

Additional Business Skills Certificates

If your candidate is undertaking an NVQ course in either Business & Administration or Customer Service, it is possible that your candidates may achieve additional certificates in Business Skills if the units they achieve meet the necessary Rules of Combination.

An example of this would be as follows:

Candidate A is undertaking an NVQ course in Business & Administration and takes the following units:

- 201 – Manage own performance in a business environment (2cr @ L2)
- 202 – Improve own performance in a business environment (2cr @ L2)
- 203 – Work in a business environment (2cr @ L2)
- 206 – Communicate in a business environment (3cr @ L2)
- 219 – Store and retrieve information (3 @ L2)
- 238 – Bespoke software (3cr @ L2)
- 247 – Website software (4cr @ L2)
- 320 – Plan and organise an event (4cr @ L3)

If the candidate completes all of the above units, they will also achieve the Level 1 and Level 2 Award in Business Skills as units 201, 202, 203, 238 and 247 also appear in the Rules of Combination for those qualifications.

If the candidate decided has taken units within the Customer Service NVQ suite of qualifications, it is possible that the candidate could also be awarded the Level 1 & Level 2 Certificates in Business Skills.

For more information on the Rules of Combination for the Business Skills qualifications, please visit the following link:

http://www.ocr.org.uk/qualifications/type/qcf/bus_skill/index.aspx