: Business and Administration)
H/504/6326	Introduction to Self-Employment	2	3	22	14.2	O1 (Optional Units: Business and Administration)
M/505/1481	Applying for a Job	2	2	16	14.2	O2 (Optional Units: Employability)
T/505/1482	Effectiveness at Work	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O2 (Optional Units: Employability)
L/505/1486	Interview Skills	2	1	8	14.2	O2 (Optional Units: Employability)
T/505/1496	Leadership Skills	2	3	24	14.2	O2 (Optional Units: Employability)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1497	Preparing for an Interview	2	1	8	14.2	O2 (Optional Units: Employability)
M/505/1500	Preparing for Work Placement	2	1	8	14.2	O2 (Optional Units: Employability)
F/505/1503	Searching for a Job	2	1	8	14.2	O2 (Optional Units: Employability)
L/505/1505	Setting and Meeting Targets at Work	2	2	16	14.2	O2 (Optional Units: Employability)
R/505/1506	Solving Work-Related Problems	2	2	18	14.2	O2 (Optional Units: Employability)
D/505/1508	Working in a Team	2	3	24	14.2	O2 (Optional Units: Employability)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O2 (Optional Units: Employability)
M/504/6328	Time Management	2	2	20	14.2	O2 (Optional Units: Employability)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)
T/504/6251	Skills for Team Workers	2	2	15	14.1	O2 (Optional Units: Employability)
Y/504/6257	Skills for Independent Enquirers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6308	Skills for Self Managers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6261	Skills for Creative Thinkers	2	2	15	14.1	O2 (Optional Units: Employability)
L/504/6269	Assessing own Personal, Learning and Thinking	2	1	8	14.1	O2 (Optional Units: Employability)

Skills							
A/504/7627	Skills for Effective Participants	2	2	15	14.1	O2 (Optional Units: Employability)	
M/504/6913	Skills for Reflective Learners	2	2	15	14.1	O2 (Optional Units: Employability)	
A/505/1225	Career Planning	2	3	20	14.2	O2 (Optional Units: Employability)	
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)	

Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration

To achieve the Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration, learners must achieve 25 credits. They must complete the two mandatory units from Group M (Mandatory Units), totalling 6 credits. In addition, they must complete a minimum of 14 credits from Group O1 (Optional Units: Business and Administration) and 5 further credits from either Group O1 or Group O2 (Optional Units: Employability). At least 17 credits must be at level 2 or above. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	15.3	M (Mandatory)
A/504/8115	The Marketing Environment	2	3	24	15.4	O1 (Optional Units: Business and Administration)
F/505/2490	Promoting Products and Services	2	3	24	15.3	O1 (Optional Units: Business and Administration)
K/505/2497	Using Online Systems to Develop Customer Loyalty	2	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O1 (Optional Units: Business and Administration)
R/505/2476	Understanding Finance in a Business Context	2	3	24	15.3	O1 (Optional Units: Business and Administration)
T/505/2468	Budgeting and Managing Money	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O1 (Optional Units: Business and Administration)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O1 (Optional Units: Business and Administration)
J/505/2488	Understanding Business Meeting Techniques	3	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7978	Working in an Office	1	2	16	15.2	O1 (Optional Units: Business and Administration)
T/505/2485	Working with People in Organisations	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/505/2501	Working with Office Equipment and Systems	2	3	24	15.3	O1 (Optional Units: Business and Administration)
J/504/6318	Using ICT in the Workplace	2	3	25	14.2	O1 (Optional Units: Business and Administration)
H/505/2482	Understanding Online Business Activities	2	4	32	15.3	O1 (Optional Units: Business and Administration)
K/505/2466	Creating Business Web-pages	2	6	48	15.3	O1 (Optional Units: Business and Administration)
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25	14.2	O1 (Optional Units: Business and Administration)
L/505/2492	Running an Enterprise Activity	2	5	40	15.3	O1 (Optional Units: Business and Administration)
L/504/6336	Exploring Entrepreneurship	2	2	15	14.2	O1 (Optional Units: Business and Administration)
K/504/8109	Working as an Administrator	1	3	20	15.2	O1 (Optional Units: Business and Administration)

