

NCFE Level 2 Diploma in Skills for Business (RQF)

Overview

The aim of the Level 2 Diploma in Skills for Business is to provide students with in-depth knowledge and understanding of the business setting. This course will focus on understanding the business environment, offer depth study of technical skills for business, and providing opportunities to acquire technical and practical skills.

Duration and Delivery

This course is designed to be completed over 9 months as a full-time qualification. However, we provide flexible time duration in delivery to accommodate distance and part-time learning, so you can complete the course in as little as 3 weeks. The qualification is delivered through our Virtual Learning Environment.

Assessment and Verification

All units within this course are internally analysed by our internal assessors and externally verified by NCFE. This course is criterion-referenced based on specific learning outcomes. Each unit is graded using the following structure; Not Yet Achieved, Pass, Merit, and Distinction.

Eligibility Criteria

For entry in this course, learners must meet the following criteria:

- This course can be offered to students of all ages. BSLM does not specify learning requirements for such qualifications. However, students may find it useful if they have already achieved a Level 1 qualification.
- Learners must have the capability to undertake the assessment and meet the learning criteria.

Progression

Successful completion of this qualification enables learners to get direct entry into Level 3 Diplomas in customer service, management, and could even lead to a foundation degree in any business-related discipline.

360	Guided Learning Hours
480	Total Quality Time
6	Units
48	Credits

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Awarding Body Fee £107.50

Payable by the learner to the awarding organisation within 14 days of starting the course

Unit Structure

- ✔ Business culture and responsibilities
- ✔ Produce documents in a business environment
- ✔ Solve problems in a business environment
- ✔ Work with others in a business environment
- ✔ Manage and improve own performance in a business environment
- ✔ Respond to change in a business environment

