

BUSINESS &
ADMINISTRATION
PROGRESSION
PATHWAYS

 gateway
qualifications



Administration in Business

Units could include:

- Digital Skills for Work
- Virtual Meetings

- E**
- Junior Office Administrator
 - Data Entry Clerk

Units could include:

- The Role of an Administrator
- Understanding Business Meeting Techniques

- E**
- Office Administrator
 - Receptionist
 - Executive Assistant

- A**
- Business Administration (Level 3)

S
Further study at Level 3

Marketing in Business

Units could include:

- Using Social Media for Business
- Understanding Social Media for Business

- E**
- Junior Marketing Administrator

Units could include:

- Online Business Activities
- Digital Marketing

- E**
- Marketing Assistant

- A**
- Digital Marketer (Level 3)

S
Further study at Level 3

Key Skills for Business

Units could include:

- Word Processing Software
- Spreadsheet Software

- E**
- Data Entry Clerk
 - Junior Office Administrator

Units could include:

- Understanding Business Organisations
- Working with Office Equipment and Systems

- E**
- Office Administrator
 - Receptionist

- A**
- Business Administration (Level 3)

S
Further study at Level 3

Customer Service in Business

Units could include:

- Conduct at Work
- Customer Service Skills

- E**
- Customer Service Assistant
- A**
- Customer Service Practitioner (Level 2)

Units could include:

- Understanding Legislation and Regulations in a Customer Service Context
- Working with customers

- E**
- Customer Service Officer

- A**
- Customer Service Specialist (Level 3)

S
Further study at Level 3

Call Handling in Business

Units could include:

- Handling Telephone Calls
- Customer Service Skills

- E**
- Call Centre Operator
 - Customer Advisor
- A**
- Customer Service Practitioner (Level 2)

Units could include:

- Promoting Products and Services
- Customer Service Skills

- E**
- Call Handler
 - Dispatcher

- A**
- Customer Service Specialist (Level 3)

S
Further study at Level 3

Retail

Units could include:

- Customer Service in the Retail Sector
- The Retail Selling Process

- E**
- Shop Worker
- A**
- Retailer (Level 2)

Units could include:

- Promoting Products and Services
- Working with Customers
- Self-Management Skills for Work

- E**
- Retail Assistant

- A**
- Retail Team Leader (Level 3)

S
Further study at Level 3

This leaflet illustrates a variety of ways that you can build progression pathways using our Business and Administration qualifications.

The pathways shown are suggestions based on our experience and that of providers using these qualifications – you can develop other pathways to meet the local, regional and national employer needs relevant to your learners using the units shown below.

If you'd like a free of charge, no-obligation meeting to discuss your particular needs and how you can tackle your specific challenges, call our Business Development team on 01206 911 211 to arrange a suitable time.

Business and Administration Units

The following units are available within these qualifications to support Business and Administration progression pathways. Please refer to the qualification specification for details of the rules of combination and barred units, as not all units are available in each qualification.

A range of **Employability**, **English** and **Maths** units are also available for use within these qualifications. Please visit the website or view the qualification specification for full details.

UNIT NUMBER	TITLE	LEVEL	CREDITS	GLH
T/617/4094	Health and Safety in the Workplace	Entry 3	2	20
K/618/3732	Assist in the Assembly and Presentation of Visual Merchandising Displays	I	4	40
A/617/4081	Communication skills for work	I	3	30
R/618/3627	Computerised Accounting Software	I	3	24
R/617/4071	Conduct at Work	I	2	20
Y/504/7828	Creating Business Documents	I	3	30
H/618/3633	Database Software	I	3	24
J/618/3642	Diary Management	I	3	24
Y/618/3676	Digital Marketing	I	3	27
M/617/4157	Digital Skills for Work	I	3	30
H/617/4091	Exploring Entrepreneurship	I	2	20
J/618/3401	Handling Mail	I	3	30
M/618/3473	Handling Stock in a Retail Environment	I	2	20
R/618/3403	Handling Telephone Calls	I	2	20
A/617/4095	Health and Safety in the Workplace	I	2	20
F/617/4101	Introduction to Self-Employment	I	3	30
D/618/3663	Presentation Software	I	3	24
F/618/3476	Product Pricing and Labelling	I	3	30
K/618/3665	Spreadsheet Software	I	3	24
T/618/3412	Supporting Business Meetings	I	3	27
K/618/3729	The Control, Handling and Replenishment of Stock in a Retail Business	I	2	18
H/618/3731	The Retail Industry	I	3	24
H/618/3485	The Retail Selling Process	I	2	18
D/618/3730	Understanding Customer Service in the Retail Sector	I	2	20
R/618/3482	Understanding how Individuals and Teams Contribute to the Effectiveness of a Retail Business	I	2	18
J/615/2911	Understanding social media for business	I	3	25

UNIT NUMBER	TITLE	LEVEL	CREDITS	GLH
A/615/3344	Using social media for business	1	3	25
T/618/3667	Virtual Meetings	1	3	24
F/618/3669	Word Processing Software	1	3	24
H/618/3440	Working in Business and Retail	1	3	30
A/618/3394	Budgeting and Managing Money	2	3	24
F/618/3395	Business Documentation	2	3	24
J/618/3396	Business Organisational Structures	2	3	24
F/650/2457	Business Project	2	6	48
R/617/4085	Communication Skills for Work	2	3	24
Y/618/3578	Creating Business Web-pages	2	6	48
F/618/3705	Digital Marketing	2	3	24
K/617/4156	Digital Skills for Work	2	3	24
K/617/4092	Exploring Entrepreneurship	2	2	16
A/617/4100	Introduction to Self-Employment	2	3	24
D/618/3405	Market Research	2	5	30
K/618/3438	Online Business Activities	2	4	32
H/618/3406	Personal Budgeting and Managing Money	2	6	48
M/618/3408	Planning and Running and Event	2	4	32
T/618/3409	Promoting Products and Services	2	3	24
H/650/2458	Quality and Compliance	2	3	24
K/618/3410	Running an Enterprise Activity	2	5	40
F/618/3414	Supporting Sustainability in a Business Environment	2	2	16
L/618/3416	The Marketing Environment	2	3	24
L/618/3433	The Role of an Administrator	2	3	24
K/504/7851	Understanding Business Meeting Techniques	2	3	27
Y/505/2494	Understanding Business Organisations	2	3	24
H/618/3437	Understanding Finance in a Business Context	2	3	24
D/505/2495	Understanding Legislation and Regulations in a Customer Service Context	2	2	16
L/618/3447	Working in Business Teams	2	3	24
T/618/3569	Working with Customers	2	3	24
K/618/3455	Working with Office Equipment and Systems	2	3	24
A/618/3704	Working with People in Organisations	2	3	24
F/505/2456	Business Communication	3	6	42



gateway
qualifications

enquiries@gatewayqualifications.org.uk

www.gatewayqualifications.org.uk

Tel: 01206 911 211

Charity Registration No. 1114282
Registered in England Company No. 5502449