T/505/2471	The Role of an Administrator	2	3	24	15.2	O1 (Optional Units: Business and Administration)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O1 (Optional Units: Business and Administration)
L/505/2461	Business Documentation	2	3	24	15.3	O1 (Optional Units: Business and Administration)
F/505/2456	Business Communication	3	6	42	15.3	O1 (Optional Units: Business and Administration)
M/505/2498	Working in Business Teams	2	3	24	15.3	O1 (Optional Units: Business and Administration)
R/505/2493	Running an Event	2	4	32	15.3	O1 (Optional Units: Business and Administration)
D/504/7846	Solve Business Problems	1	2	16	15.2	O1 (Optional Units: Business and Administration)
D/505/2495	Understanding Legislation and Regulations in a Customer Service Context	2	2	16	15.3	O1 (Optional Units: Business and Administration)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O1 (Optional Units: Business and Administration)
H/504/6326	Introduction to Self-Employment	2	3	22	14.2	O1 (Optional Units: Business and Administration)
M/505/1481	Applying for a Job	2	2	16	14.2	O2 (Optional Units: Employability)
T/505/1482	Effectiveness at Work	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O2 (Optional Units: Employability)
L/505/1486	Interview Skills	2	1	8	14.2	O2 (Optional Units: Employability)
T/505/1496	Leadership Skills	2	3	24	14.2	O2 (Optional Units: Employability)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1497	Preparing for an Interview	2	1	8	14.2	O2 (Optional Units: Employability)
M/505/1500	Preparing for Work Placement	2	1	8	14.2	O2 (Optional Units: Employability)
F/505/1503	Searching for a Job	2	1	8	14.2	O2 (Optional Units: Employability)
L/505/1505	Setting and Meeting Targets at Work	2	2	16	14.2	O2 (Optional Units: Employability)
R/505/1506	Solving Work-Related Problems	2	2	18	14.2	O2 (Optional Units: Employability)
D/505/1508	Working in a Team	2	3	24	14.2	O2 (Optional Units: Employability)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O2 (Optional Units: Employability)
M/504/6328	Time Management	2	2	20	14.2	O2 (Optional Units: Employability)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)
T/504/6251	Skills for Team Workers	2	2	15	14.1	O2 (Optional Units: Employability)
Y/504/6257	Skills for Independent Enquirers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6308	Skills for Self Managers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6261	Skills for Creative Thinkers	2	2	15	14.1	O2 (Optional Units: Employability)

L/504/6269	Assessing own Personal, Learning and Thinking Skills	2	1	8	14.1	O2 (Optional Units: Employability)
A/504/7627	Skills for Effective Participants	2	2	15	14.1	O2 (Optional Units: Employability)
M/504/6913	Skills for Reflective Learners	2	2	15	14.1	O2 (Optional Units: Employability)
A/505/1225	Career Planning	2	3	20	14.2	O2 (Optional Units: Employability)

Gateway Qualifications Level 2 Diploma In Skills for Business and Administration

To achieve the Gateway Qualifications Level 2 Diploma In Skills for Business and Administration, learners must achieve 39 credits. They must complete the two mandatory units from Group M (Mandatory Units), totalling 6 credits. In addition, they must complete a minimum of 23 credits from Group O1 (Optional units: Business and Administration) and 10 further credits from either Group O1 or Group O2 (Optional units: Employability). At least 25 credits must be at level 2 or above. Learners cannot include more than one unit with the same or similar title.

Unit Reference Number	Title	Level	Credit Value	GLH	Subject Sector code	Group Name
Y/505/2494	Understanding Business Organisations	2	3	24	15.3	M (Mandatory)
H/504/6312	Effective Communication in the Workplace	2	3	30	15.3	M (Mandatory)
A/504/8115	The Marketing Environment	2	3	24	15.4	O1 (Optional Units: Business and Administration)
F/505/2490	Promoting Products and Services	2	3	24	15.3	O1 (Optional Units: Business and Administration)
K/505/2497	Using Online Systems to Develop Customer Loyalty	2	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7849	Supporting Sustainability in an Office Environment	2	2	16	15.2	O1 (Optional Units: Business and Administration)
R/505/2476	Understanding Finance in a Business Context	2	3	24	15.3	O1 (Optional Units: Business and Administration)
T/505/2468	Budgeting and Managing Money	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/504/7847	Supporting Business Meetings	1	3	25	15.2	O1 (Optional Units: Business and Administration)
K/504/7851	Understanding Business Meeting Techniques	2	3	27	15.3	O1 (Optional Units: Business and Administration)
J/505/2488	Understanding Business Meeting Techniques	3	3	24	15.3	O1 (Optional Units: Business and Administration)
M/504/7978	Working in an Office	1	2	16	15.2	O1 (Optional Units: Business and Administration)
T/505/2485	Working with People in Organisations	2	3	24	15.3	O1 (Optional Units: Business and Administration)
H/505/2501	Working with Office Equipment and Systems	2	3	24	15.3	O1 (Optional Units: Business and Administration)
J/504/6318	Using ICT in the Workplace	2	3	25	14.2	O1 (Optional Units: Business and Administration)
H/505/2482	Understanding Online Business Activities	2	4	32	15.3	O1 (Optional Units: Business and Administration)
K/505/2466	Creating Business Web-pages	2	6	48	15.3	O1 (Optional Units: Business and Administration)
R/504/6337	Exploring and Presenting Enterprise Ideas	2	3	25	14.2	O1 (Optional Units: Business and Administration)
L/505/2492	Running an Enterprise Activity	2	5	40	15.3	O1 (Optional Units: Business and Administration)
L/504/6336	Exploring Entrepreneurship	2	2	15	14.2	O1 (Optional Units: Business and Administration)

