



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

Certificate Specification NFQ Level 6

Business 6M4985

1. Certificate Details

Title	Business
Teideal as Gaeilge	Gnólacht
Award Type	Major
Code	6M4985
Level	6
Credit Value	120
Purpose	The purpose of this award is to enable the learner acquire the knowledge, skill and competence in the theory, principles and practices underpinning a range of business scenarios and to enable the learner to work independently or in a supervisory capacity in a variety of business contexts and or to progress to higher education and training.
Statements of Knowledge, Skill and Competence	Learners will be able to:
Knowledge	
<i>Breadth</i>	Demonstrate a broad range of knowledge of underlying concepts and principles and business management techniques within a range of business scenarios.
<i>Kind</i>	Apply theoretical concepts and abstract thinking with significant underpinning theory to specific business scenarios.
Know How & Skill	
<i>Range</i>	Demonstrate a comprehensive range of specialised skills and techniques required in business practice.

Selectivity Select from a range of business theories, tools and techniques to devise and formulate specific responses to routine and non-routine business problems.

Competence

Context Apply business concepts, principles, creative thinking and technical skills to a range of business contexts and situations.

Role Exercise and assume substantial personal responsibility in prioritising, organising and managing own work and or the work of others.

Learning to Learn Evaluate own learning and assist others to identify their learning styles and needs within a structured learning environment.

Insight Reflect on personal practice to inform self-understanding and professional development, taking into consideration the views of others.

The learning outcomes associated with this award are outlined in the associated Component Specifications.

Access

To access programmes leading to this award the learner should have reached the standards of knowledge, skill and competence associated with the preceding level of the National Framework of Qualifications. This may have been achieved through a formal qualification or through relevant life and work experience.

Transfer

Achievement of this award will enable the learner to transfer to other appropriate programmes leading to awards at the same level of the National Framework of Qualifications.

Progression

Achievement of this award will enable the learner to progress to other appropriate programmes leading to awards at the next or higher levels of the National Framework of Qualifications.

Progression Awards

Learners who successfully complete this award may progress to a range of different awards.

Grading

Pass

Merit

Distinction

The grade achieved will be determined by the grades achieved on the components

2. Certificate Requirements

The total credit value required for this certificate is 120. This will be achieved by completing:

Award Code	Title	Level	Credit Value
All of the following component(s)			
6N4310	Business Management	6	15
A minimum credit value of 15 from the following components			
6N0697	Customer Service	6	15
6N1948	Team Leadership	6	15
6N1950	Communications	6	15
6N2191	Leadership	6	15
A minimum credit value of 15 from the following components			
6N1949	Personal and Professional Development	6	15
6N1946	Work Experience	6	15
6N1947	Work Practice	6	15
A minimum credit value of 45 from the following components			
6N1941	Entrepreneurship	6	15
6N2054	Consultative Selling	6	15
6N4322	Employment Law	6	15
6N4333	Problem Solving	6	15
6N4370	Marketing Communications	6	15
6N4485	eBusiness Studies	6	15
6N4785	Relational Database	6	15
6N4977	Word Processing	6	15
6N2398	Irish	6	15
6N2399	French	6	15
6N2400	Spanish	6	15
6N2401	German	6	15
6N2402	Polish	6	15
6N2403	Slovak	6	15
6N2404	Italian	6	15
6N2532	Web Authoring	6	15
6N2774	Russian	6	15
6N2775	Conflict Management	6	15
6N3613	Sales and Marketing Management	6	15
6N3750	Human Resources Management	6	15
6N3911	Computerised Accounts	6	15
6N3925	Contact Centre Support Skills	6	15
6N3945	Managing People	6	15
6N4045	Business Law	6	15
6N4089	Spreadsheets	6	15
6N4090	Project Management	6	15
6N4091	Applied Economics	6	15
6N4105	Business Planning	6	15

6N4106	Business Development	6	15
6N4125	Civil Litigation	6	15
6N4146	Costing	6	15
6N4165	Finance	6	15
6N4166	Financial Reporting	6	15
6N4167	Taxation	6	15
6N4188	Marketing Management	6	15

The remaining credit value of 30 can be obtained by using relevant component(s) from level 6. A maximum of 15 credits may be used from level 5.

