

A guide to **City & Guilds Pitman** **Qualifications Diplomas** **To get the career** **you want**

City &
Guilds
Pitman
Qualifications

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What are City & Guilds Pitman Qualifications Diplomas?

City & Guilds Pitman Qualifications Diplomas are recognised qualifications that prove an individual has the range of skills needed for particular types of jobs. The City & Guilds Pitman Qualifications Diploma is suitable for people looking for a substantial qualification which collects together a number of certificates which are relevant to certain jobs requiring office and communication skills.

What City & Guilds Pitman Qualifications Diplomas are there?

Business Practice Diploma – responsible for running an office or administration functions in a company.

Secretarial and Administration Diploma – suitable for administrative assistants and secretaries

Software Applications Diploma – suitable for people who need to use a range of office software packages

How do I get a City & Guilds Pitman Qualifications Diploma?

Candidates choose which subjects they would like to take. They apply to sit for each exam independently. When they have passed the required range of subjects, they apply for a Diploma. To do this, send the **Results Slips** for the Certificates held, together with the Diploma fee. If the Results slips are not available, photocopies of the original Certificates may be sent for verification.

How quickly do I need to complete the City & Guilds Pitman Qualifications Diploma?

Candidates must have successfully completed the single subject awards within a two-year period. Subjects that are no longer examined will be valid for Diploma entitlement for a period of two years following the withdrawal of the syllabus.

How much does a City & Guilds Pitman Qualifications Diploma cost?

Candidates pay for each subject certificate in the usual way. There is a separate charge for the Diploma itself

The following pages give details of what subjects are required for each City & Guilds Pitman Qualifications Diploma.

What level is a City & Guilds Pitman Qualifications Diploma?

City & Guilds Pitman Qualifications Diplomas are available at different levels. Each level is suitable for different types of job or career.

What are the benefits of a City & Guilds Pitman Qualifications Diploma?

A City & Guilds Pitman Qualifications Diploma is a single award that shows a candidate has the range of skills needed for a particular type of career. Employers and Universities often find a single Diploma simpler to interpret than a collection of Certificates. The City & Guilds Pitman Qualifications Diploma also offers a student a clear set of objectives for a more substantial training course.

Business Practice Diploma

Candidates must be successful in each of the 5 areas below:

First Diploma	Intermediate Diploma	Advanced Diploma
1 Business Studies (Level 1)	1 Business Studies (Level 2)	1 Business Studies (Level 2 – 1st)
2 Book-keeping and Accounts (Level 1)	2 Book-keeping and Accounts (Level 2)	2 Accounting (Level 3)
OR Commercial Numeracy (Level 1)	OR Commercial Numeracy (Level 2)	OR Cost and Management Accounting (Level 3)
3 English for Business Communications (Level 1)	3 English for Business Communications – (Level 2)	3 English for Business Communications (Level 3)
OR English for Office Skills (Level 1)	OR English for Office Skills (Level 2)	OR English for Office Skills (Level 2 1st Class)
OR English for Speakers of Other Languages (Elementary)	OR English for Speakers of Other Languages (Intermediate)	OR English for Speakers of Other Languages (Higher Intermediate)
4 Text Production Skills – any version	4 Typewriting (Elementary)	4 Typewriting (Intermediate)
OR Word Processing Techniques (Essential)	OR Word Processing Techniques (Essential)	OR Word Processing Techniques (Intermediate)
OR Word Processing (Elementary)	OR Word Processing (Elementary) to 31.08.01	OR Word Processing (Intermediate) to 31.08.01
OR Chinese Word Processing (Essential)	OR Chinese Word Processing (Essential)	OR Chinese Word Processing (Intermediate)
5 Practical Data Processing (Elementary)	5 Practical Data Processing (Intermediate)	5 First Class Pass in any two of the following:
OR Spreadsheet Processing Techniques (Essential)	OR Spreadsheet Processing Techniques (Intermediate)	Practical Data Processing (Intermediate)
OR Practical Spreadsheet Processing (Elementary) to 31.08.02	OR Practical Spreadsheet Processing (Intermediate) to 31.08.02	Spreadsheet Processing Techniques (Intermediate)
OR Computerised Accounts (Level 1)	OR Computerised Accounts (Level 2)	Practical Spreadsheet Processing (Intermediate) to 31.08.02
OR Desktop Publishing (Level 1)	OR Desktop Publishing (Level 2)	Computerised Accounts (Level 2) Desktop Publishing (Level 2)