K/504/8109	Working as an Administrator	1	3	20	15.2	O1 (Optional Units: Business and Administration)
T/505/2471	The Role of an Administrator	2	3	24	15.2	O1 (Optional Units: Business and Administration)
Y/504/7828	Creating Business Documents	1	3	30	15.2	O1 (Optional Units: Business and Administration)
L/505/2461	Business Documentation	2	3	24	15.3	O1 (Optional Units: Business and Administration)
F/505/2456	Business Communication	3	6	42	15.3	O1 (Optional Units: Business and Administration)
M/505/2498	Working in Business Teams	2	3	24	15.3	O1 (Optional Units: Business and Administration)
R/505/2493	Running an Event	2	4	32	15.3	O1 (Optional Units: Business and Administration)
D/504/7846	Solve Business Problems	1	2	16	15.2	O1 (Optional Units: Business and Administration)
D/505/2495	Understanding Legislation and Regulations in a Customer Service Context	2	2	16	15.3	O1 (Optional Units: Business and Administration)
D/505/2500	Working with Customers	2	3	24	14.2, 15.2	O1 (Optional Units: Business and Administration)
H/504/6326	Introduction to Self-Employment	2	3	22	14.2	O1 (Optional Units: Business and Administration)
M/505/1481	Applying for a Job	2	2	16	14.2	O2 (Optional Units: Employability)
T/505/1482	Effectiveness at Work	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1483	Health and Safety in the Workplace	2	2	16	14.2	O2 (Optional Units: Employability)
L/505/1486	Interview Skills	2	1	8	14.2	O2 (Optional Units: Employability)
T/505/1496	Leadership Skills	2	3	24	14.2	O2 (Optional Units: Employability)
J/505/1504	Learning from Work Placement	2	2	16	14.2	O2 (Optional Units: Employability)
A/505/1497	Preparing for an Interview	2	1	8	14.2	O2 (Optional Units: Employability)
M/505/1500	Preparing for Work Placement	2	1	8	14.2	O2 (Optional Units: Employability)
F/505/1503	Searching for a Job	2	1	8	14.2	O2 (Optional Units: Employability)
L/505/1505	Setting and Meeting Targets at Work	2	2	16	14.2	O2 (Optional Units: Employability)
R/505/1506	Solving Work-Related Problems	2	2	18	14.2	O2 (Optional Units: Employability)
D/505/1508	Working in a Team	2	3	24	14.2	O2 (Optional Units: Employability)
Y/505/1510	Working with Colleagues	2	2	16	14.2	O2 (Optional Units: Employability)
M/504/6328	Time Management	2	2	20	14.2	O2 (Optional Units: Employability)
T/504/6315	Using Numeracy Skills in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)
T/504/6251	Skills for Team Workers	2	2	15	14.1	O2 (Optional Units: Employability)
Y/504/6257	Skills for Independent Enquirers	2	2	15	14.1	O2 (Optional Units: Employability)
D/504/6308	Skills for Self Managers	2	2	15	14.1	O2 (Optional Units: Employability)

D/504/6261	Skills for Creative Thinkers	2	2	15	14.1	O2 (Optional Units: Employability)
	Assessing own Personal, Learning and Thinking				14.1	O2 (Optional Units: Employability)
L/504/6269	Skills	2	1	8		
A/504/7627	Skills for Effective Participants	2	2	15	14.1	O2 (Optional Units: Employability)
M/504/6913	Skills for Reflective Learners	2	2	15	14.1	O2 (Optional Units: Employability)
A/505/1225	Career Planning	2	3	20	14.2	O2 (Optional Units: Employability)
H/504/6312	Effective Communication in the Workplace	2	3	30	14.2	O2 (Optional Units: Employability)

3.2 Recognition of Prior Learning (RPL)

Recognition of prior learning is a process that considers if a learner can meet the specified assessment requirements through knowledge, understanding or skills that they already possess and that can contribute towards the attainment of a qualification for which they are undertaking.

Where Recognition of Prior Learning is permitted then the evidence must be mapped against the criteria for which it is being claimed for and be valid, authentic, sufficient, reliable, valid and current.

