

BTEC Level 3 National Extended Certificate in Business

Pathway 2

Course description:

For those students thinking of a career in management, or just interested in the business world around them, there are few better ways of getting an overview and understanding of how businesses operate than the BTEC National Extended Certificate in Business. The course is equivalent to one A level. You will develop a range of specialist skills and knowledge that will equip you in the competitive worlds of both employment and university.

The course is built to accommodate the needs of employers and allow progression to university. It provides a more practical, real world approach to learning alongside a key, theoretical background. The BTEC in Business is recognised by a range of universities, employers and professional bodies across the United Kingdom, who had an input into writing the qualification.

Qualifications required:

- In line with the entry requirements for a Pathway 2 subject.
- Grade 4 and 5 in English Language and Maths. This combination of grades can be either way round.

Aims of the course:

- To provide students with an in depth understanding of the operations and structures of businesses and the environments they operate in
- To equip students with the skills required to succeed in employment or at university
- To learn independently
- To actively research and apply knowledge
- To analyse real businesses using theory and practice
- To evaluate and resolve business related problems

Future prospects:

This course is particularly relevant for those students who wish to enter, or have a strong interest in business fields that include human resource management, business planning, finance and marketing. It can also be used to apply for business related degrees at university.

Student feedback:

"This is definitely a subject I want to take further. It has helped build my confidence."

"I certainly know more about what is happening in the world around me."

Subject Teachers:

Mrs Blake, Miss Coe, Mr Parsons and Mr Plant

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Features of the course:

The course is based on real business life situations and simulations where students develop a range of academic and employability skills. As such, being a good balance of the academic and practical, it gives students a wide perspective of the issues that they study and the wider (business) world.

The course has been written in conjunction with a range of UK universities and business organisations including Barclays, John Lewis, Let's Talk Shop, Npower and the Peter Jones Foundation

In addition BTEC Level 3 Business has been approved by some professional bodies including the Chartered Institute of Personnel & Development, the Chartered Institute of Procurement and Supply and the Chartered Management Institute.

Year 12 Core Units

Unit 1: Exploring Businesses (internally assessed coursework) 25%

In this unit students investigate the purposes of different businesses, their structure, the effect the external environment has on them and how they need to be dynamic and innovative to survive.

Unit 2: Developing a Marketing Campaign (externally assessed 3 hour written exam) 25%

In this unit students gain skills relating to develop a budgeted marketing campaign for a given organisation.

Year 13 One Core and One Optional Unit

Unit 3: Personal & Business Finance (externally assessed 2 hour written examination) 33%

In this unit students study the purpose and importance of personal and business finance. You will develop the skills and knowledge needed to understand, analyse and prepare financial information.

Unit 6 : Recruitment and Selection Process (internally assessed coursework) 17%

In this unit students explore how the recruitment process is carried out in a business. The unit also gives you the opportunity to participate in selection interviews and review candidates' performance.

Methods of Assessment:

- Units 1 and 6 are coursework based, internally assessed and externally moderated.
- Unit 2 is an externally assessed written exam.
- Unit 3 is an externally set examination.

- 58% External Assessment 42% internal Assessment across the 2 years