

## Summary of changes

### NCFE Level 2 Diploma in Skills for Business

**This document summarises the changes in the qualification specification since the last version (Issue 2, November 2017). Please now use the most recent version (Issue 3, January 2018), which is available on the website.**

Amendment to Section 3 (Grading Information) to clarify the process for grading internally assessed units. The following paragraph has been added:

*If a learner meets a combination of grades for the learning outcomes, the lowest grade will be awarded for the unit overall.*

**This document summarises the changes in the qualification specification since the last version (Issue 3, December 2017). Please now use the most recent version (Issue 4, April 2018), which is available on the website.**

Additional guidance has been added to Section 4 regarding calculating the overall grade for a unit.

*Learners are only required to meet the merit/distinction descriptors where they are specified in the qualification specification. For example, if a learning outcome/assessment criteria is only achievable at a pass level, then this grading criteria can be discounted when calculating the overall unit grade.*

**This document summarises the changes in the qualification specification since the last version (Version 5, October 2019). Please now use the most recent version (Version 5.3, January 2022), which is available on the website.**

Information regarding the wellbeing and safeguarding of learners added to Section 1 (page 15)  
Information regarding the aggregation methods and grade thresholds added to Section 4 (page 74)  
Paragraph added in regarding external quality assurance for graded qualifications in Section 2