



## BIIAB Level 2 Diploma in Business Administration

Level 2 Diploma - 601/3741/1 (England)  
- C00/0645/7 (Wales)



## Qualification Guidance

### About Us

BIIAB Qualification Limited is part of Skills and Education Group, a charitable organisation that champions education and skills-oriented organisations, providers and learners, making real change locally, nationally and internationally.

BIIAB Qualifications Limited has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

### Sources of Additional Information

The BIIAB Qualifications Limited website [www.biiab.co.uk](http://www.biiab.co.uk) provides access to a wide variety of information.

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Version	Date	Details of Change
1.5	December 2015	RoC – Assessment method for unit B&A39
1.6	January 2018	Updated throughout to remove reference to “QCF” RoC updated with TQT figures
2.1	July 2023	Reformatted Qualification Guide into new branding



## Qualification Guidance

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

## Qualification Summary

BIIAB Level 2 Diploma in Business Administration - 601/3741/1 (England) - C00/0645/7 (Wales)	
<b>Qualification Purpose</b>	To obtain and then demonstrate the skills and knowledge to work at an operational level in Business Administration, with some autonomy and some supervision.
<b>Age Range</b>	<b>Pre 16</b>   <b>16-18</b> ✓   <b>18+</b>   <b>19+</b> ✓
<b>Regulation</b>	The above qualification is regulated by Ofqual
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Portfolio of Evidence</li> <li>• Practical Demonstration/Assignment</li> </ul>
<b>Type of Funding Available</b>	See FaLa (Find a Learning Aim)
<b>Qualification/Unit Fee</b>	See BIIAB Qualifications Limited web site for current fees and charges
<b>Grading</b>	Pass/Fail To achieve a Pass grade, learners <b>must</b> achieve all the Learning Outcomes and Assessment Criteria in all the units completed
<b>Operational Start Date</b>	01/09/2014
<b>Review Date</b>	30/06/2025
<b>Operational End Date</b>	
<b>Certification End Date</b>	
<b>Guided Learning (GL)</b>	229 hours
<b>Total Qualification Time (TQT)</b>	450 hours
<b>Credit Value</b>	45
<b>BIIAB Qualifications Limited Sector</b>	Business Support
<b>Ofqual SSA Sector</b>	15.2 Administration
<b>Support from Trade Associations</b>	
<b>Administering Office</b>	See BIIAB Qualifications Limited website



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# About the BIIAB Level 2 Diploma in Business Administration

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual in England. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Diploma in Business Administration	601/3741/1 (England) C00/0645/7 (Wales)

## Objective and Purpose of this Qualification

The BIIAB Level 2 Diploma in Business Administration has been designed to allow learners to obtain and then demonstrate the skills and knowledge to work at an operational level in Business Administration, with some autonomy and some supervision.

It is also a key component part of the Skills CFA Intermediate Level Apprenticeship Framework in Business Administration.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status please contact BIIAB Qualifications Limited head office.

## About this Guidance

This guidance has been developed to provide guidance for learners, assessors and quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the guidance is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this guidance is updated, centres will be notified by BIIAB Qualifications Limited.



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### **BIIAB Qualifications Limited Customer Service**

BIIAB Qualifications Limited is committed to giving the highest possible levels of customer service. Our Service Level Agreement is available via [www.biiab.co.uk](http://www.biiab.co.uk)

Our Customer Service team can be contacted between the hours of 0900 and 1700 Monday to Friday by using the contact details below, or outside those hours, by leaving a message on our voicemail service.

Customer Support Contact Details: 0115 854 1620

Email: [CustomerSupport@biiab.co.uk](mailto:CustomerSupport@biiab.co.uk)

Our Customer Support team will be happy to assist with any administration related enquiries you may have. For example:

- registration and certification enquiries
- re-certification issues
- centres available in the local area
- appeals
- whistleblowing

### **What are Rules of Combination (ROC)?**

Under the Regulatory Qualifications Framework (RQF), qualifications can be made up of a combination of mandatory and/or optional units. The units and credits required to complete a qualification are set out by the rules of combination (RoC). The RoC allows for flexibility and transferability.

