

For the attention of the International Offices and Centres

August 2011

Subject Area
Qualification
Level
Qual No

Business Skills
Diploma in Business Skills
Level 1, 2 and 3
8891

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New pathways for 8891

8891-11	Level 1 Diploma in Business Skills
8891-12	Level 2 Diploma in Business Skills
8891-13	Level 3 Diploma in Business Skills

Based on recent feedback, City & Guilds have developed three new Diplomas in Business Skills. These Diplomas will certify learner achievement in **five** specified Single Subject Awards.

These new developments are in addition to the existing 8891 Certificates in Business Skills, which recognise the achievement of **three** Single Subject Awards.

Please see table below for the revised structure of the 8891 qualifications.

Qualification launch date

The revised structure for 8891 will be available from 1st September 2011.

Changes to 8891-01

Learners now have the option to take Shorthand 50wpm (8980-002), 60wpm (8980-003), 70wpm (8980-004) or 80wpm (8980-005) in Group B.

Level 1 Spoken English Test for Business (8981-041) has been added to the list of available qualifications in Group C.

Changes to 8891-02

The qualification title has been changed from Level 2 *Diploma* in Business Skills to Level 2 *Certificate* in Business Skills, to reflect the addition of the new 8891-12 qualification.

Learners now have the option to take Shorthand 90 wpm (8980-006), 100wpm (8980-007), 110wpm (8980-008), or 120wpm (8980-009) in Group B.

Level 2 Spoken English Test for Business (8981-042) has been added to the list of qualifications in Group C.

Closure of 8891-03

The Level 3 Advanced Diploma in Business Skills (8891-03) will be replaced by the Level 3 Diploma in Business Skills (8891-13). Learner achievement in 8891-03 will be recognised by the new 8891-13.

Finance and Accounting 8892 extension

The registration end dates for 8892-01, 02 and 03 have been extended to 31st August 2012.

**Int
News**



8891 Level 1 Certificate and Diploma in Business Skills - Rules of Combination

Changes being introduced on 1st September, 2011 are highlighted in red.

Level	Group A		Group B		Group C	
1	8993-001	Office Procedures	8991-001	Book-keeping & Accounts	8984-073	IESOL
	8994-001	Business Studies	8980-002 or 003 or 004 or 005	Shorthand 50wpm or 60wpm or 70wpm or 80wpm	8985-073	ISESOL
	8992-011	Customer Service	8971-001	Text Production Skills	8960-011	EOS
			8972-002	Typewriting	8959-011	EBC
			8964-001	Keyboarding Skills	8981-041	SETB
			8952-031	Audio Transcription 80wpm		
			8975-022 or 8978-022	Wordprocessing / Chinese WPT		
			8970-022 or 8977-022	Spreadsheets / Chinese SPT		
			8966-002	Practical Data Processing		
			8982-011	Using e-mail and the internet		
			8989-001	Computerised Accounts		
			8983-011	Desk Top Publishing		
			8990-001	Business Finance		
	Qualification Title			Requirements		
8891-01	Level 1 Certificate in Business Skills			1 from group A 1 from group B plus 1 from group A, B or C plus 900 to claim full certificate		
8891-11	Level 1 Diploma in Business Skills			1 from group A 2 from group B plus 2 from group A, B or C plus 903 to claim full certificate		

Qualification News continued



8891 Level 2 Certificate and Diploma in Business Skills - Rules of Combination

Changes being introduced on 1st September, 2011 are highlighted in red.

Level	Group A		Group B		Group C	
2	8993-002	Office Procedures	8991-002	Book-keeping & Accounts	8984-074	IESOL
	8994-002	Business Studies	8980-006 or -007 or 008 or 009	Shorthand 90wpm or 100wpm or 110wpm or 120wpm	8985-074	ISESOL
	8992-012	Customer Service	8972-003	Typewriting	8960-012	EOS
			8964-001	Keyboarding Skills	8959-012	EBC
			8952-032	Audio Transcription 100wpm	8981-042	SETB
			8975-023 or 8978-023	Wordprocessing / Chinese WPT		
			8970-023 or 8977-023	Spreadsheets / Chinese SPT		
			8974-023	Visual Presentations		
			8982-012	Using e-mail and the Internet		
			8989-002	Computerised Accounts		
			8966-003	Practical Data Processing		
			8983-012	Desk Top Publishing		
8990-002	Business Finance					
	Qualification Title		Requirements			
8891-02	Level 2 Certificate in Business Skills		1 from group A 1 from group B plus 1 from group A, B or C plus 901 to claim full certificate			
8891-12	Level 2 Diploma in Business Skills		1 from group A 2 from group B plus 2 from group A, B or C plus 904 to claim full certificate			

Qualification News continued



8891 Level 3 Diploma in Business Skills - Rules of Combination

Changes being introduced on 1st September, 2011 are highlighted in red.

Level	Group A	Group B	Group C
3	8992-013 Customer Service	8991-003 Accounting & Book-keeping 8970-025 Spreadsheets 8989-003 Computerised Accounts 8975-025 Wordprocessing 8990-003 Business Finance	8984-075 IESOL 8985-075 ISESOL 8959-013 EBC 8980-007 or 008 or 009 Shorthand 100wpm or 110wpm or 120wpm 8994-002 Business Studies 8974-023 Visual Presentations 8981-043 SETB
	Qualification Title	Requirements	
8891-13	Level 3 Diploma in Business Skills	1 from group A 2 from group B plus 2 from group B or C plus 905 to claim full certificate	