

BUSINESS STUDIES

Level 3 BTEC National Extended Certificate

COURSE CONTENT

The BTEC Level 3 Extended Certificate in Business is one of the few qualifications that will help you succeed in your future career no matter what you go on to do.

The course is designed not only to provide knowledge and understanding of how businesses work and how this contributes to the success of the organisation, but also to equip you with some important employability skills such as independent thinking, self-management, interpersonal skills and effective communication skills.

The course consists of 4 units, 3 of which are mandatory. The units studied are:

- Unit 1 Exploring Business
- Unit 2 Developing a Marketing Campaign
- Unit 3 Personal and Business Finance
- Unit 8 Recruitment and Selection

ASSESSMENT CRITERIA

Year 12

Unit 1 internally assessed completed by June 2021

Unit 3 externally assessed (2hour written exam) May 2021

Year 13

Unit 2 externally assessed (Set assignment task) January 2022

Unit 8 internally assessed completed by June 2022

EXTRA-CURRICULAR OR ENRICHMENT OPPORTUNITIES

Work experience with a range of industry settings.

FUTURE OPPORTUNITIES

Progression to higher education where you could go on to study a wide range of courses including Business Studies, Business Management, Finance, Accounting, Marketing, Human Resources, Administration to name but a few disciplines.

Progression to Apprenticeship/trainee positions in accountancy, retail management, sales and personnel management

Progression to employment directly

PRIOR KNOWLEDGE

Useful: Level 2 qualification in Business, work experience.

Desirable: GCSE Maths and English grade 5 and above.

Essential: GCSE Maths and English grade 4 and above.

