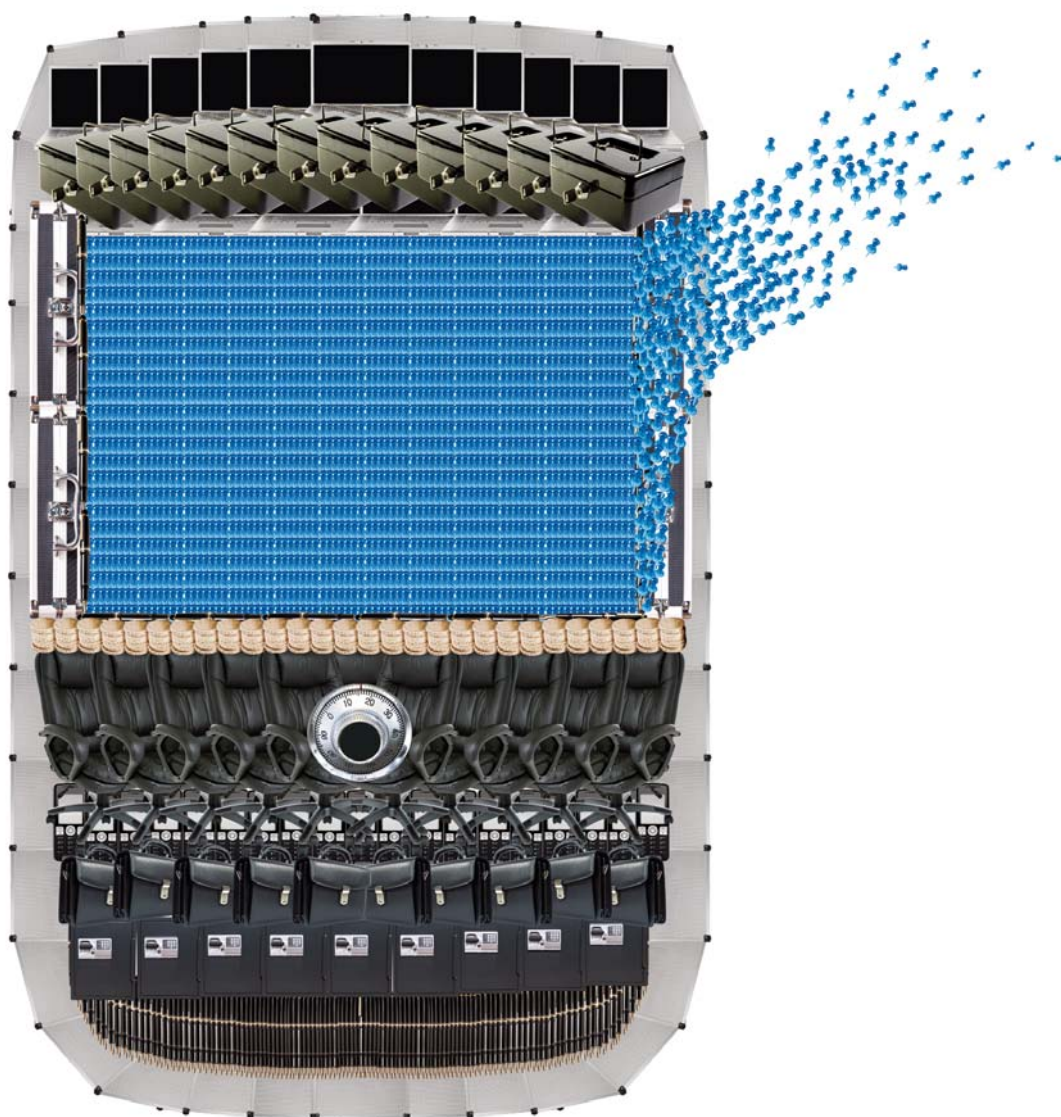


**LEVEL 2
BUSINESS, ADMINISTRATION AND FINANCE
ADDITIONAL AND SPECIALIST LEARNING PATHWAYS**



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 Higher Diploma can have ASL at Level 2 or 3. ASL forms part of the Diploma and fits into the overall structure of the Higher (Level 2) Diploma as follows:

	Guided Learning Hours (GLH)
Principal Learning	420
Generic Learning	200
Additional and Specialist Learning	180
10 days work experience	
Total	800

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

Level 2

Below are 5 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	Option 5
Accounting pathway	Business Enterprise pathway	Management pathway	Administration pathway	Customer Service and Sales pathway



Qualification

AQA Advanced Subsidiary GCE in Accounting (S) 180 GLH	AQA Level 2 Certificate in Enterprise and Employability (S) 80 GLH <i>and</i> ILM Level 2 Award in Preparing for Business Enterprise (QCF) (S) 9 GLH <i>and</i> AQA Advanced Subsidiary GCE in Economics (S) 180 GLH	ILM Level 2 Certificate in Team Leading (QCF) (S) 65 GLH <i>and</i> ILM Level 2 Award in Mentoring for Young Learners (QCF) (A) 65 GLH <i>and</i> AQA GCSE in Economics (A) 120 GLH	City & Guilds Level 2 Certificate in Business and Administration (A) 200GLH <i>or</i> AQA Advanced Subsidiary GCE in Information and Communication Technology (A) 180 GLH	City & Guilds Level 2 Certificate in Sales (S) 60GLH <i>and</i> City & Guilds Level 3 Certificate in Customer Services (A) 105GLH <i>and</i> City & Guilds Level 2 Award in Serving Customers in the Retail Environment (A) 20GLH
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Guided Learning Hours (GLH) requirement for Diploma Level 2

180	180	180	180	180
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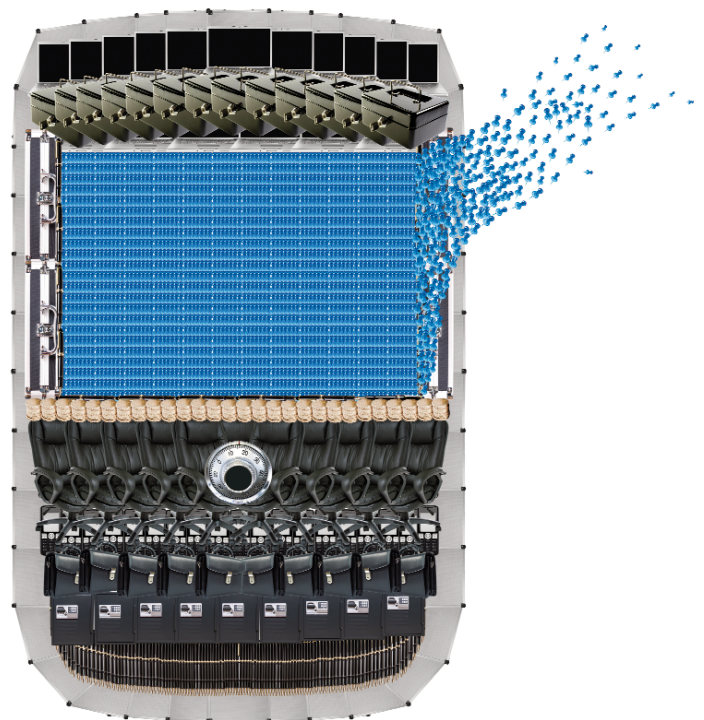
(A) - Additional (S) - Specialist

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 Higher level GLH can be anywhere between 180 - 270.

REQUIRE FURTHER INFORMATION?

For further information visit:
www.diplomainfo.org.uk

Alternatively, email us:
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