The ROC will specify:

- the total credit value of the qualification
- the amount of credit that must be achieved within specific groups of units (e.g. Mandatory, Optional Unit, and Optional groups)
- the minimum credit which must be achieved at the level or above the level of the qualification
- the Total Qualification Time (TQT)
- the title, Unit Regulation Number and BIIAB Qualifications Limited Unit number for each unit, alongside its level, credit, and Guided Learning Hours (GLH)
- any barred units (units that cannot be taken together as part of the qualification)

When choosing the appropriate route for a learner or group of learners, it is the responsibility of the centre to ensure the rules of combination are adhered to.

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# BIIAB Level 2 Diploma in Business Administration Rules of Combination (ROC) and Structure

To achieve the BIIAB Level 2 Diploma in Business Administration learners **must** gain a **total of 45** credits. This **must** consist of:

- **Minimum total** credit: **45**
- Mandatory Group A **minimum** credit: **21**
- Optional groups B, C and D **minimum** credit: **24**. This **must** consist of:
  - Optional group B **minimum** credit: **14**
  - Optional group C a **maximum** credit of: **10**
  - Optional group D a **maximum** credit of: **6**
- A **minimum of 36** credits **must** be achieved through the completion of units at **Level 2** and above.
- Guided Learning hours (GLH): **229** hours
- Total Qualification Time (TQT): **450** hours

The qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level.

Listed on the next page are the qualification units.

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### Mandatory Group A

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA34	H/506/1893	Communication in a business environment	2	3	19	Portfolio
BA36	J/506/1899	Principles of providing administrative services	2	4	25	Assessment Knowledge Module (AKM)
BA37	T/506/1901	Principles of business document production and information management	2	3	21	Assessment Knowledge Module (AKM)
BA38	A/506/1964	Understand employer organisations	2	4	40	Assessment Knowledge Module (AKM)
ML1	L/506/1788	Manage personal performance and development	2	4	18	Portfolio
ML2	R/506/1789	Develop working relationships with colleagues	2	3	19	Portfolio

### Optional Group B

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA13	L/506/1807	Manage diary systems	2	2	12	Portfolio
BA14	Y/506/1809	Produce business documents	2	3	24	Portfolio
BA15	L/506/1810	Collate and report data	2	3	19	Portfolio



## Qualification Guidance

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA16	R/506/1811	Store and retrieve information	2	4	19	Portfolio
BA17	Y/506/1812	Produce minutes of meetings	2	3	13	Portfolio
BA18	D/506/1813	Handle mail	2	3	15	Portfolio
BA19	H/506/1814	Provide reception services	2	3	15	Portfolio
BA20	K/506/1815	Prepare text from notes using touch typing	2	4	26	Portfolio
BA21	M/506/1816	Prepare text from shorthand	2	6	46	Portfolio
BA22	T/506/1817	Prepare text from recorded audio instruction	2	4	15	Portfolio
BA24	T/506/1865	Archive information	2	3	14	Portfolio
BA25	Y/506/2295	Maintain and issue stationery and supplies	2	3	18	Portfolio
BA26	J/506/1868	Use and maintain office equipment	2	2	10	Portfolio
BA27	L/506/1869	Contribute to the organisation of an event	2	3	23	Portfolio
BA28	D/506/1875	Organise business travel or accommodation	2	4	23	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA29	H/506/1876	Provide administrative support for meetings	2	4	28	Portfolio
BA30	T/506/1879	Administer human resource records	2	3	28	Portfolio
BA31	A/506/1883	Administer the recruitment and selection process	2	3	25	Portfolio
BA32	R/506/1887	Administer parking dispensations	2	3	25	Portfolio
BA33	R/506/1890	Administer finance	2	4	21	Portfolio
BA35	M/506/1895	Buddy a colleague to develop their skills	2	3	19	Portfolio
BA39	L/506/1905	Employee rights and responsibilities	2	2	16	Assessment Knowledge Module (AKM)
BA4	D/506/1794	Health and safety in a business environment	1	2	10	Portfolio
BA6	K/506/1796	Use a telephone and voicemail system	1	2	20	Portfolio
BA8	A/506/1799	Meet and welcome visitors in a business environment	1	2	20	Portfolio
BA43	K/506/1913	Develop a presentation	3	3	11	Portfolio
BA44	M/506/1914	Deliver a presentation	3	3	17	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA46	A/506/1916	Contribute to the development and implementation of an information system	3	6	21	Portfolio
BA47	F/506/1917	Monitor information systems	3	8	43	Portfolio
BA61	M/506/1945	Analyse and present business data	3	6	24	Portfolio

