



EduQual Diploma in Business Skills (SCQF Level 7)

QUALIFICATION SUMMARY

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1 Introduction and Summary

The EduQual Diploma in Business Skills (SCQF Level 7) is a Regulated Qualifications Framework (RQF) equivalent Level 4 Qualification. It offers Learners the knowledge and skills needed to develop an understanding of the models, tools and techniques used in the field of business skills. The course has been mapped to the National Occupational Standards in Management and Leadership (2021), and Business and Administration (2021), and Learners will be able to develop the competencies they need to enter work in one of these disciplines.

Learners completing the EduQual Diploma in Business Skills (SCQF Level 7) may be able to progress onto a university degree in business.

The Qualification has been produced to conform to the requirements of the RQF.¹

2 Aims

The aims of this Qualification will allow Learners to:

- Build a coherent and sound foundation in business and business skills, at a level equivalent to a Higher National EduQual Diploma, enabling graduates to choose from a wide range of career options internationally within the business and business skills disciplines²
- Pursue a specialist interest in business and business skills, and relate this expertise to professional requirements and codes of conduct in line with the National Occupational Standards (NOS)
- Develop a wide range of intellectual and analytical abilities relevant to business, including those of critical thinking and analytical decision making
- Develop and practice the transferable skills necessary for continual personal development and to respond positively to change during careers in business and business skills
- Discuss terminology, concepts, principles and techniques as utilised in business and business skills
- Explain the importance of the social, political, ethical, technological, environmental and global contexts in which business organisations operate and to support small- and medium-sized business enterprise (SME) decision making
- Develop the attitudes, skills and abilities necessary to work in an international business context and an awareness and appreciation of different cultural values
- Prepare for further studies at degree level

¹ For Management and Leadership (2021), and Business and Administration (2021)

² For example: as a prospective project manager, business administrator, business development manager, retail manager, supply chain manager

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3 Teaching, Learning and Assessment

Teaching and learning will be undertaken using a range of face-to-face learning, whether online, through tutor directed study, lectures, seminars and tutorials. Learners will be encouraged to develop their skills in self-directed learning, which will take place outside the formal classroom environment. Formative assessments will arise through projects, case studies, research and testing wherever appropriate.

Summative assessment will be through responses to assignments enabling Learners to demonstrate their understanding of the subjects they have studied.

4 Entry Requirements

Prospective learners for this qualification are expected to have:

- GCSE in English and Mathematics (Grade C or above) or equivalent
- 200 points from two subjects at GCE A-Level or equivalent
- Equivalent Qualification(s) will be considered

Applications from mature students and those offering Qualifications other than GCE A-Levels are welcomed and will be considered on an individual basis.

Applicants for whom English is not a first language will be expected to demonstrate a certified level of proficiency of at least IELTS (International English Language Testing System) 6 or above.

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 the qualification, provided that in the centre's judgement, the learner has the potential to complete the qualification successfully.

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 RQF-equivalent Level 4 or 5 Units that are also equivalent to the Learning Outcomes of the Units of this Qualification.
- The Learner can also produce evidence to demonstrate how each of the assessment criteria 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 can be included in the Learner's portfolio of evidence when claiming the award.

6 Progression

Students completing the EduQual Diploma in Business Skills (SCQF Level 7) may progress to a university Bachelor's degree in a business Qualification.

7 Curriculum

The EduQual Diploma in Business Skills (SCQF Level 7) on the table below) is an RQF equivalent Level 5 Qualification consisting of 8 Units, all of which are compulsory as shown:

EduQual Diploma in Business Skills (SCQF Level 7) Compulsory Units		
Unit Title	SCQF Level	Credits
Unit 1: Principles of Business and Finance	7	5
Unit 2: Principles of Business Communications	7	5
Unit 3: Principles of Business Etiquette	7	5
Unit 4: Principles of Information Technology for Business	7	5
Unit 5: Principles of Customer Service	7	5
Unit 6: Principles of People Skills in Business	7	5
Unit 7: Principles of Self Awareness and Personal Development	7	5
Unit 8: Principles of Time Management in Business	7	5
Total Credits		40

8 National Occupational Standards (NOS)

Some Units in the EduQual Diploma in Business Skills relate to the National Occupational Standards for business and business skills. For more information on how these Units relate to NOS Units in business and business skills, please contact us at info@eduqual.org.uk.

9 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 and business skills.
- Independent and group activities (class and non-class based) through which good practice can be shared and exchanged.
- Live and simulated case studies.
- Speakers and subject specialists.
- 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.

10 Assessment Methods and Strategies

The following assessment strategies will be adopted to achieve the Learning Outcomes:

Centres are encouraged to employ formative assessment strategies during Qualification delivery to enhance the profile of Learner achievement. This can include (but is not necessarily limited to) the following:

- Peer review of work between individuals and groups.
- Material presented in class – either individually or as a group – where clarity of argument and evidence is supported with appropriate references.
- Feedback in class situations on topics of current interest.

Summative assessment will be by using EduQual's online E-Assessment system (full guidance is available upon request).