

Ascentis Level 2 Extended Certificate and Diploma in Business Rule of Combination



Extended Certificate	601/6237/5
Diploma	601/7945/4
Ofqual Start Date:	01/06/2015
Ofqual Review Date:	31/07/2021
Ofqual Certification Review Date:	31/07/2022

Qualification Overview

The Ascentis Level 2 Extended Certificate and Diploma in Business are designed to help learners make an informed choice about a career in business and administration. Achievement of these qualifications could act as progression towards programmes of study at Level 2 or Level 3 such as an Apprenticeship programme or the Access to HE Diploma.

There are several features of these qualifications that make them very appropriate for their target learners:

- Assessment is through the building-up of a portfolio of evidence, allowing flexibility in terms of the learner putting together evidence most appropriate to their learning situation
- There is a flexible optional unit structure that allows learners and tutors to choose learning that is relevant to their specific needs
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres

Aims

The aims of the qualifications are to enable learners:

- 1 To promote the skills required for learner self-confidence and further study
- 2 To encourage learners to consider a career in business and administration
- 3 To reward the achievement of learners for the skills that they have developed

Target Group

These qualifications are aimed at learners wishing to develop skills in business and administration and go onto further study or work in this area.

Regulation Codes

Ofqual Regulation Numbers:

- Ascentis Level 2 Extended Certificate in Business: 601/6237/5
- Ascentis Level 2 Diploma in Business: 601/7945/4

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

To achieve the **Level 2 Extended Certificate in Business** learners must achieve a minimum of 25 credits, with a minimum of 7 credits from the Personal and Social Development optional units and a minimum of 18 credits from the Business optional units.

To achieve the **Level 2 Diploma in Business** learners must achieve a minimum of 37 credits, with a minimum of 10 credits from the Personal and Social Development optional units and a minimum of 27 credits from the Business optional units.

Ascentis Level 2 Extended Certificate and Diploma in Business				
Extended Certificate: 25 credits Diploma: 37 credits				
Personal and Social Development Units				
Title	Level	Credit Value	GLH	Unit ref
Developing Self	Level 2	2	20	K/508/5547
Healthy Living	Level 2	3	30	A/508/5553
Individual Rights and Responsibilities	Level 2	1	10	D/508/5559
Managing Your Own Money	Level 2	2	20	M/508/5579
Identity and Cultural Diversity	Level 2	2	20	F/508/5568
Carrying Out Own Volunteering Role	Level 2	1	10	F/508/5571
Time Management	Level 2	3	24	H/508/5577
Counselling Skills and Personal Development	Level 2	4	30	J/507/7407
Research Skills for Academic Study	Level 2	2	15	M/508/5582
IT Communication Fundamentals	Level 2	2	15	T/508/5583
Database Software	Level 2	4	30	A/508/5584
Using the Internet	Level 2	4	30	F/508/5585
Presentation Software	Level 2	4	30	J/508/5586
Spreadsheet Software	Level 2	4	30	L/508/5587
Word Processing Software	Level 2	4	30	R/508/5588
Business Units				
Title	Level	Credit Value	GLH	Unit ref
Principles of Personal Responsibilities and Working in a Business Environment	Level 2	4	32	A/508/5648
Principles of Providing Administrative Services	Level 2	4	32	T/508/2103
Principles of Managing Information and Producing documents	Level 2	3	24	M/508/5646
Principles of Supporting Change in a Business Environment	Level 2	1	8	F/508/5649
Principles of Supporting Business Events	Level 2	1	8	T/508/5650

Principles of Maintaining Stationery Stock	Level 2	1	8	A/508/5651
Principles of Working in the Public Sector	Level 2	5	40	T/508/5647
Computerised Accounting Software	Level 2	3	20	F/508/5652
The Marketing Environment	Level 2	3	24	J/508/5653
Promoting Products and Services	Level 2	3	24	L/508/5654
Understanding Online Business Activities	Level 2	4	32	R/508/5655
Creating Business Web-pages	Level 2	6	48	Y/508/5656
Using Online Systems to Develop Customer Loyalty	Level 2	3	24	D/508/5657
Understanding Finance in a Business Context	Level 2	3	24	H/508/5658
Principles of Working in Business Administration	Level 2	3	22	K/508/5659
Budgeting and Managing Money	Level 2	3	24	D/508/5660
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.				
For any units of the same title at different levels credit can only be taken from one of the units to count towards achievement of the full qualification.				

Guided Learning Hours (GLH)

The recommended guided learning hours for the Level 2 Extended Certificate is 174.

The recommended guided learning hours for the Level 2 Diploma is 291.

Total Qualification Time (TQT)

The total qualification time for the Level 2 Extended Certificate is 250.

The total qualification time for the Level 2 Diploma is 370.

Age Range of Qualification

These qualifications are suitable for young people aged 14–19 and adult learners.

Contact & Further Information

New Centres please email hello@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