



SEVERN  
BUSINESS  
COLLEGE

## CPD Level 2 Diploma in Business

Course Handbook



**Qualification**

Level 2 Diploma in Business

**Level**

2

**Guided Learning Hours**

120

**Total Qualification Time Hours**

1200

**Credit Value**

120

**Aim of the Course**

Level 2 Diploma in Business is an applied general qualification which allows candidates to demonstrate knowledge of academic skills, mathematics skills, IT skills and fundamentals of business. Successful students can progress onto the Level 3 Diploma, as well as opening up opportunities to access a range of higher education courses or employment.

**Assessment**

Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

**Course Structure**

Level 2 Diploma in Business			
Unit number	Units	Unit level	Unit credit
1	Academic Skills	2	30
2	Mathematics Skills	2	30
3	IT Skills	2	30
4	Fundamentals of Business	2	30

**Assessment Grades**

Marks Ranges	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

**UNIT SPECIFICATIONS****Unit Title**

Academic Skills

**Level**

2

**Guided Learning Hours**

30

**Learning Time Hours**

300

**Credit Value**

30

**Learning outcomes and assessment criteria**

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Be able to take effective notes from a variety of sources	1.1 Explain how to identify key information from a range of different texts 1.2 Explain how to record key points when listening to the information being given

	1.3 Describe how to critically review own notes 1.4 Explain how to use own notes to accurately summarise information given 1.5 Explain how to use own notes to present a summary to others 1.6 Explain how to use a range of sources to gather information
2. Understand common steps in producing academic work	2.1 Explain common steps in producing academic work 2.2 Explain plagiarism 2.3 Explain how doing the correct referencing in an academic essay
3. Be able to produce a piece of academic work suitable for this level, following a drafting process	3.1 Explain how to present a timetabled plan to meet the requirements of an academic assignment 3.2 Explain how to check own work for errors 3.3 Explain how to evaluate own work against criteria/requirements given 3.4 Explain how to develop sections of an assignment towards a final draft 3.5 Explain how to demonstrate the correct use of academic referencing 3.6 Explain how to present a completed piece of academic work to others
4. Understand different learning styles	4.1 Explain idea of multiple intelligences 4.2 Describe a range of learning styles 4.3 Identify own preferred learning styles 4.4 Identify own study strengths and weaknesses

## UNIT SPECIFICATIONS

### Unit Title

Mathematics Skills

### Level

2

### Guided Learning Hours

30

### Learning Time Hours

300

### Credit Value

30

### Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Be able to use ratio, percentages and fractions	1.1 Explain multiples, factors and primes 1.2 List a range of multiples, factors and primes 1.3 Explain uses ratio notation 1.4 Explain how to divide quantities using a given ratio 1.5 Explain how to use proportional reasoning to solve a range of problems 1.6 Explain how to identify equivalent fractions, decimals and percentages 1.7 Explain how to perform calculations with fractions, decimals and percentages
2. Understand the fundamentals of algebra and algebraic calculations	2.1 Explain difference between an expression, a formula and an equation 2.2 Explain linear graphs 2.3 List a range of algebraic expressions and formulae 2.4 Explain how to solve a range of linear equations 2.5 Explain how to simplify algebraic expressions 2.6 Explain how to factorise algebraic expressions 2.7 Explain how to substitute positive and negative values into algebraic expressions and formulae
3. Understand the fundamentals of probability and probability calculations	3.1 Describe the probability scale 3.2 Explain relative frequencies 3.3 Explain how to use the probability scale to show a range of probabilities 3.4 Explain how to calculate probabilities of mutually exclusive events 3.5 Explain use of tree diagrams in calculating conditional probabilities
4. Be able to perform basic calculations	4.1 List a range of metric units for length, mass and capacity

with shapes, spaces and measurements	4.2 Explain how to identify conversions between different units of measurement 4.3 Explain how to estimate angles 4.4 Explain how to calculate unknown angles 4.5 Explain how to calculate perimeter, area and volume 4.6 Explain how to use of Pythagoras' Theorem in finding the length of unknown sides in a right-angled triangle
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## UNIT SPECIFICATIONS

### Unit Title

IT Skills

### Level

2

### Guided Learning Hours

30

### Learning Time Hours

300

### Credit Value

30

### Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand the main functions of a word processor	1.1 Explain main functions within a word processing package 1.2 Describe how to insert, overtype, move and delete text 1.3 Describe how to open, save and close an existing document 1.4 Describe how tables and diagrams can be inserted within a text 1.5 Describe how pictures and symbols can be inserted within a text document
2. Be able to extract information from the Internet without plagiarising	2.1 List a range of search engines which can be used to find specific information 2.2 Explain how to extract text from a website 2.3 Explain how to export website text into a word processed document 2.4 Explain how website text should be presented in a word processed document in order to avoid plagiarism
3. Understand how to open, create and modify a spreadsheet	3.1 Explain how to open a new spreadsheet 3.2 Describe how to open a new worksheet and enter data 3.3 Describe how to save and close a worksheet 3.4 Describe a range of ways in which data can be manipulated and evaluated 3.5 Describe how to modify and print graphs
4. Understand the main functions of presentation software	4.1 Describe how to open, save and close a presentation slide show 4.2 Explain how to insert and duplicate slides 4.3 Describe how to print slides, handouts and speaker notes 4.4 Explain how to incorporate animation into a presentation

## UNIT SPECIFICATIONS

### Unit Title

Fundamentals of Business

### Level

2

### Guided Learning Hours

30

### Learning Time Hours

300

## Credit Value

30

### Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning Outcome	Assessment Criteria
1. Understand different types of businesses and their functions	1.1 List different types of businesses found in the public and private sectors 1.2 Explain various stakeholders involved with a business 1.3 Describe how stakeholders can affect business activity 1.4 Explain an organisation's business objectives 1.5 Define primary, secondary and tertiary organisations 1.6 Define corporate social responsibility 1.7 List a range of benefits of socially responsible business behaviour 1.8 List a range of perceived negatives of socially responsible business behaviour
2. Understand a range of basic business and management structures	2.1 Explain different business departments 2.2 Explain function of different business departments 2.3 Explain why organisations develop layers of authority 2.4 Explain a range of leadership styles 2.5 Explain an organisation's staffing and management structure 2.6 Describe a range of elements which can influence business culture
3. Be able to demonstrate an understanding of basic marketing principles in business	3.1 Define 'marketing' 3.2 Define 'needs' and 'wants' in relation to marketing 3.3 Explain a range of market segment categories 3.4 Explain market research and the 'marketing mix'
4. Understand the basic concepts of production	4.1 Define 'production' 4.2 Describe the steps necessary in a range of production processes 4.3 Explain different production layouts 4.4 Explain able to select the most suitable production method for a particular product