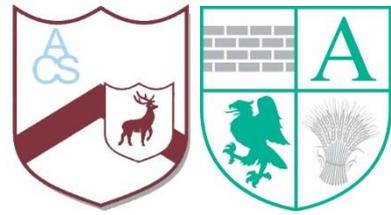


BTEC Extended Certificate in Business (NQF)



Exam Board: Edexcel

Type of qualification: BTEC

Level of Course: 3

Aim of Course:

This course will give an underlying in-depth knowledge of various Business topics in a genuine vocational context. It will develop transferable business skills including researching and selecting information, writing skills, working on your own as well as in teams, decision-making, problem solving, being creative, analytical and evaluative skills.

For over thirty years, the BTEC has seen more students progressing to higher education than ever before; in 2013, over three times more students started UK higher education courses with a mix of A levels and BTEC Nationals than in 2008. Employers also seek out BTEC-qualified students: four out of five BTEC students who progressed into employment considered BTEC as an important stepping stone towards their dream job.

Course Content:

This course emphasises vocational, practical contexts with a range of areas to study. There are three mandatory units which are:

- Exploring Business
- Developing a Marketing Campaign
- Personal and Business Finance

There is one optional unit to study which would be one of the following, developing an area of interest:

- The English Legal System

or

- Recruitment and Selection

There may be opportunities to study two further units to claim the 1 ½ A levels for students wishing to further expand their Business knowledge (the Foundation Diploma). These options can include event management, accounting, pitching and law. Work experience can also be built into the Foundation Diploma to extend students' practical skills in the workplace.

Mode of Assessment:

Students complete a series of tasks set in a work-related scenario which is tailored to local industry needs. Students complete, in controlled conditions, a task tackling an everyday challenge; some tasks also draw on pre-released information. There is also one externally assessed test to increase the rigour of the BTEC course.