

# Ascentis Level 2 Certificate in Hybrid Working Practice Overview Specification



This qualification is being withdrawn. The last date of registration for learners is 31st July 2024 after which no further learners can be registered.

The certification end date is 31st July 2025. If you require any further clarification, please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).

Ofqual Number:	610/0544/7
Ofqual Start Date:	01/03/2022
Ofqual Review Date:	31/07/2024
Ofqual Certification Review Date:	31/07/2025

# Qualification Overview

Due to changing workplace practices, the Ascentis Level 2 Certificate in Hybrid Working Practice qualification is developed in response to the shift towards hybrid working approaches, across multiple sectors. Learners will develop an understanding of effective working practice, facilitating efficient working patterns and methods of establishing productive team and peer-to-peer communication in hybrid working patterns. This qualification will target both younger students who would like to strengthen administrative skills and adults retraining in hybrid working practices, becoming familiar with IT-based systems of communication and project management. The IT-based elements of this qualification aim to address upskilling in digital literacy. This qualification may also suit job seekers pursuing careers with elements of hybrid working.

## Aims

The aims of the qualification are to enable learners:

- to understand business practices in an increasingly hybrid-working environment.
- to understand effective physical and remote communication methods and techniques.
- to understand the importance of assertiveness, communication and effective working practice in remote settings and hybrid working practices.
- to develop reflective self-practice, leadership and team building qualities.

## Target Group

This qualification is aimed at a range of learners, including:

- retraining adults with existing administrative experience.
- those progressing from Level 1 courses in Progression, particularly with an emphasis on retail, business and communication.
- existing office staff who may be making a transition to hybrid working practice.
- learners interested in developing leadership skills and understanding assertiveness and decision making.
- those persons unemployed and applying for jobs with an element of hybrid working.
- Learners who may wish to gain underpinning knowledge and experience in order to progress onto a Level 3 qualification

## Regulation Codes

Qualification Number (Ofqual): 610/0544/7

## Assessment Method

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria. They are then verified by the centre and externally verified by Ascentis.

# Rules of Combination

## Ascentis Level 2 Certificate in Hybrid Working Practice

To achieve the Ascentis Level 2 Certificate in Hybrid Working Practice the learner **must** obtain a minimum of 15 credits. The learner **must** take both mandatory units from Group A. A minimum of 5 credits must be taken from Group B and the remaining credits can be taken from any units within Group B or C.

### Unit Group A - Mandatory Units: Both units MUST be taken from Group A

Title	Level	Credit Value	GLH	Unit Reference
Communication in the Workplace	2	3	24	L/503/7619
Group and Teamwork Communication Skills	2	3	24	R/505/8925

### Unit Group B - Core Units: A minimum of 5 credits MUST be taken from Group B

Title	Level	Credit Value	GLH	Unit Reference
Business Meeting Techniques	1	3	30	J/505/8792
Negotiation Skills	2	2	16	A/505/4643
Understanding Business Organisations	2	3	24	F/504/9587
Understanding Customer Service	2	3	24	K/503/2668

### Unit Group C – Optional Enrichment Units: Learners can take units from Group C for the remaining credit required to achieve the Certificate

Title	Level	Credit Value	GLH	Unit Reference
Budgetary Control Within a Business Environment	1	3	30	A/505/4108
Business Communication	1	3	30	F/505/4109
Developing Customer Service Skills	1	3	30	R/503/9226
Equality and Diversity	2	3	24	R/505/1974
Health and Safety Awareness in a Working Environment	2	3	24	M/504/8693
Improving Assertiveness and Decision Making	1	3	30	D/505/8555
Improving Assertiveness and Decision Making Skills	2	3	24	F/505/8709
Using IT to Improve Productivity	2	4	40	L/650/1514
Introduction to Business and Business Administration	1	2	10	Y/504/6520
IT Communication Fundamentals	1	2	20	T/505/6391
IT Security For Hybrid Working	2	2	20	K/650/1513
Leadership Skills	2	3	24	R/505/7192
Managing Own Relationship with Others	2	3	24	T/505/8917
Oral Presentation Skills	2	3	24	D/504/9502
Preparation for a Recruitment Interview	2	2	16	J/506/5340
Problem Solving Skills	2	3	24	L/506/5341

Team Building Skills	2	3	24	H/504/8657
Understanding Business Resources Management	1	3	30	A/505/8630
Understanding Mental Health	2	3	24	L/505/4680
Understanding Team Motivation	2	3	24	F/505/8676
Understanding Time Management in the Workplace	1	2	20	R/505/8584
Working Patterns	1	1	10	F/504/8861
Credits from other units: N/A				
Credits from equivalent Units:				
Please contact the Ascentis office to request equivalences and ask to speak to a member of the Qualifications Development Team.				
Credits from exemptions:				
Please contact the Ascentis office to request exemptions and ask to speak to a member of the Qualifications Development Team.				
Barred combinations				
Unit Title	Unit Code		Unit Title	Unit Code
Communication in the Workplace	J/503/7619	May not be taken with	Business Communication	F/505/4109
Improving Assertiveness and Decision Making (Level 1)	D/505/8555		Improving Assertiveness and Decision Making Skills (Level 2)	F/505/8709
IT Communication Fundamentals	T/505/6391		Using IT to Improve Productivity	L/650/1514

Unit certification is available for all units.

## **Guided Learning Hours (GLH)**

The recommended guided learning hours for this qualification is 150.

## **Total Qualification Time (TQT)**

The total qualification time for this qualification is 150.

## **Age Range of Qualification**

This qualification is suitable for young people aged 16-19 and adult learners.

# Contact & Further Information

**New Centres** please email [hello@ascentis.co.uk](mailto:hello@ascentis.co.uk) or call **01524 845046**.

**Existing Centres** please visit the login area of our website [www.ascentis.co.uk](http://www.ascentis.co.uk) to view the full specification.

**Product Development** for enquiries please email [development@ascentis.co.uk](mailto:development@ascentis.co.uk).