



## Business Studies – BTEC Level 2

### Preparing students for the world of work

Business Studies is available at Level 2, as a hands-on course for those with fewer than 5 GCSEs at A-C.

#### **BTEC First Extended Certificate (360 GLH)**

This is a practical, work related course. Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands. These are done under controlled conditions. There are 2 externally assessed units and the other 10 are all internally assessed and then verified.

It introduces learners to particular areas of employment area and provides a good basis to go on to a more advanced work-related qualification.

The course usually comprises 12 short units, typically:

- Enterprise in the Business World
- Finance for Business
- Principles of Marketing
- Promoting a Brand
- Principles of Customer Service
- Sales and Personal Selling
- Introducing Retail Business
- Providing Business Support
- Recruitment, Selection and Employment
- Using Business Documentation
- Building Successful Business Teams
- Introducing Law and Consumer Rights

Each unit is assessed as a Pass, Merit or a Distinction. Many students who join us from KS4 are already used to this type of assessment. Students who gain a Merit on this course are able to go forward to the BTEC Level 3 in Business, or to other courses run in the Sixth Form. It is important to hand work in on time, or your grade will be affected. Also, students are not able to resubmit their work so it is important to get it right first time,

Students are encouraged to find a work placement or part-time position; these are also encouraged to make full use of the library and ICT facilities available. Their work is assessed through a variety of ways – presentation, peer assessment, tutor assessment and portfolio. This course develops independent study, good time-management and the wider key skills of problem-solving; working with others and improving own learning and performance. Students will develop good organisational skills and will be rewarded for well-presented work.

Exam Board: [www.edexcel.org.uk](http://www.edexcel.org.uk)