



NCFE LEVEL 2 DIPLOMA

Skills for Business

Awarding Body: NCFE | Ofqual Regulated | RQF Level 2 | 48 Credits | QN 601/2624/3

LEVEL Level 2	DURATION 26–32 Weeks	CREDITS 48 Credits	STUDY MODE Online / Distance	AWARDING BODY NCFE	PROGRESSION Level 3
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COURSE OVERVIEW

The NCFE Level 2 Diploma in Skills for Business gives you the real, work-ready skills employers ask for: customer service, communication, handling business documents, solving problems and working well in a team. It is the ideal first step if you want a business qualification without sitting exams. Everything is assignment-based and studied online, so you can start at any time and work at your own pace with full tutor support. On completion you hold a nationally recognised Level 2 Diploma that moves you straight on to Level 3 study, an apprenticeship or your first role in business.

QUALIFICATION STRUCTURE & UNITS

CORE BUSINESS SKILLS

- Business culture and responsibilities
- Communicate in a business environment
- Produce documents in a business environment
- Work with others in a business environment

CUSTOMER & DELIVERY

- Deliver customer service in a business environment
- Solve problems in a business environment
- Contribute to running a project

PERFORMANCE & GROWTH

- Manage and improve own performance in a business environment
- Innovation in a business environment
- Respond to change in a business environment

Choose any 6 units from the bank of 10 above to achieve the minimum 48 credits required for the full diploma. Each unit is worth 8 credits. Your tutor helps you pick the units that best fit your goals.

ENTRY REQUIREMENTS

- Open to learners aged 16 and above
- No formal qualifications required to start
- A Level 1 qualification is helpful but not essential
- Basic English and a commitment to online study

PROGRESSION

- NCFE Level 3 Diploma in Skills for Business
- Level 2 or 3 in Business Administration or Customer Service
- Level 2 Team Leading or Level 3 Management
- Apprenticeships and entry-level business roles

ASSESSMENT & CERTIFICATION

100% assignment-based. There are no external exams. Your work is internally assessed by UK Versity and externally quality assured by NCFE. Achieve the required 48 credits and you are awarded the full NCFE Level 2 Diploma in Skills for Business, an Ofqual-regulated national qualification.

Enrol Now | Flexible payment plans · 0% interest instalments · PayPal & Klarna **£1,200 + VAT · from £288/month**

APPLY NOW

www.ukversity.co.uk

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