## Optional Group C

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
CFAQ15	M/502/4300	Using email	2	3	20	Portfolio
CFAQ16	R/502/4628	Word Processing Software	2	4	30	Portfolio
CFAQ17	R/502/4631	Website Software	2	4	30	Portfolio
CFAQ18	F/502/4625	Spreadsheet Software	2	4	30	Portfolio
CFAQ19	M/502/4622	Presentation Software	2	4	30	Portfolio
CFAQ9	F/502/4396	Bespoke Software	2	3	20	Portfolio
CFAQ20	J/502/4559	Data Management Software	2	3	20	Portfolio

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
CS 7	A/506/2130	Deliver customer service	2	5	27	Portfolio
CS 13	R/506/2134	Process information about customers	2	3	14	Portfolio
CS 19	Y/506/2149	Develop customer relationships	2	3	18	Portfolio
M&L 23	F/506/1934	Participate in a project	3	3	19	Portfolio
CFAQ21	F/601/8320	Processing customers' financial transactions	2	4	8	Portfolio
CFAQ22	T/505/1238	Payroll Processing	2	5	20	Portfolio

## Optional Group D

Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
BA23	A/506/1818	Understand the use of research in business	2	6	40	Assessment Knowledge Module (AKM)
BA56	D/506/1939	Understand the legal context of business	3	6	44	Assessment Knowledge Module (AKM)
CFAQ23	K/503/8194	Principles of customer relationships	2	3	18	Assessment Knowledge Module (AKM)
ML6	R/506/2294	Principles of team leading	2	5	37	Assessment Knowledge Module (AKM)

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Unit No.	URN	Unit Title	Level	Credit	GLH	Assessment Method
ML7	J/506/1806	Principles of equality and diversity in the workplace	2	2	10	Assessment Knowledge Module (AKM)
CFAQ24	D/502/9928	Principles of marketing theory	2	4	30	Assessment Knowledge Module (AKM)
CFAQ25	D/502/9931	Principles of digital marketing	2	5	40	Assessment Knowledge Module (AKM)
CS1	L/506/2083	Understand working in a customer service environment	1	3	25	Assessment Knowledge Module (AKM)
CFAQ26	R/505/3515	Know how to publish, integrate and share using social media	2	5	40	Assessment Knowledge Module (AKM)
CFAQ27	F/505/6880	Exploring Social Media	2	2	16	Assessment Knowledge Module (AKM)
CFAQ28	L/505/3514	Understand the safe use of online and social media platforms	2	4	35	Assessment Knowledge Module (AKM)

## Age Restriction

This qualification is appropriate for use in the following age ranges:

- 16-18
- 19+

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### Entry Requirements and Progression

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

The qualification is designed to equip learners with the knowledge and skills to work effectively in the Business Administration sector. It also will allow for a number of progression routes into Level 3 qualifications, to employment or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- BIIAB Level 3 Diploma in Business Administration
- BIIAB Level 3 Diploma in Management
- Career progression.

### Assessment

#### Overview of assessment strategy

The qualification contains a mixture of competence and knowledge units. These units are respectively assessed by both Portfolio and by Assessment Knowledge Modules (AKMs) externally set by BIIAB Qualifications Limited. The AKMs are internally marked assessments, containing a series of questions, marked and internally verified by the centre and with external verification by the BIIAB External Quality Assurer (EQA). Competence units are assessed following NVQ principles.

Assessments provided by BIIAB Qualifications Limited will ensure that effective learning has taken place and that learners have the opportunity to:

- Meet the assessment criteria
- Achieve the learning outcomes.

Centres must obtain approval for any Centre Devised Assessments before their use. Please contact BIIAB Qualifications Limited for details of the Centre Devised Assessment process and procedure.

#### Assessment Process

Assessment is the process used to judge the competence, of a learner, against set standards.

The assessor is the person who is responsible for determining learners' competence. The assessor may be a work place supervisor or an external person

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who is trained and qualified, or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

## Assessment Strategy

All assessment must adhere to the current Skills CFA assessment strategy for this qualification.

The assessment strategy for this qualification can be seen in the section which follows and it provides details of the key requirements for the qualification and the assessor, verifiers delivering, quality assuring and certificating the team building qualification.

## Skills CFA Assessment Strategy

### Requirements of assessors, external and internal verifiers

Candidates may be assessed, moderated or verified at work either by one or several appointed individuals.

