



EduQual Certificates in Business Management Support (SCQF Level 11)

QUAIFICATION SUMMARY

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1 Introduction and Summary

The EduQual Certificates in Business Management Support (SCQF Level 11) are SCQF Level 11 Qualifications. They offer Learners the knowledge and skills needed to develop an understanding of the models, tools and techniques used in the fields of facilities management, logistics and supply chain management, or purchasing and procurement. The courses have been mapped to the National Occupational Standards in Management and Leadership and Business Administration, and Learners will be able to develop the competencies they need to enter work in one of these disciplines.

Learners completing one of the EduQual Certificates in Business Management Support (SCQF Level 11) may be able to progress onto a university degree in Business Management.

The Qualifications have been produced to conform to the requirements of the SCQF and the relevant Quality Assurance Agency (QAA) subject benchmark statements.¹

2 Aims

The aims of this Qualification will allow Learners to:

- Apply theoretical understanding of business management support to practical contexts
- Reflect upon own business management support skills and thereby allow Learners to prepare for senior roles within their organisation
- Develop a lifelong learning attitude to education and training
- Gain an insight into contemporary research and leading-edge practice within the field of business management support
- Develop considerable autonomy in their learning and enhance their ability to plan, implement and evaluate the skills, knowledge and understanding of business management support in a group context
- Demonstrate originality and enterprise in approaching issues relating to business management support
- Demonstrate self-direction, initiative and autonomy in research and scholarship towards solutions to organisational problems in business management support
- Evaluate proposed solutions to operational problems.

¹ 2.1, 3.2 – 3.7, 4.1 and 4.2 of the 'Business and Management' Subject Benchmark Statement (February 2015).

3 Teaching, Learning and Assessment

The EduQual Certificates in Business Management Support (SCQF Level 11) are designed for Learners who have gained a considerable degree of subject knowledge and proficiency from undergraduate studies, experience within the workplace, or both.

Tuition and guidance should feature flexible approaches to delivering and assessing the Qualifications, which may include face to face or online tuition/learning sessions. Additionally or alternatively, Learners may have access to a virtual learning platform as part of a blended learning programme of study and synchronous and asynchronous sessions with course tutors and tutor-led/moderated group discussions. The virtual learning platform may include formative tests with support and feedback.

Essential resources include access to experienced tutors and instructors in a safe and controlled environment.

Learners are encouraged to apply knowledge and to demonstrate an awareness of problems in business management support. Learners are also expected to use the results of current and recent research and case studies to analyse, evaluate and appraise established methods, practices or techniques.

Assessment strategies have been designed to promote strong practical and professional orientation and to enable Learners to develop a range of practical skills in business management support. Work-based assignments are used where relevant and practical in order to help Learners:

- relate their learning to their work environment
- increase their knowledge of that environment
- synthesise ideas in application
- communicate outcomes to others in different situations relating to business management support
- raise their profile and ensure that employers gain immediate practical benefit
- access increased employability/progression opportunities.

Learning and assessment for knowledge and understanding outcomes may be measured during the performance and assessment of relevant skills.

4 Entry Requirements

Prospective Learners for these Qualifications are expected to have one (or more) of the following:

- an SCQF Level 7/8 Qualification in management subjects
- other related SCQF Level 7/8 Qualifications in the management sector
- an international equivalent to the above Qualifications

In exceptional circumstances and at the discretion of the Centre, Learners who do not have any of the prescribed entry requirements may still be permitted to study for their chosen Qualification, provided that in the Centre's judgement, the Learner has the potential to complete the Qualification successfully.

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Some Learners may have been recently appointed to or are seeking progression to a leadership or managerial role within their organisation and wish to develop their knowledge and application of business management support principles and practices. They do not need to have any prior Qualifications, knowledge or experience before beginning one of these SCQF Level 8 Qualifications. However, they are expected to have the combination of potential and experience that will help them meet the demands of these Qualifications.

5 Recognition of Prior Learning (RPL)

RPL (sometimes referred to as APL) may be claimed by a Learner in situations where:

- The Learner has already studied equivalent SCQF Level 11/RQF Level 7/8 Units that meet the Learning Outcomes of one or more Units of this Qualification²
- The Learner can also produce evidence to demonstrate how each of the assessment criteria of those Learning Outcomes have already been met.

In such a case, those matching Units can be exempted from study, credits can be claimed and the evidence supporting the RPL claim must be included in the Learner's portfolio of evidence when claiming the EduQual Award.

6 Progression

Successful Learners may choose to progress directly onto specialist areas of study at SCQF Level 11, such as university degrees in Facilities Management, Logistics and Supply Chain Management, or Purchasing and Procurement.

7 Qualification size

EduQual Qualifications define the credit values for each Unit and the whole Qualification. One credit roughly equals 10 learning hours which allows the Learners to evaluate how much time they will need to gain the desired Qualification.

Credit values define a Qualification's Total Qualification Time (TQT), which includes all the time needed to gain a Qualification, including:

- Formal input (including contact time with tutor – the Guided Learning Hours (GLH))
- Additional activities (e.g. developing practice, reflection, research/study time)
- Assessment

² Such SCQF Level 8/ RQF Level 5 Units may be regulated/accredited by any UK regulatory authority for Qualifications: for example, Ofqual or SCQF.