Secretarial and Administration Diploma

Candidates must be successful in each of the 5 areas below:

First Diploma	Intermediate Diploma	Advanced Diploma
1 Office Procedures (Level 1)	1 Office Procedures (Level 2)	1 Admin & Sec. Procedures (Level 3)
2 Shorthand Speed (60 wpm) with typed or word processed transcription OR Audio Transcription (Intermediate 80)	2 Shorthand Speed (80 wpm) with typed or word processed transcription OR Audio Transcription (Intermediate 100)	2 Shorthand Speed (100 wpm) with typed or word processed transcription OR Audio Transcription (Advanced 120)
OR Desktop Publishing (Level 1)	OR Book-keeping and Accounts (Level 2)	OR Desktop Publishing (Level 2 – 1st Class)
OR Book-keeping and Accounts (Level 1)	OR Desktop Publishing (Level 2)	OR Book-keeping and Accounts (Level 2 – 1st Class)
3 Typewriting (Elementary)	3 Typewriting (Intermediate)	3 Typewriting (Advanced)
OR Word Processing Techniques (Essential)	OR Word Processing Techniques (Intermediate)	OR Word Processing Techniques (Advanced)
OR Word Processing (Elementary)	OR Word Processing (Intermediate)	OR Word Processing (Advanced)
OR Chinese Word Processing (Essential)	OR Chinese Word Processing (Intermediate)	
4 English for Business Communications (Level 1)	4 English for Business Communications (Level 2)	4 English for Business Communications (Level 3)
OR English for Office Skills (Level 1)	OR English for Office Skills (Level 2)	OR English for Office Skills (Level 2 – 1st Class)
OR English for Speakers of Other Languages (Elementary)	OR English for Speakers of Other Languages (Intermediate)	OR English for Speakers of Other Languages (Higher Intermediate)
5 Practical Data Processing (Elementary)	5 Practical Data Processing (Intermediate)	5 First Class Pass in any two of the following:
OR Spreadsheet Processing Techniques (Essential)	OR Spreadsheet Processing Techniques (Intermediate)	Practical Data Processing (Intermediate)
OR Practical Spreadsheet Processing (Elementary) to 31.08.02	OR Practical Spreadsheet Processing – Intermediate (to 31.08.02)	Spreadsheet Processing Techniques (Intermediate)
OR Computerised Accounts (Level 1)	OR Computerised Accounts (Level 2)	Practical Spreadsheet Processing (Intermediate) to 31.08.02
OR Business Studies (Level 1)	OR Business Studies (Level 2)	Computerised Accounts (Level 2) Business Studies (Level 2)

Software Applications Diploma

Candidates must be successful in **three** of the areas below:

First Diploma

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- 1 Word Processing Techniques (Essential)
 - OR Word Processing – Elementary (to 31.08.01)
 - OR Chinese Word Processing (Essential)

 - 2 Practical Data Processing (Elementary)

 - 3 Spreadsheet Processing Techniques (Essential)
 - OR Practical Spreadsheet Processing – Elementary (to 31.08.02)

 - 4 Desktop Publishing (Level 1)

 - 5 Computerised Accounts (Level 1)

Intermediate Diploma

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- 1 Word Processing Techniques (Intermediate)
 - OR Word Processing (Intermediate) to 31.08.01
 - OR Chinese Word Processing – Intermediate

 - 2 Practical Data Processing – Intermediate

 - 3 Spreadsheet Processing Techniques (Intermediate)
 - OR Practical Spreadsheet Processing (Intermediate) to 31.08.02

 - 4 Desktop Publishing (Level 2)

 - 5 Computerised Accounts (Level 2)

 - 6 Graphic Design and Document Presentation (Intermediate)

 - 7 Visual Presentations (Intermediate)
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Contacts

For more information on City & Guilds Pitman Qualifications Diplomas, contact:

City & Guilds Operations Support

1 Giltspur St

London

EC1A 9DD

United Kingdom

T +44 (0)20 7294 8080

F +44 (0)20 7294 2403

intops@pitmanqualifications.co.uk

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1 Giltspur Street, London EC1A 9DD Telephone 020 7294 2468
Facsimile 020 7294 2400 E-mail enquiry@city-and-guilds.co.uk
Website <http://www.cityandguilds.com>

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