**Assessors** - The primary responsibility of an assessor is to assess candidates' performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria. It is important that an assessor can recognise occupational competence as specified by the national standard. Assessors therefore need to have a thorough understanding of

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assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates. To be able to assess candidates, assessors must:

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to assess candidates undertaking competence-based units and qualifications. Assessors holding older qualifications must be able to demonstrate that they are assessing to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. Any assessors working towards an appropriate qualification must ensure their decisions are countersigned by a suitably-qualified assessor/verifier and should be supported by a qualified assessor throughout their training period.
- be 'occupationally competent'. Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This will normally be achieved through demonstrating competence in the roles which are to be assessed, or demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualifications relevant to the areas being assessed.
- have a full and current understanding of the units of competence and requirements of the qualifications being assessed, including the quality of assessment and the assessment process. It is the responsibility of approved centres to select and appoint assessors.

**Internal Quality Assurer (IQA)** - A primary responsibility of IQAs is to assure the quality and consistency of assessments by the assessors for whom they are responsible. IQAs therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding related to the qualifications that they are internally verifying. It will be the responsibility of the approved centre to select and appoint IQA's.

**IQAs must:**

- hold an appropriate qualification, as specified by the appropriate regulatory authority, confirming their competence to internally verify competence-based assessments and candidates. IQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If an IQA is working towards an



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appropriate qualification, his/her decisions must be countersigned by a suitably qualified IQA and should be supported by a qualified IQA throughout the training period.

- be 'occupationally competent'. IQAs must demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business.
- demonstrate competent practice in internal verification of assessment, and demonstrate understanding of the principles and practices of internal verification of assessment, including the quality of assessment and the assessment process.

**External Quality Assurer (EQA)** - The primary responsibility of EQAs is to assure quality of internal verification and assessments across the centres for which they are responsible. EQAs must have a thorough understanding of quality assurance and assessment practices, as well as in-depth technical knowledge related to the qualifications that they are externally verifying.

EQAs **must**:

- hold an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to verify competence-based assessments. EQAs holding older qualifications must be able to demonstrate that they are verifying to the current standards;

OR

- be working toward an appropriate qualification, as specified by the appropriate regulatory authority. If EQAs are working towards an appropriate qualification, their decisions must be countersigned by a suitably qualified EQA and should be supported by a qualified EQA throughout their training period.
- be 'occupationally competent'. EQAs must demonstrate sufficient and current understanding of the qualifications to be verified, and know how they are applied in business.
- demonstrate competent practice in external verification of assessment, and demonstrate understanding of the principles and practices of external verification of assessment, including the quality of assessment and the assessment process. It is the responsibility of the awarding organisation to select and appoint EQAs.

Skills CFA and awarding organisations require all assessors, moderators and verifiers to maintain current competence to deliver these functions. BIIAB recognises this can be achieved in many ways. However, such information **must** be formally recorded in individual CPD records that are maintained in assessment centres.

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### Evidence from Workplace Performance

- Evidence of occupational competence of all competence units at any level, should be generated and collected through performance under workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.
- These conditions would be those typical to the candidate's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all candidates. However, assessors **must** ensure that, as far as possible, the conditions for assessment should be those under which the candidate usually works.

### Assessment of the Knowledge Units

When assessing the knowledge and understanding based unit, it is important that the chosen assessment methodology is appropriate to this and is accurately recorded.

Assessment methodologies that are appropriate for the knowledge and understanding units include:

- Professional discussion
- Learner reflective accounts
- Question and answer
- Assignments and projects.

These **must** be planned, assessed and verified by centres, using approved and robust systems and procedures.

Assessors and IQAs **must** ensure that they are able to demonstrate their own CPD and competence across the units being delivered and assessed, because of the nature of the theoretical content that has to be covered.

Particular attention must be paid to units which permit learners to use their places of study or research of organisations in order to achieve the unit, and those which can only be achieved if the learner is in current employment, or there is recognition of prior learning from extensive experience in that particular occupational sector.

### Simulation

- Simulation can be applied to all units listed in Appendix B of the full Skills CFA assessment strategy.
- Evidence may be produced through simulation solely in exceptional circumstances. The exceptional circumstances, under which simulation is possible, are those situations that are not naturally or readily occurring, such as response to emergencies.

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- Simulation must be undertaken in a 'realistic working environment' (RWE). A RWE is "an environment which replicates the key characteristics in which the skill to be assessed is normally employed". The RWE must provide conditions the same as the normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working. Guidelines for using RWE can be found in Appendix A of the full Skills CFA assessment strategy.

## Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The main reasons for an appeal are likely to be:

- Learners do not understand why they are not yet regarded as competent, because of unsatisfactory feedback from the assessor
- Learners believe they are competent and that the assessor has misjudged them, or has failed to utilise some vital evidence

BIIAB Qualifications Limited expects most appeals from learners to be resolved within the centre. BIIAB Qualifications Limited will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

## Initial Assessment and Induction

Prior to the start of any programme it is recommended that centres should make an initial assessment of each learner. This is to ensure that the learners are entered for an appropriate type and level of qualification.

The initial assessment should identify the specific training needs that the learner has, and the support and guidance that they may require when working towards their qualification.

The centre must also identify any units the learner has already completed, or credits they have accumulated, relevant to the qualification.

BIIAB Qualifications Limited suggests that centres provide an induction programme to ensure the learner fully understands the requirements of the qualification they will work towards, their responsibilities as a learner, and the responsibilities of the centre.

## Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- Evidence matrixes for the competence / NVQ units, including a Learner Summative Reflection
- Assessment Knowledge Module (AKM)
- Assessor Guidance for each of the AKMs
- Access to the units

All of these resources are available on request.

### Evidence matrixes

BIIAB Qualifications Limited provide a matrix that supports each competence unit. These are also identified within each of the unit information sections identified below. It is not essential that these resources are used to support the delivery of the content of the qualification; however they have been mapped against the learning outcomes and assessment criteria.

The evidence matrix is designed to help the learner and assessor with evidence collection. It is a mapping activity to ensure that all the 'Assessment Criteria' contained in the learning outcomes and covered, and is intended to help to keep the volume of evidence to a minimum. One matrix (or appropriate equivalent recording device) **must** be completed for each unit.

It is expected that a selection of various types of evidence is used as appropriate; columns in the matrix enable the assessor to enter the evidence type, e.g. Report, Log, Written Statement, and also the assessment method, e.g. Obs (= Observation), as shown in the assessment method key. By inserting portfolio reference numbers in the box provided, it will enable the assessor, IQA and EQA quickly to locate the evidence which is being submitted to demonstrate competence.

Examples of types of evidence learners could provide to prove competence:

- Record of observation of performance in the workplace
- Professional discussion
- Reflective account
- Product evidence (e.g. implementation plans, correspondence, work records)
- Testimony from senior colleagues/clients
- Personal report of actions and circumstances
- Recognition of Prior Achievement (RPA)
- Records of questioning
- Other.



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### Assessment Knowledge Modules (AKMs)

These provide a series of BIIAB Qualifications Limited set questions within the context of knowledge modules that can be used to assess the learners competence. These modules should be released to the learner for the assessment when they are determined to be ready to be able to successfully achieve it. The assessment does not have to be undertaken within secure conditions, but must be collected and held securely afterwards. Learners must be taught to the Learning Outcomes and Assessment Criteria within the unit not the assessment. A password will be provided to allow access this document upon approval for the qualification.

These are internally marked and verified but must be available to the EQA for external verification purposes.

### Assessment Guidance for each of the AKMs

These provide a series of BIIAB Qualifications Limited suggested possible answers for the questions within the knowledge modules. Assessors can accept other appropriate answers.

These modules **must** be kept secure, only released to the learner for the assessment and collected and held securely afterwards. Learners **must** be taught to the Learning Outcomes and Assessment Criteria within the unit **not to** the possible answers of the assessment. A password will be provided to allow access this document upon approval for the qualification.

### Access to the Units

Units form the qualification and the standard that **must** be achieved in order to be awarded each unit. This is covered within the learning outcomes, assessment criteria and the indicative content that form part of the delivery. BIIAB Qualifications Limited includes the mandatory units within this guidance document.

### Learner Summative Reflection

In order to claim the unit(s) for the qualification, the learner will need to complete a learner summative reflection, to reflect on their qualification, what they have learnt and how they have been able to apply this within their work role.



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### Design and Delivery

Centres must refer to the units that form the qualification and the standard that must be achieved in order to be awarded each unit. This is covered within the learning outcomes and assessment criteria that forms part of the delivery.

Each unit within this qualification has been allocated a number of Guided Learning hours (GL).