The TQT value is for the time typically taken by a cohort of Learners to achieve their Qualification and that should reflect any pre-existing knowledge within that cohort.

To gain an EduQual Award, it is necessary to have 1 to 12 credit points which equals 10 to 120 hours of learning. Learners who have 13 to 26 credits (130 to 260 hours) are awarded EduQual Certificates, while those who have 37 credits or more are awarded EduQual Diplomas.

8 Curriculum

The EduQual Certificates in Business Management Support (SCQF Level 11) are composed of the following three EduQual Certificates:

- EduQual Certificate in Facilities Management (SCQF Level 11)
- EduQual Certificate in Logistics and Supply Chain Management (SCQF Level 11)
- EduQual Certificate in Purchasing and Procurement (SCQF Level 11)

The EduQual Certificate in Facilities Management (SCQF Level 11) is composed of 200 notional hours of learning (20 credits).

Unit	Unit title	SCQF credits	SCQF level	Equivalent level	
				Ofqual (RQF ³)	EQF ⁴
1	Facilities Management	20	11	7	7

The EduQual Certificate in Logistics and Supply Chain Management (SCQF Level 11) is composed of 200 notional hours of learning (20 credits).

Unit	Unit title	SCQF credits	SCQF level	Equivalent level	
				Ofqual (RQF)	EQF
2	Logistics and Supply Chain Management	20	11	7	7

The EduQual Certificate in Purchasing and Procurement (SCQF Level 11) is composed of 200 notional hours of learning (20 credits).

Unit	Unit title	SCQF credits	SCQF level	Equivalent level	
				Ofqual (RQF)	EQF
3	Purchasing and Procurement	20	11	7	7

³ [Ofqual Regulated Qualifications Framework](#)

⁴ [European Qualifications Framework](#)

9 National Occupational Standards

Links to UK NOS in Business Management Support

		EduQual Certificate in Facilities Management (SCQF Level 11)	EduQual Certificate in Logistics and Supply Chain Management (SCQF Level 11)	EduQual Certificate in Purchasing and Procurement (SCQF Level 11)
ASTFM409	Deliver facilities management through people	●		
ASTFM408	Develop productive working relationships with others when delivering facilities management services	●		
ASTFM404	Develop, promote and market facilities management services	●		
ASTFM404	Develop, promote and market facilities management services	●		
ASTFM411	Implement health and safety, environmental and quality standards for facilities management	●		
ASTFM405	Monitor and implement facilities management projects	●		
SFLLO35	Confirm compliance with legal, regulatory, ethical and social requirements for logistics operations		●	
SFL11	Contribute to the success of the logistics operations business through your work		●	
SFLLO40	Improve the performance of logistics operations		●	
SFL15	Maintain health, safety and security in logistics operations		●	
SFLITLO5	Manage and implement security operations within logistics		●	

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		EduQual Certificate in Facilities Management (SCQF Level 11)	EduQual Certificate in Logistics and Supply Chain Management (SCQF Level 11)	EduQual Certificate in Purchasing and Procurement (SCQF Level 11)
SFLITLO4	Manage costs and resources in logistics operations to meet customer requirements		●	
SFLBW5	Manage the organisation's compliance with regulations and operational procedures		●	
SFLO37	Optimise the use of logistics resources		●	
SFLO38	Respond to problems in logistics operations		●	
CFAPSU023	Apply required regulations and reporting protocols to the procurement and contracting process.			●
CFAPSU001	Communicate and liaise effectively with suppliers and other stakeholders			●
CFAPSU006	Develop and disseminate the specification for the procurement of goods, services or works			●
CFAPSU030	Develop and implement a plan for the outsourcing of services or works			●
CFAPSU028	Develop and implement an organisational strategy and plan for the sustainable sourcing of goods, services or works			●
CFAPSU033	Develop and promote the use of systems technology to improve the efficiency of procurement and supply			●
CFAPSU017	Develop, implement and monitor plans for the ethical supply of goods, services or works by suppliers			●
CFAPSU007	Evaluate potential suppliers			●
CFAPSU031	Promote and deliver the organisational strategy and plan for the sustainable sourcing of goods, services or works			●

10 Learning/teaching methods and strategies

The Learning Outcomes will be achieved by the use of the following learning and teaching methods and strategies:	
	A variety of teaching and learning strategies, including lecture, seminar, case study and video.
	Team teaching on specific modules to foster integration between various aspects of business management support.
	A strong emphasis on syndicate work in which professional practice can be shared and exchanged.
	Guest lectures from leading edge practitioners at senior level within business management support.
	Directed private study, including reading authoritative quality texts and articles, and researching appropriate data using the internet.
	Personal and professional self-reflection, including feedback from colleagues and superiors.
	The creation of a learning environment that fosters debate and constructive argument.
	Units which encourage Learners to assess theory and leading-edge practice, with a view to creating new concepts and practices for the future.
	Practical projects which foster originality of thought and enterprise.
	Exercises which develop critical thinking in the field of business management support.

11 Assessment methods and strategies

The following assessment strategies may be adopted to achieve the Learning Outcomes:	
	Examination (seen and unseen)
	Coursework assignments (including problem solving activities, simulations, consultancy projects, individual and group reports, as well as more conventional written forms such as essays and other discursive assignments)
	Course presentations
	Reflective forms of assessment (e.g. portfolios, Learner logs, and peer engagement)