



Sixth Form  
Handbook

L3 BTEC Business  
Studies

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## About the course

- The Pearson BTEC Level 3 Extended Certificate in Business is equivalent in size to 1 A level.
- The Pearson BTEC Level 3 National Diploma in Business is equivalent in size to 2 A levels.
- The Pearson BTEC Level 3 National Extended Diploma in Business is equivalent in size to 3 A levels.

There are both mandatory and optional units that are to be studied. The optional units chosen are all designed to provide a breadth of knowledge and understanding of businesses today.

### **Extended Certificate [equivalent to 1 A-level]**

**Units studied:** There are three mandatory units which are to be studied:

- Unit 1: Exploring the Business Environment – Year 2
- Unit 2: Developing a Marketing Campaign – Year 1
- Unit 3: Personal and Business Finance – Year 1

You study one further 'optional unit' to meet your unit allocation:

- Unit 27: Work Experience in Business – Year 1

### **National Diploma [equivalent to 2 A-levels]:**

**Units studied:** You study the following mandatory units:

- Unit 1: Exploring the Business Environment – Year 2
- Unit 2: Developing a Marketing Campaign – Year 1
- Unit 3: Personal and Business Finance – Year 1
- Unit 4: Managing an Event – Year 1
- Unit 6: Principles of Management – Year 2
- Unit 5: International Business – Year 2

In addition, you study two 'optional units' to meet your unit allocation:

- Unit 8: Recruitment and Selection – Year 1
- Unit 27: Work Experience in Business – Year 1

### **National Extended Diploma [equivalent to 3 A-levels]:**

**Units studied:** You study the following mandatory units:

- Unit 1: Exploring the Business Environment – Year 2
- Unit 2: Developing a Marketing Campaign – Year 1
- Unit 3: Personal and Business Finance – Year 1
- Unit 4: Managing an Event – Year 1
- Unit 5: International Business – Year 2
- Unit 6: Principles of Management – Year 2
- Unit 7: Business Decision Making – Year 2

In addition, you study six 'optional units' to meet your unit allocation:

- Unit 8: Recruitment and Selection – Year 1
- Unit 9: Team Building in Business – Year 1
- Unit 21: Training and Development – Year 1
- Unit 27: Work Experience in Business – Year 1
- Unit 19: Pitching for a New Business – Year 2
- Unit 14: Investigating Customer Service – Year 1/2

		Extended Certificate/ Foundation Diploma				Diploma				Extended Diploma			
		Year 12		Year 13		Year 12		Year 13		Year 12		Year 13	
		Teacher 1 (4)	Teacher 2 (5)	Teacher 1 (4)	Teacher 2 (5)	Teacher 1 (4)	Teacher 2 (5)	Teacher 1 (4)	Teacher 2 (5)	Teacher 1 (4)	Teacher 2 (5)	Teacher 1 (4)	Teacher 2 (5)
Term 1	Week 1	Introduction to course											
	Week 2	Introduction to course											
	Week 3	Unit 2- Jan Exam	Unit 3- May Exam										
	Week 4												
	Week 5												
	Week 6												
	Week 7												
	Week 8												
Week 9	Unit 1 Assignment 1			Unit 1 Assignment 2									
Week 10													
Week 11													
Week 12													
Week 13													
Week 14													
Week 15													
Term 3		Week 16	Unit 2 EXAM										
	Week 17	Unit 2 EXAM											
	Week 18	Unit 2 EXAM											
	Week 19	Unit 27 Assignment 1	Time for revision for resits or additional units for foundation diploma if required (Unit 14)										
	Week 20												
	Week 21												
Term 4	Week 22	Unit 27 Assignment 1											
	Week 23	Unit 27 Assignment 1											
	Week 24	Unit 27 Assignment 1											
	Week 25	Unit 27 Assignment 1											

Term 5	Week 26	Unit 1 Assignment 3	Unit 27 Assignment 2	Unit 3 Revision	Unit 4 Assignment 1	Unit 5 Assignment 1	Unit 5 Assignment 1	Unit 14 Assignment 1	Unit 14 Assignment 2		
	Week 27										
	Week 28										
	Week 29										
	Week 30										
	Week 31										
Week 32											
Term 6	Week 33	Unit 1 Assignment 3	Unit 27 Assignment 2	Unit 3 Revision	Unit 4 Assignment 1	Unit 5 Assignment 1	Unit 5 Assignment 1	Unit 14 Assignment 1	Unit 14 Assignment 2		
	Week 34										
	Week 35										
	Week 36										
	Week 37										
	Week 38										
	Week 39										

## Course Reading List & Materials:

### Books

Coupland-Smith, H., Philips, J., et al, BTEC Level 3 National Business Student Book 1, Pearson, 2016 (ISBN 978-1292126-20-3)

Philips, J., Richards, C., Smith, J., BTEC National Level 3 National Business Student Book 2, Pearson, 2016 (ISBN 978-1292-12625-8)

### Useful websites:

[www.bbc.co.uk/news/business](http://www.bbc.co.uk/news/business)

[www.bized.co.uk](http://www.bized.co.uk)

[www.businesscasestudies.co.uk](http://www.businesscasestudies.co.uk)

[www.economist.com](http://www.economist.com)

[www.gov.uk](http://www.gov.uk)

[www.investopedia.com](http://www.investopedia.com)

[www.tutor2u.net](http://www.tutor2u.net)

## Tasks before September:

All Students: In preparation for your trip to Monkey World, I would like you to produce a PowerPoint presentation researching both Monkey World and a charity of your choice. For each of the businesses you need to find out the following:

- An overview of their business activities – what do they sell? Are they a service provider or a product provider? How many products do they have?
- What is their business ownership and what are the advantages and disadvantages of this type of ownership (You will need to use [www.tutor2u.net](http://www.tutor2u.net) to help you with this)
- What is their size and scope and why
- What are their aims and objectives? This will need to include a comprehensive overview of financial and non-financial objectives
- What are the different functional areas (departments) they have and how they work together to help meet the aims and objectives
- What is their organizational structure and how does this contribute to the success of the business

You must submit this on the google classroom (code: j835sh) before 9<sup>th</sup> September 2019. You must also be ready to present your presentation to the rest of the class. Please note that this research task will contribute to the first assignment of unit 1.

## Who can I contact for help?

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