

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



<b>Ofqual Number:</b>	<b>601/7052/9</b>
Ofqual Start Date:	01/09/2015
Ofqual Review Date:	31/07/2021
Ofqual Certification Review Date:	31/07/2022

# 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 [hello@ascentis.co.uk](mailto: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](mailto:development@ascentis.co.uk)