A maximum of 70% of a qualification can be achieved through the process of Recognition of Prior Learning, with at least 30% gained through new learning.

The process for claiming RPL is set out in the Gateway Qualifications' policy on Recognition of Prior Learning.

3.3 Links to other qualifications

The level 2 qualifications in Skills for Business and Administration form part of a suite 'Skills for...' qualifications in a number of sectors and across Entry 3, Level 1 and Level 2. Many of the employability skills units are common across the suite and also appear within Gateway Qualifications provision in Employability Skills. Some of the employability skills units also make up the Gateway Qualifications Personal, Learning and Thinking Skills qualifications that are available at Entry 3, Level 1 and Level 2.

4 Assessment and Quality Assurance

The following are in addition to the standard assessment and quality assurance requirements set out in the Gateway Qualifications Centre Handbook.

4.1 Method of Assessment

The method of assessment for the qualifications is through a portfolio of evidence.

4.2 Assessment Materials

There are no specific assessment materials provided for this qualification.

4.3 Qualification-Specific Centre Requirements

Centres must ensure that they have the appropriate resources in place when delivering performance units from vocational areas.

4.4 Qualification-Specific Tutor/Assessor Requirements

There are no additional tutor/assessor requirements for these qualifications.

4.5 Qualification-Specific Verification Requirements

There are no additional verifications requirements for these qualifications.

5 What to do next

For existing centres please contact your named Development Manager or Development Officer.

For organisations, not yet registered as a Gateway Qualifications centre please contact:

Gateway Qualifications
3 Tollgate Business Park
Colchester
Essex
CO3 8AB

Tel: 01206 911 211

Email: enquiries@gatewayqualifications.org.uk

6 Gateway Qualifications

Gateway Qualifications, a not for profit registered charity, is an Awarding Organisation based in Colchester.

We work with learning providers and industry experts to design and develop qualifications that benefit the learner and the employer.

We support flexible, responsive and quality assured learning opportunities whether it's in the classroom, at work, in the community or through distance learning.

We are recognised by Ofqual, to design, develop and submit qualifications to the Regulated Qualifications Framework (RQF).

7 Appendices

Appendix 1 – Level 2 Barred Unit Listings

Gateway Qualifications Level 2 Certificate In Skills for Business and Administration

This Unit	Is Barred Against These Units
Understanding Finance in a Business Context (R/505/2476)	Budgeting and Managing Money (T/505/2468)
Working with People in Organisations (T/505/2485)	Working in an Office (M/504/7978)
	Working with Colleagues (Y/505/1510)
Working in Business Teams (M/505/2498)	Working in a Team (D/505/1508)
	Skills for Team Workers (T/504/6251)
Solve Business Problems (D/504/7846)	Solving Work-Related Problems (R/505/1506)
Working in a Team (D/505/1508)	Skills for Team Workers (T/504/6251)
Supporting Business Meetings (H/504/7847)	Understanding Business Meeting Techniques (K/504/7851)
	Understanding Business Meeting Techniques (J/505/2488)
Understanding Business Meeting Techniques (K/504/7851)	Understanding Business Meeting Techniques (J/505/2488)
Working as an Administrator (K/504/8109)	The Role of an Administrator (T/505/2471)
Creating Business Documents (Y/504/7828)	Business Documentation (L/505/2461)
	Business Communication (F/505/2456)
Business Documentation (L/505/2461)	Business Communication (F/505/2456)

Gateway Qualifications Level 2 Extended Certificate in Skills for Business and Administration

Gateway Qualifications Level 2 Diploma In Skills for Business and Administration

Understanding Finance in a Business Context (R/505/2476)	Budgeting and Managing Money (T/505/2468)
Supporting Business Meetings (H/504/7847)	Understanding Business Meeting Techniques (K/504/7851)
	Understanding Business Meeting Techniques (J/505/2488)
Understanding Business Meeting Techniques (K/504/7851)	Understanding Business Meeting Techniques (J/505/2488)
Working in an Office (M/504/7978)	Working with People in Organisations (T/505/2485)
Working with People in Organisations (T/505/2485)	Working with Colleagues (Y/505/1510)
Working as an Administrator (K/504/8109)	The Role of an Administrator (T/505/2471)
Creating Business Documents (Y/504/7828)	Business Documentation (L/505/2461)
	Business Communication (F/505/2456)
Business Documentation (L/505/2461)	Business Communication (F/505/2456)
Working in Business Teams (M/505/2498)	Working in a Team (D/505/1508)
	Skills for Team Workers (T/504/6251)
Solve Business Problems (D/504/7846)	Solving Work-Related Problems (R/505/1506)
Working in a Team (D/505/1508)	Skills for Team Workers (T/504/6251)

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