3. Supporting Documentation

None

4. Specific Validation Requirements

There are no specific validation requirements

5. Europass Certificate Supplement

The Europass Certificate Supplement for this award can be accessed at: www.qqi.ie.

6. FET Award Standards

QQI award standards are determined within the National Framework of Qualifications (NFQ), <http://www.nfq-qqi.com>. QQI determines standards for the education and training awards that it makes itself and that are made by providers to whom it has delegated authority to make an award. Providers offering programmes leading to QQI awards **must** have their programme(s) validated in accordance with current validation policy (see www.qqi.ie).

Award standards are designed to be consistent with the NFQ's award classes i.e. major, special purpose, supplemental and minor awards. They are expressed in terms of **learning outcomes** i.e. concise statements of what the learner is expected to know or be able to do in order to achieve a particular award. Learning outcomes for QQI awards are contained within the associated specifications:

AWARD CLASS	STANDARDS	AWARDS
Major Award	Certificate Specification	Certificate (Levels 1 to 5) Advanced Certificate (Level 6)
Supplemental Award	Supplemental Specification	Supplemental Certificate (Level 3 to 6)
Special Purpose	Specific Purpose Specification	Specific Purpose Certificate (Levels 3 to 6)
Minor Award	Component Specification	Component Certificate (Levels 1 to 6)

Award standards are thresholds, they describe standards of knowledge, skill or competence to be acquired, and where appropriate, demonstrated, by a learner before an award may be made.

Award standards will be reviewed from time to time as necessary. Minor changes may be made by the QQI executive outside the review cycle where necessary. Changes to standards are published on QQI's website. Providers with validated programmes and providers with delegated authority to make awards are responsible for monitoring relevant standards and making necessary responses to changes.

7. FET Credit

Every FET certificate and component specification includes an FET credit value (Table 1). FET credit is quantified in multiples of 5 FET credits (up to 50 hours of learner effort). Learner effort is based on the time taken by typical learners at the level of the award to achieve the learning outcomes for the award. It includes all learning time involved including: guided learning hours, self-directed learning and assessment.

Table 1: FET Credit Values

NFQ Level	Major Awards Credit Values	Default Credit Values Minor Awards	Other Permitted Minor Award Credit Values	Special Purpose and Supplemental Award Credit Value Ranges
1	20	5	10	
2	30	5	10	
3	60	10	5,20	>5 and<60
4	90	10	5,15,20	>5 and<90
5	120	15	5,10,30	>5 and <120
6	120	15	5,10,30	>5 and <120

Guide to Level

Learning outcomes at this level include a comprehensive range of skills which may be vocationally-specific and/or of a general supervisory nature, and require detailed theoretical understanding. The outcomes also provide for a particular focus on learning skills. The outcomes relate to working in a generally autonomous way to assume design and/or management and/or administrative responsibilities. Occupations at this level would include higher craft, junior technician and supervisor.

Strand	Sub-strand	Nature of learning
Knowledge	Breadth	Specialised knowledge of a broad area
	Kind	Some theoretical concepts and abstract thinking, with significant depth in some areas
Know How & Skill	Range	Demonstrate a comprehensive range of specialised skills and tools
	Selectivity	Formulate responses to well defined abstract problems
Competence	Context	Utilise diagnostic and creative skills in a range of functions in a wide variety of contexts
	Role	Exercise substantial personal autonomy and often take responsibility for the work of others and/or for the allocation of resources; form and function within, multiple and complex heterogeneous groups.

Learning to Learn	Learn to take responsibility for own learning within a managed environment.
Insight	Express an internalised, personal world view, reflecting engagement with others.

Extract from 'Determinations for the Outline National Framework of Qualifications': NQAI

