Qualification Guide

OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance

 ©OCN London 2026

Back to contents

OCN London Qualification Guide

OCNLR Level 2 Award in Skills for Professions in Business, Administration and Finance
Qualification No: 603/2974/9

OCNLR Level 2 Certificate in Skills for Professions in Business, Administration and Finance
Qualification No: 601/6056/1

OCNLR Level 2 Extended Certificate in Skills for Professions in Business, Administration and Finance
Qualification No: 601/6057/3

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

Back to contents

Contents

	Page
General Information	5
Qualification Overview	6
Qualification details	6
Purpose of the qualifications	7
Who the qualifications are for	7
Entry guidance	7
Progression and related qualifications	7
Structure of the qualifications	8
Rules of Combination	8
Qualification units – Award	9
Barred Combinations – Award	11
Qualification units – Certificate / Extended Certificate	12
Barred Combinations - Certificate / Extended Certificate	14
Assessment and Moderation	15
Assessment process	15
Devising assessments	15
Marking assessment activities	15
Standardisation	16
Learning with particular requirements	16
Requirements for tutor/assessors	16
Assessment Guidance and Ofqual Level Descriptors	18

General Information

This qualification guide contains details of everything you need to know about the **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance.** It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact us on **enquiries@ocnlondon.org.uk** for details of the Centre Approval application process.

Qualification Overview

The **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance** have been developed to provide a flexible approach to study using a range of vocational units within business, administration, finance and law combined with units in employability and learning skills and 'green' units. These qualifications are suitable for use in a range of learning situations and lend themselves to the development of individualised learning programmes.

The qualifications are available in three sizes: Award, Certificate and Extended Certificate.

The Award is a qualification for learners wishing to explore vocational study alongside units that may enhance their employability and learning skills and awareness of 'green' issues. The size of the qualification makes it ideal for learners who are not yet ready to commit to a larger qualification.

The Certificate and Extended Certificate are more substantial qualifications which provide learners with the opportunity to consolidate and extend their learning in preparation for further vocational learning, into employment or on to an apprenticeship.

The **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

Qualification details

This Qualification is also available at Level 1.

Level 2 Award

- Qualification Number: 603/2974/9
- Qualification credit value: 6
- Operational start date: 1st March 2018
- Review date: 28th February 2023
- Total Qualification Time (TQT): 60
- Guided Learning Hours (GLH): 44
- Assessment requirements: internally assessed, internally and externally moderated.

Level 2 Certificate

- Qualification Number: 601/6056/1
- Qualification credit value: 16
- Operational start date: 1st May 2015
- Review date: 28th February 2026
- Total Qualification Time (TQT): 160

- Guided Learning Hours (GLH): 111
- Assessment requirements: internally assessed, internally and externally moderated

Level 2 Extended Certificate

- Qualification Number: 601/6057/3
- Qualification credit value: 26
- Operational start date: 01 May 2015
- Review date: 31 October 2029
- Total Qualification Time (TQT): 260
- Guided Learning Hours (GLH): 189
- Assessment requirements: internally assessed, internally and externally moderated

Purpose of the qualifications

The **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance** have been designed to provide learners with the underpinning skills and knowledge required to enable progress to further study in business, administration, finance and law and ultimately to work in these areas.

Who the qualifications are for

The **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance** are suitable for learners who:

- want to progress to/within further education or higher education in business, administration, finance and law.
- need to develop learning and employability skills.
- are seeking to take on increased responsibilities in life and work.
- are seeking to enter new work areas and are looking to update and/or add to their employment skills and knowledge.

Entry guidance

The qualification is suitable for learners of all ages, however, Centres must determine the suitability of units when delivering the qualification to learners aged pre-16.

Progression and related qualifications

The qualifications provide a sound basis for learners to move on to Level 3 qualifications, including Access to Higher Education Diplomas in business, administration, finance and law subjects, apprenticeships, or to enter employment.

Structure of the qualifications

Rules of combination for achievement

The **OCNLR Level 2 Qualifications in Skills for Professions in Business, Administration and Finance** are available as an Award, Certificate and Extended Certificate. They comprise a wide range of vocational units relating to business, administration, finance and law (Group 1) and a selection of employability and learning skills units (Group 2), and 'green' units (Group 3).

Level 2 Award

The Award comprises optional units only; there are no mandatory units. Learners must achieve 6 credits in total:

- a minimum of 3 credits must be taken from the Group 1 vocational units;
- the remaining 3 credits may be taken from Optional Groups 1, 2 or 3.

Level 2 Certificate

The Certificate comprises mandatory and optional units. Learners must achieve 16 credits in total:

- 3 credits from the unit in the Mandatory Group, 'Communication Skills for Business';
- 5 credits from Optional Group 1;
- the remaining 8 credits may be taken from any Group.

