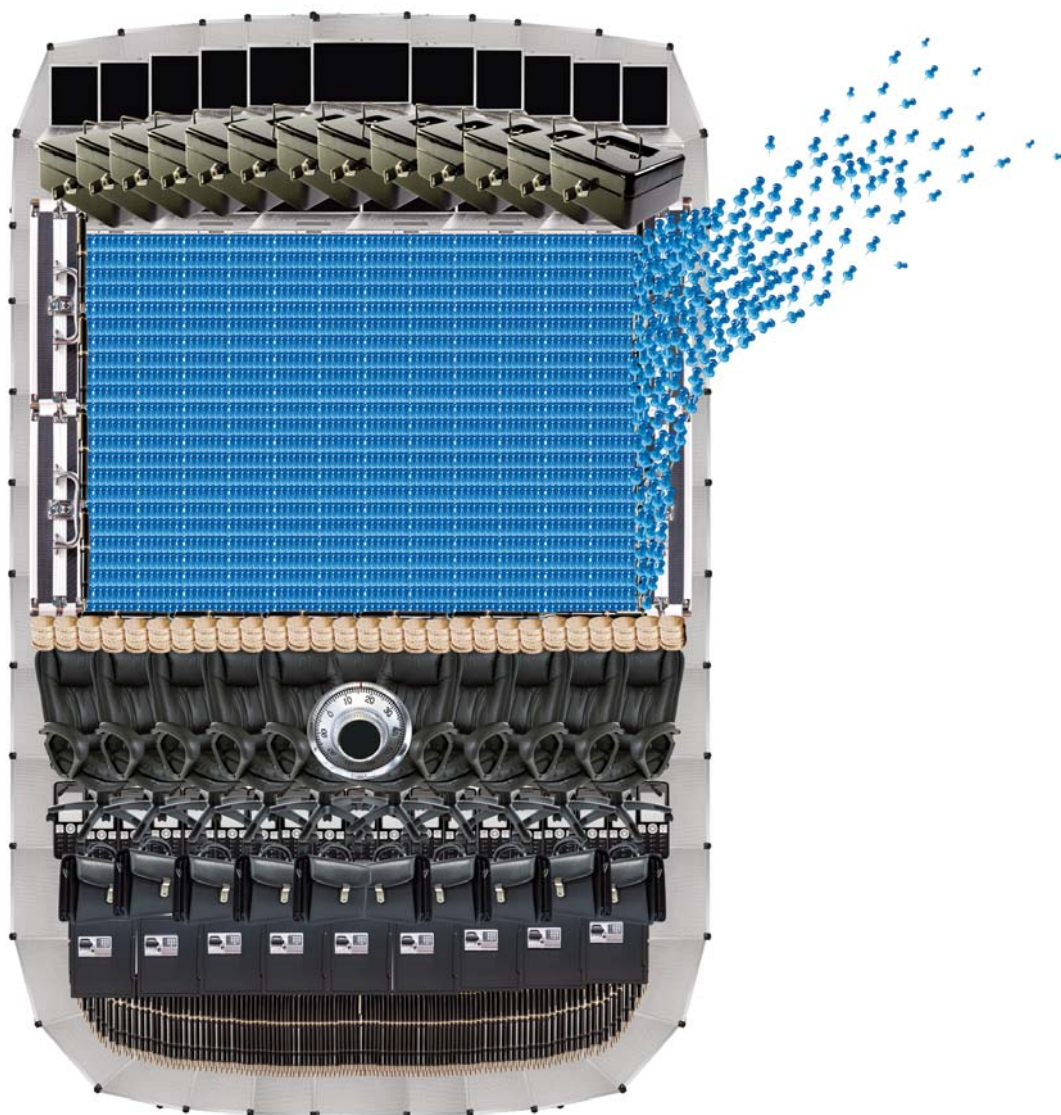


**LEVEL 1  
BUSINESS, ADMINISTRATION AND FINANCE  
ADDITIONAL AND SPECIALIST LEARNING PATHWAYS**



# About Additional and Specialist Learning

Additional and Specialist Learning (ASL) provides learners with greater breadth (Additional Learning) and depth (Specialist Learning) of study and enables them to tailor their personal programmes to their own interests and ambitions.

**Additional Learning** is complementary or broadening in character. It can include:

- qualifications that enable learners to explore a related sector
- national curriculum entitlement areas
- learning options such as languages, music or science that relate to individual needs, interests and aspirations
- GCSEs and other qualifications.

