

Level 2 Diploma in Skills for Business

Gatehouse Awards

Overview

The Level 2 Diploma in Skills for Business is designed for learners who wish to develop essential knowledge and practical skills required for entry-level roles in a business environment. The programme provides a strong introduction to core business functions, communication skills, and workplace practices.

The course covers areas such as customer service, teamwork, business communication, basic administration, and problem-solving. Learners will build confidence, professionalism, and employability skills needed to succeed in a variety of business settings or progress to higher-level qualifications.

Unit Names

- Business Responsibilities and Structures
- Business Operations, Goals, and Activities
- Business Finance: Income, Expenses and Profit
- Career Paths and Roles in Business
- Introduction to Marketing and Advertising
- Business Support and Office Equipment
- Business Communication and Documents
- Employee Rights, Responsibilities, and Motivation
- Sales and Marketing
- Working as Part of a Team
- Personal Finance: Handling Income and Budgeting
- Working in Contact Centres

Entry Requirements

- The qualification is available to candidates aged 16 and over.
- Applicants must have appropriate language, literacy and numeracy skills at Level 1 or higher.
- Where English is not the applicants' first language, an International English level of minimum
- B2 (CEFR) level, or equivalent, is required.

Mode of Study: Distance Learning

For more information

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