Level 2 Extended Certificate

The Extended Certificate comprises mandatory and optional units. Learners must achieve 26 credits in total:

- 3 credits from the unit in the Mandatory Group, 'Communication Skills for Business';
- 12 credits from Optional Group 1;
- the remaining 11 credits may be taken from any Group.

Qualification units – Level 2 Award

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Optional Group 1 – Vocational Units					
H/505/9769	AA3/2/LQ/006	Business Ethics	2	5	30
H/505/8704	AY6/2/LQ/002	Communication Skills for Business	2	3	24
H/505/6712	AA3/2/LQ/007	Data Protection and Confidentiality in a Working Environment	2	3	24
K/507/1566	BA1/2/LQ/009	Developing a Marketing Plan	2	3	24
D/507/1547	AA4/2/LQ/004	Double-Entry Accounts	2	3	24
M/507/1598	AA4/2/LQ/002	Finance in a Business Context	2	3	24
L/507/1544	AA3/2/LQ/008	Introduction to Business Planning	2	3	24
K/616/9524	EC1/2/LQ/003	Introduction to Criminal Law	2	3	27
L/507/1561	EB1/2/LQ/001	Introduction to Economics	2	3	24
F/507/1542	AA3/2/LQ/009	Introduction to Human Resources	2	3	24
F/505/1999	EC4/2/LQ/001	Introduction to Law in the United Kingdom	2	3	24
D/504/9693	BA1/2/LQ/008	Introduction to Marketing	2	1	8
Y/507/1594	AA3/2/LQ/004	Online Business Activities	2	4	32
F/507/1556	AA4/2/LQ/003	Sole Trader Final Accounts	2	3	24
R/505/6365	AA3/2/LQ/003	Solve Business Problems	2	3	24
J/504/8778	RB7/2/LQ/002	Statistics and Probability	2	3	24
M/504/7849	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
H/507/1596	BA1/2/LQ/007	The Marketing Environment	2	3	24
T/507/1599	AA3/2/LQ/010	The Role of an Administrator	2	3	24
A/616/9527	EC1/2/LQ/004	Understand the Legal Context of Business	2	6	48
A/507/1572	AA3/2/LQ/002	Understanding the External Environment for Business	2	3	24
Y/505/8912	HH4/2/LQ/002	Understanding Young People, Law and Order	2	3	24
Optional Group 2 – Employability and Learning Units					

M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
A/505/1970	CP2/2/LQ/002	Databases	2	3	24
A/616/8894	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
F/616/8895	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
R/507/0590	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
H/507/0593	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
D/506/1052	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32
F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18
A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
D/507/0592	PA1/2/LQ/063	Teambuilding Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8

T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
D/505/1508	PA1/2/LQ/034	Working in a Team	2	3	24
Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
Optional Group 3 – 'Green' Units					
A/650/2012	QA2/2/LQ/003	Environmental Issues	2	3	24
A/617/3528	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
M/650/1985	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
F/650/2014	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
M/650/2019	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
Y/650/1988	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
F/650/1980	QA1/2/LQ/001	Project in Sustainability	2	3	27
Y/650/2011	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

Barred combinations

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	F/616/8895	May not be taken with	Word Processing	T/505/2163

Qualification units – Level 2 Certificate / Extended Certificate

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
Mandatory					
H/505/8704	AY6/2/LQ/002	Communication Skills for Business	2	3	24
Optional Group 1 – Vocational Units					
H/505/9769	AA3/2/LQ/006	Business Ethics	2	5	30
H/505/6712	AA3/2/LQ/007	Data Protection and Confidentiality in a Working Environment	2	3	24
K/507/1566	BA1/2/LQ/009	Developing a Marketing Plan	2	3	24
D/507/1547	AA4/2/LQ/004	Double-Entry Accounts	2	3	24
M/507/1598	AA4/2/LQ/002	Finance in a Business Context	2	3	24
L/507/1544	AA3/2/LQ/008	Introduction to Business Planning	2	3	24
K/616/9524	EC1/2/LQ/003	Introduction to Criminal Law	2	3	27
L/507/1561	EB1/2/LQ/001	Introduction to Economics	2	3	24
F/507/1542	AA3/2/LQ/009	Introduction to Human Resources	2	3	24
F/505/1999	EC4/2/LQ/001	Introduction to Law in the United Kingdom	2	3	24
D/504/9693	BA1/2/LQ/008	Introduction to Marketing	2	1	8
A/505/6361	AA3/1/LQ/002	Manage own Performance in a Business Environment	1	2	14
Y/507/1594	AA3/2/LQ/004	Online Business Activities	2	4	32
F/507/1556	AA4/2/LQ/003	Sole Trader Final Accounts	2	3	24
R/505/6365	AA3/2/LQ/003	Solve Business Problems	2	3	24
J/504/8778	RB7/2/LQ/002	Statistics and Probability	2	3	24
M/504/7849	AA3/2/LQ/005	Supporting Sustainability in an Office Environment	2	2	16
H/507/1596	BA1/2/LQ/007	The Marketing Environment	2	3	24
T/507/1599	AA3/2/LQ/010	The Role of an Administrator	2	3	24
A/616/9527	EC1/2/LQ/004	Understand the Legal Context of Business	2	6	48
D/505/1671	AE4/1/LQ/001	Understanding Business and Enterprise	1	3	28