**Specialist Learning** gives the learner the opportunity for further learning within their chosen sector. It can include:

- existing qualifications and units designed to support progression within a chosen sector
- GCSEs and other qualifications
- specialist qualifications, designed specifically for the Line of Learning, that may enable learners to select a specified pathway.

ASL can be taken at the chosen Diploma level by learners selecting a single qualification or a combination of qualifications to meet the required Guided Learning Hours (GLH).

Learners will select from qualifications at the same level as the Diploma that they are taking, or one higher eg the Foundation Diploma can have ASL at Level 1 or 2. ASL forms part of the Diploma and fits into the overall structure of the Foundation (Level 1) Diploma as follows:

	Guided Learning Hours (GLH)
Principal Learning	240
Generic Learning	240
Additional and Specialist Learning	120
10 days work experience	
<b>Total</b>	<b>600</b>

The Diploma catalogue lists all the ASL qualifications for each line of learning, and are available on the National Database of Accredited Qualifications (NDAQ): [www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

# Level 1

Below are 4 examples of potential routes a learner might take and what qualification/s they could choose as part of their Additional and Specialist Learning.

Option 1	Option 2	Option 3	Option 4
Business Enterprise pathway (plus any GCSE short course could be used)	Customer Service pathway	Business Law pathway	Administration pathway
↓	↓	↓	↓
<b>Qualification</b>			
AQA Level 1 Certificate in Enterprise and Employability (S) <b>80 GLH</b>  <i>and</i> AQA Level 1/Level 2 GCSE in Economics (Short Course) (A) <b>60 GLH</b>  <i>or</i> AQA Level 1/Level 2 GCSE (Short Course) in Information and Communication Technology A (S) <b>60 GLH</b>	City & Guilds Level 1 Award in Customer Service (QCF) (A) <b>30 GLH</b>  <i>and</i> City & Guilds Level 2 Certificate in Contact Centre Skills (A) <b>90 GLH</b>	City & Guilds Level 2 Award in Legal Studies (QCF) (A) <b>80 GLH</b>  <i>and</i> City & Guilds Level 2 Award in Legal Information Processing (S) <b>60 GLH</b>	AQA Level 1/Level 2 GCSE in Information and Communication Technology A (S) <b>120 GLH</b>  <i>and</i> City & Guilds Level 1 Certificate for IT Users - (e-Quals) - Standard (S) <b>90 - 180 GLH</b>

## Guided Learning Hours (GLH) requirement for Diploma Level 1

<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>
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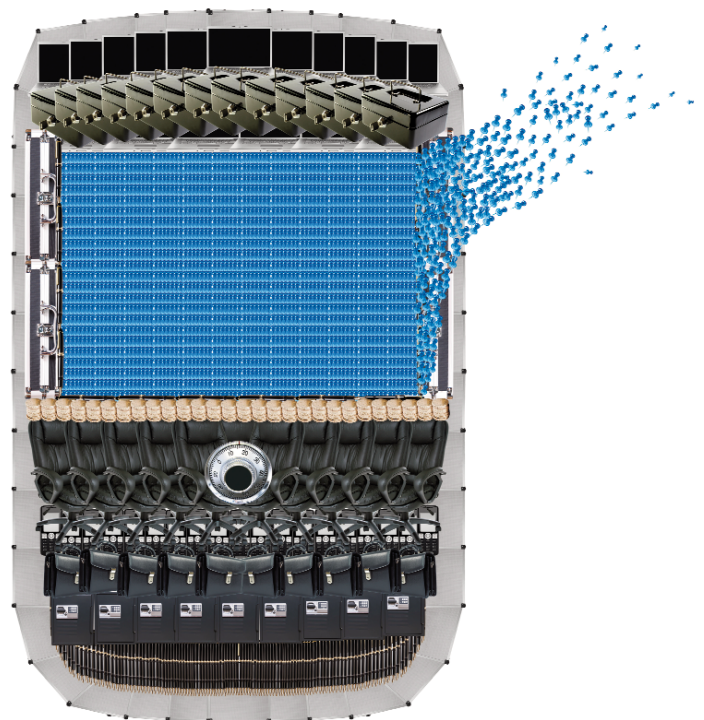
(A) - Additional (S) - Specialist

For ASL there is a minimum amount of GLH that a learner will need to gain for each level. GLH can be more than the requirement at each level by up to 50%. For example at Foundation level GLH can be anywhere between 120-180.

# REQUIRE FURTHER INFORMATION?

For further information visit:  
[www.diplomainfo.org.uk](http://www.diplomainfo.org.uk)

Alternatively, email us:  
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