This can include activities such as training/class room based sessions, tutorials, supervised study or supervised 'on-the-job' learning and face-to-face or other pre-arranged 1:1 teaching sessions (e.g. simultaneous electronic communication such as webcam contact or internet messaging). It could also include time spent undertaking assessments.

The qualification will be assigned Total Qualification Time (TQT), which, as well as GL, will include the estimated number of hours spent in preparation, study or any other supervised learning, study or assessment for an average learner. When planning how to deliver the qualification it is important to refer to this definition.

BIIAB Qualifications Limited will not prescribe how the qualification is delivered, but centres must ensure the delivery chosen meets their learners' needs.

### Format of Units

All units within this qualification will be presented in a standard format that is consistent with the format for all units of assessment. The format will give tutors and learners guidance as to the requirements of the unit for successful completion. Each unit within this guidance document will be in the format below:

#### Unit Title

This will be shown as it appears on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk>).

#### Unit Number / Unit Reference Number (URN)

The Unit Reference Number is the unique code that the unit is given by the Regulator. This unit will be referenced on the final qualification certificate. The same unique code for the unit applies in whichever qualification the unit is

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included within. BIIAB Qualifications Limited also assign unique unit numbers which is consistent when the unit is used in multiple BIIAB qualifications.

### Level

This identifies the level of demand for the unit, but may be a different level to that of the overall qualification. The level of the units will be set according to National Occupational Standards and the level descriptors.

### Credit

When a whole unit is completed the learner will achieve credits specified by the number of hours' learning time it will take an average learner to complete the unit including the assessment.

### Guided Learning Hours (GLH)

The required number of hours that learning should take place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

### Total Qualification Time (TQT)

Total Qualification Time (TQT) is defined by Ofqual as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT is comprised of the following two elements:

- The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- An estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

TQT is always assigned to the qualification however a similar calculation may on occasions also be assigned to a unit.



## Qualification Guidance

### Learning Outcomes and Assessment Criteria

Learning Outcomes are what the learner is expected to know, understand or be able to do upon successful completion of the unit.

Assessment Criteria are descriptions of the requirements that a learner is expected to meet in order to demonstrate that a learning outcome has been achieved.

## Initial Registration

### Registration and Certification

Learners should be registered and certificated via BIIAB Qualifications Limited's Customer Management System.

### Equal Opportunities and Diversity Policy

BIIAB Qualifications Limited has in place an equal opportunities policy, a copy can be found at <https://www.biiab.co.uk/policies-and-procedures/>

BIIAB Qualifications Limited is committed to ensure that:

- approved centres operate an equal opportunities policy
- approved centres communicate the policy to staff and learners
- approved centres have an effective complaints and appeals procedure of which both staff and learners are made aware
- approved centres are aware of their responsibilities in providing equality of opportunity, particularly with regard to provision for learners with particular assessment requirements

### Reasonable Adjustment Policy

Learners who require reasonable adjustments for their assessments must inform their assessor at the beginning of their course of their requirements. BIIAB Qualifications Limited has a reasonable adjustment policy in place, a copy of which is provided to all approved centres and can be found at <https://www.biiab.co.uk/policies-and-procedures/>





## Qualification Guidance

### Qualification Review and Feedback

BIIAB Qualifications Limited is committed to the ongoing review of this qualification to ensure it remains fit for purpose.

This review approach involves the collation of evidence in the form of any information, comments and complaints received from users of this qualification in relation to its development, delivery and award.

BIIAB Qualifications Limited will give due regard to any credible evidence received which suggests that a change in approach to the development, delivery and award of this qualification is required in order to ensure that no adverse effects will result. This qualification will be periodically reviewed and revised to ensure the content remains relevant, assessment approach remains appropriate and that it remains valid and fit for purpose.

### Mandatory Units

The following units are mandatory for this qualification.

