



## BTEC in Business Extended Certificate/Certificate/Diploma Preparing students for the world of work

### Who is this qualification for?

The Pearson BTEC Level 3 National Extended Certificate in Business is an Applied General qualification. It is for post-16 learners who want to continue their education through applied learning and who aim to progress to higher education and ultimately to employment in the business sector. The qualification is equivalent in size to one A Level and aims to provide a coherent introduction to study of the business sector.

However, you may choose to study the one year course - **the Certificate** - which is just Units 1 and 2.

Or, you may choose to study the 2-A level equivalent – **the Diploma** - which will be 8 units (5 internal assignments, 2 set tasks, 1 written exam) studied over 2 years.

We will organise visits to local businesses and the local area so that you may deepen your understanding of each area of study. Assignments set by the Business Studies team will focus on businesses visited.

The learning programme covers the following content areas:

- Business environments
- Finance
- Marketing

An optional unit will be selected to support choices in progression to business courses and the strengths of the teaching staff: • human resources • accounting • marketing or • law

### On your marks ...

<b>Unit 1 Exploring Business</b>	<b>Assignment (set and marked internally)</b>
<b>Unit 2 Developing a Marketing Campaign</b>	<b>Task (set and marked by Pearson)</b>
<b>Unit 3 Personal and Business Finance</b>	<b>Written exam (set and marked by Pearson)</b>
<b>Optional Unit</b>	<b>Assignment (set and marked internally)</b>

Units are assessed using a grading scale of Distinction, Merit and Pass

### Support

Students are taught in large and small groups and will have computers for research and presenting their work. They are given time to practise examination style, interpreting and deconstructing questions. Students are also encouraged to use the library and ICT resources during their study time in order to interpret and enhance their work. Students will take part in an intensive revision course run by experienced examiners.

### Progression

Progression onto the BTEC level 3 course requires at least 5 GCSEs, or equivalent, at grade C or above. Please talk to the Head of Department if you are interested in this course.