A/507/1572	AA3/2/LQ/002	Understanding the External Environment for Business	2	3	24
Y/505/8912	HH4/2/LQ/002	Understanding Young People, Law and Order	2	3	24
Optional Group 2 – Employability and Learning Units					
M/505/1481	PA1/2/LQ/045	Applying for a Job	2	2	16
A/505/1225	PA1/2/LQ/030	Career Planning	2	3	20
M/616/8892	CN0/2/LQ/004	Collaborative Working Using Digital Technology	2	3	24
H/505/8704	AY6/2/LQ/002	Communication Skills for Business	2	3	24
D/505/1735	KH1/2/LQ/001	Creating and Publishing Websites	2	4	32
A/505/1970	CP2/2/LQ/002	Databases	2	3	24
A/616/8894	CN0/2/LQ/006	Digital Content Creation – Audio and Video	2	4	32
F/616/8895	CN0/2/LQ/007	Digital Content Creation – Text and Image	2	3	24
T/505/1482	PA1/2/LQ/049	Effectiveness at Work	2	2	16
A/505/1483	PA1/2/LQ/031	Health and Safety in the Workplace	2	2	16
R/507/0590	PA1/2/LQ/065	IT Communication Fundamentals in the Workplace	2	2	15
H/507/0593	PA1/2/LQ/064	IT Software Fundamentals in the Workplace	2	3	20
D/506/1052	HB1/2/LQ/045	Improving own Learning and Performance	2	3	24
Y/616/8899	CN0/2/LQ/011	Improving Personal Productivity	2	3	24
L/505/1486	PA1/2/LQ/041	Interview Skills	2	1	8
H/504/6326	PA1/2/LQ/037	Introduction to Self-Employment	2	3	22
J/505/1504	PA1/2/LQ/039	Learning from Work Placement	2	2	16
Y/507/0591	PA1/2/LQ/067	Practical Presentation Skills	2	3	24
A/505/1497	PA1/2/LQ/032	Preparing for an Interview	2	1	8
M/505/1500	PA1/2/LQ/046	Preparing for Work Placement	2	1	8
J/616/8901	CN0/2/LQ/013	Programming Fundamentals	2	4	32
F/505/1503	PA1/2/LQ/036	Searching for a Job	2	1	8
R/505/1506	PA1/2/LQ/047	Solving Work-Related Problems	2	2	18

A/505/2150	CP3/2/LQ/002	Spreadsheets	2	3	24
D/507/0592	PA1/2/LQ/063	Teambuilding Skills	2	3	24
M/504/6328	PA1/2/LQ/043	Time Management	2	2	20
F/504/9377	PA1/2/LQ/053	Understanding Opportunities in Work-based Learning and Apprenticeships	2	1	8
T/505/2163	CP0/2/LQ/003	Word Processing	2	3	24
D/505/1508	PA1/2/LQ/034	Working in a Team	2	3	24
Y/505/1510	PA1/2/LQ/051	Working with Colleagues	2	2	16
Optional Group 3 – 'Green' Units					
A/650/2012	QA2/2/LQ/003	Environmental Issues	2	3	24
A/617/3528	SA1/2/LQ/001	Ethical and Political Issues Relating to Land-Based Activities	2	2	16
M/650/1985	QA1/2/LQ/002	Exploring Careers in the Green Industries	2	1	8
F/650/2014	QA1/2/LQ/005	Global Warming and Climate Change	2	2	16
M/650/2019	QA2/2/LQ/004	Introduction to Sustainability	2	1	8
Y/650/1988	QA1/2/LQ/003	Investigate an Environmental Issue	2	3	24
F/650/1980	QA1/2/LQ/001	Project in Sustainability	2	3	27
Y/650/2011	QA1/2/LQ/004	Sustainability Issues in Industry	2	3	24

Barred combinations

Unit Title	Ofqual Unit Reference Number		Unit Title	Ofqual Unit Reference Number
Digital Content Creation – Text and Image	F/616/8895	May not be taken with	Word Processing	T/505/2163

Assessment and Moderation

Assessment process

The assessment process for these qualifications are as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in these qualifications are in the 'OCNLR Assessment Guidance and Ofqual Level Descriptors' section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from these qualifications must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: Access to Fair Assessment Policy and Procedure and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

To be sufficiently knowledgeable

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to these qualifications, please click on the link below.

Level 2 Assessment Guidance and Ofqual's Level Descriptors

OCN London

OCN London
24 Angel Gate, 326 City Road, London EC1V 2PT
www.ocnlondon.org.uk
enquiries@ocnlondon.org.uk
020 7278 5511