## Manage personal performance and development

<b>Unit Reference</b>	L/506/1788
<b>BIIAB Reference</b>	ML1
<b>Level</b>	2
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	18
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to be able to manage their own personal performance and development.
<b>Learning Outcomes (1 to 4)</b> The learner will:	<b>Assessment Criteria (1.1 to 4.5)</b> The learner can:
1. Be able to manage personal performance	<p>1.1 Agree specific, measurable, achievable, realistic and time-bound (SMART) objectives that align with business needs with line manager</p> <p>1.2 Agree criteria for measuring progress and achievement with line manager</p> <p>1.3 Complete tasks to agreed timescales and quality standards</p> <p>1.4 Report problems beyond their own level of competence and authority to the appropriate person</p> <p>1.5 Take action needed to resolve any problems with personal performance</p>
2. Be able to manage their own time and workload	<p>2.1 Plan and manage workloads and priorities using time management tools and techniques</p> <p>2.2 Take action to minimise distractions that are likely to limit the effective management of time and the achievement of objectives</p> <p>2.3 Explain the benefits of achieving an acceptable "work-life balance"</p>

## Qualification Guidance

<p>3. Be able to identify their own development needs</p>	<p>3.1 Identify organisational policies relating to personal development</p> <p>3.2 Explain the need to maintain a positive attitude to feedback on performance</p> <p>3.3 Explain the potential business benefits of personal development</p> <p>3.4 Identify their own preferred learning style(s)</p> <p>3.5 Identify their own development needs from analyses of the role, personal and team objectives</p> <p>3.6 Use feedback from others to identify their own development needs</p> <p>3.7 Agree specific, measurable, achievable, realistic and time-bound (SMART) development objectives that align with organisational and personal needs</p>
<p>4. Be able to fulfil a personal development plan</p>	<p>4.1 Agree a personal development plan that specifies actions, methods, resources, timescales and review mechanisms</p> <p>4.2 Make use of formal development opportunities that are consistent with business needs</p> <p>4.3 Use informal learning opportunities that contribute to the achievement of personal development objectives</p> <p>4.4 Review progress against agreed objectives and amend plans accordingly</p> <p>4.5 Share lessons learned with others using agreed communication methods</p>

## Develop working relationships with colleagues

<b>Unit Reference</b>	R/506/1789
<b>BIIAB Reference</b>	ML2
<b>Level</b>	2
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	19
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to develop working relationships with colleagues.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.4)</b> The learner can:
1. Understand the principles of effective team working	1.1 Outline the benefits of effective team working  1.2 Describe how to give feedback constructively  1.3 Explain conflict management techniques that may be used to resolve team conflicts  1.4 Explain the importance of giving team members the opportunity to discuss work progress and any issues arising  1.5 Explain the importance of warning colleagues of problems and changes that may affect them
2. Be able to maintain effective working relationships with colleagues	2.1 Recognise the contribution of colleagues to the achievement of team objectives  2.2 Treat colleagues with respect, fairness and courtesy  2.3 Fulfil agreements made with colleagues  2.4 Provide support and constructive feedback to colleagues

## Qualification Guidance

<p>3. Be able to collaborate with colleagues to resolve problems</p>	<p>3.1 Take others' viewpoints into account when making decisions</p> <p>3.2 Take ownership of problems within own level of authority</p> <p>3.3 Take action to minimise disruption to business activities within their own level of authority</p> <p>3.4 Resolve problems within their own level of authority and agreed contribution</p>
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## Communication in a business environment

<b>Unit Reference</b>	H/506/1893
<b>BIIAB Reference</b>	BA34
<b>Level</b>	2
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	19
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to produce written communications and to be able to communicate verbally within a business environment.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.6)</b> The learner can:
1. Understand the requirements of written and verbal business communication	1.1 Explain why different communication methods are used in the business environment  1.2 Describe the communication requirements of different audiences  1.3 Explain the importance of using correct grammar, sentence structure, punctuation, spelling and conventions in business communications  1.4 Explain the importance of using appropriate body language and tone of voice when communicating verbally
2. Be able to produce written business communications	2.1 Identify the nature, purpose, audience and use of the information to be communicated  2.2 Use communication channels that are appropriate to the information to be communicated and the audience  2.3 Present information in the format that meets the brief

## Qualification Guidance

	<p>2.4 Adhere to agreed business communication conventions and degree of formality of expression when producing documents</p> <p>2.5 Produce business communications that are clear, accurate and correct</p> <p>2.6 Meet agreed deadlines in communicating with others</p>
<p>3. Be able to communicate verbally in business environments</p>	<p>3.1 Identify the nature, purpose, recipient/s and intended use of the information to be communicated</p> <p>3.2 Use language that is appropriate for the recipient's needs</p> <p>3.3 Use body language and tone of voice to reinforce messages</p> <p>3.4 Identify the meaning and implications of information that is communicated verbally</p> <p>3.5 Confirm that a recipient has understood correctly what has been communicated</p> <p>3.6 Respond in a way that is appropriate to the situation and in accordance with organisational policies and standards</p>

