

Ascentis Level 2 Certificate
in
Skills for Further Study in
Business, Administration and Law
Rule of Combination



Ofqual Number:	601/7052/9
Ofqual Start Date:	01/09/2015
Ofqual Review Date:	31/07/2020
Ofqual Certification Review Date:	31/07/2021

Qualification Overview

This qualification has been designed to help learners develop the essential and transferable knowledge and skills required in order to progress primarily to Level 3 qualifications in the business, administration and law sectors.

Aims

The aims of the qualification are to enable learners:

- 1 To progress to further learning
- 2 To develop study skills
- 3 To develop skills and knowledge in the areas of business, administration and law

Target Group

This qualification is for learners who:

- Have gaps in their skills or knowledge, perhaps because their schooling was interrupted or disrupted, or because they are returning to study after some time away from formal learning
- Are interested in a career in business, administration or law and are not yet ready to access a Level 3 qualification or Apprenticeship
- Need to build the confidence, skills, knowledge and understanding needed to progress to Level 3
- Need to build a foundation of knowledge and understanding in an unfamiliar vocational area

Regulation Codes

Ofqual Regulation Number: 601/7052/9

Assessment Method

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

Rule of Combination

Ascentis Level 2 Certificate in Skills for Further Study in Business, Administration and Law

The learner must achieve 25 credits. 13 credits must come from Group A. A maximum of 12 credits may be selected from Group B and a maximum of 9 can be selected from Group C.

Group A – Learners must select 13 credits from this group but can select all 25 credits

Title	Level	Credit Value	GLH	Unit ref
Using Email	Level 2	3	20	D/505/3310
Business Studies	Level 2	3	24	D/505/6708
Law in the workplace	Level 2	4	21	F/504/0629
Understanding Business Organisations	Level 2	3	24	F/504/9587
Introduction to Law in the United Kingdom	Level 2	3	24	F/505/1999
How to Run Effective Meetings	Level 2	1	8	F/505/6720
Family Law	Level 2	4	21	H/504/0400
Data Protection and Confidentiality in a Working Environment	Level 2	3	24	H/505/6712
Management	Level 2	3	24	H/505/6726
Introduction to the Law of Tort	Level 2	3	24	J/504/9770
Law in Action: Criminal Law	Level 2	3	24	J/505/6041
Handle Mail	Level 2	3	17	J/505/6363
Using the Internet	Level 2	4	30	K/505/3312
Marketing	Level 2	3	24	K/505/6730
Understanding Young People, Law And Order	Level 2	3	24	K/506/0650
Consumer Law	Level 2	2	16	L/504/9771
Communicate in a Business Environment	Level 2	3	18	L/505/3285
Minute Taking	Level 2	3	24	L/505/6736
Financial Management	Level 2	3	24	M/505/6714
Use Office Equipment	Level 2	4	18	M/505/9127
Understanding Disability, Society and the Law	Level 2	3	24	R/504/8590
Understanding Retail Consumer Law	Level 2	2	16	R/505/2350
Solve Business Problems	Level 2	3	24	R/505/6365
International Aspects of Business	Level 2	3	24	R/505/6723
Work in a Business Environment	Level 2	2	18	T/505/3314
Understanding the Law for Public Services Workers	Level 2	6	48	T/506/3356
Introduction to Business Administration	Level 2	1	8	Y/504/9899
Meet and Welcome Visitors	Level 2	3	23	Y/505/3290
Business Skills	Level 2	3	24	Y/505/6707
Risk Management	Level 2	1	24	Y/505/6738

Group B – A maximum of 12 credits can come from this group				
Title	Level	Credit Value	GLH	Unit ref
Critical Thinking	Level 2	3	24	A/505/1967
Punctuation and Grammar	Level 2	2	16	A/505/2133
Setting Learning Goals	Level 2	3	24	A/505/2147
Spreadsheets	Level 2	3	24	A/505/2150
Working in a Group	Level 2	3	24	A/505/2164
Information Literacy	Level 2	3	24	D/505/1976
Plagiarism	Level 2	1	7	F/505/2117
Working with Data and Probability	Level 2	3	24	F/505/2165
Measures and Shape	Level 2	3	24	H/505/2112
Research Project	Level 2	3	14	H/505/2143
Portfolio Building	Level 2	1	7	J/505/2118
Reading and Understanding	Level 2	3	24	J/505/2135
Note Taking	Level 2	3	24	K/505/2113
Oral Communication Skills	Level 2	3	24	M/505/2114
Study Management	Level 2	2	14	M/505/2162
Revision and Exam Skills	Level 2	3	24	M/505/2310
Equality and Diversity	Level 2	3	24	R/505/1974
Action Planning for Own Development	Level 2	2	16	T/505/1952
Word Processing	Level 2	3	24	T/505/2163
Calculations	Level 2	3	24	Y/505/1958
Essay Writing	Level 2	3	21	Y/505/1975
Spelling	Level 2	3	24	Y/505/4326
Group C – A maximum of 9 credits may be achieved from this group				
Title	Level	Credit Value	GLH	Unit ref
Introduction to Law in the United Kingdom	Level 2	3	24	F/505/1999
Introduction to Business	Level 2	3	24	H/505/1977
Introduction to Computer Studies	Level 2	3	24	T/505/1983

Guided Learning Hours (GLH)

The recommended guided learning hours for this qualification is 152.

Total Qualification Time (TQT)

The total qualification time for this qualification is 250.

Age Range of Qualification

This qualification is suitable for learners aged 16–18 and 19+.

Contact & Further Information

New Centres please email melanie.porritt@ascentis.co.uk or call 01524 845046

Existing Centres please visit the Login area of our website to view the full specification.

Product Development for enquiries please email development@ascentis.co.uk