## Principles of providing administrative services

<b>Unit Reference</b>	F/506/4140
<b>BIIAB Reference</b>	BA36
<b>Level</b>	2
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	25
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge of all aspects of administrative services.
<b>Learning Outcomes (1 to 6)</b> The learner will:	<b>Assessment Criteria (1.1 to 6.3)</b> The learner can:
1. Understand the organisation and administration of meetings	1.1 Describe the features of different types of meetings  1.2 Outline the different ways of providing administrative support for meetings  1.3 Explain the steps involved in organising meetings
2. Understand the organisation of travel and accommodation	2.1 Describe the features of different types of business travel and accommodation  2.2 Explain the purpose of confirming instructions and requirements for business travel and accommodation  2.3 Explain the purpose of keeping records of business travel or accommodation
3. Understand how to manage diary systems	3.1 Describe the features of hard copy and electronic diary systems  3.2 Explain the purpose of using diary systems to plan and co-ordinate activities and resources  3.3 Describe the types of information needed to manage a diary system



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	3.4 Explain the importance of obtaining correct information when making diary entries
4. Understand how to use office equipment	<p>4.1 Describe different types of office equipment</p> <p>4.2 Explain the uses of different types of office equipment</p> <p>4.3 Describe factors to be considered when selecting office equipment to complete tasks</p> <p>4.4 Describe how to keep waste to a minimum when using office equipment</p>
5. Understand the use of mail services in a business context	<p>5.1 Describe the types of mail services used in business organisations</p> <p>5.2 Explain the need for different types of mail services</p> <p>5.3 Explain the factors to be considered when selecting mail services</p> <p>5.4 Explain the factors to be taken into account when choosing postage methods</p>
6. Understand customer service in a business environment	<p>6.1 Describe different types of customers</p> <p>6.2 Describe the impact of their own behaviour on a customer</p> <p>6.3 Explain the impact of poor customer service</p>

## Principles of business document production and information management

<b>Unit Reference</b>	T/506/1901
<b>BIIAB Reference</b>	BA7
<b>Level</b>	2
<b>Credit Value</b>	3
<b>Guided Learning (GL)</b>	21
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to prepare and distribute business documents and understand how information is managed.
<b>Learning Outcomes (1 to 3)</b> The learner will:	<b>Assessment Criteria (1.1 to 3.4)</b> The learner can:
1. Understand how to prepare business documents	<p>1.1 Describe different types of business documents that may be produced and the format to be followed for each</p> <p>1.2 Explain the use of different types of information communication technology (ICT) for document production</p> <p>1.3 Explain the reasons for agreeing the use, content, layout, quality standards and deadlines for document production</p> <p>1.4 Explain the importance of document version control and authorisation</p> <p>1.5 Explain how the requirements of security, data protection, copyright and intellectual property legislation may affect the production of business documents</p> <p>1.6 Explain how to check the accuracy of business documents</p>
2. Understand the distribution of business documents	2.1 Explain how the requirements of security, data protection, copyright and intellectual property legislation may affect the

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	<p>distribution and storage of business documents</p> <p>2.2 Describe different types of distribution channels</p>
<p>3. Understand how information is managed in business organisations</p>	<p>3.1 Describe the types of information found in business organisations</p> <p>3.2 Explain the need for safe storage and efficient retrieval of information</p> <p>3.3 Describe the features of different types of systems used for storage and retrieval of information</p> <p>3.4 Describe the legal requirements for storing business information</p>

## Understand employer organisations

<b>Unit Reference</b>	A/506/1964
<b>BIIAB Reference</b>	BA38
<b>Level</b>	2
<b>Credit Value</b>	4
<b>Guided Learning (GL)</b>	40
<b>Unit Summary</b>	The purpose of this unit is to provide the learner with the knowledge to understand organisational structures and environment.
<b>Learning Outcomes (1 to 2)</b> The learner will:	<b>Assessment Criteria (1.1 to 2.3)</b> The learner can:
1. Understand organisational structures	1.1 Explain the differences between the private sector, public sector and voluntary sector  1.2 Explain the functions of different organisational structures  1.3 Describe the features of different types of legal structures for organisations
2. Understand the organisational environment	2.1 Describe the internal and external influences on organisations  2.2 Explain the use of different models of analysis in understanding the organisational environment  2.3 Explain why change in the business environment is important