

# **BTEC National Level 3 Extended Certificate in Business**



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## Description:

This vocational course is available to any student, whether or not you have studied Business previously. The Extended Certificate is for learners who are interested in learning about the business sector alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in business-related subjects. If you are looking to enhance your career prospects, wanting to go on to further study in Business or want to develop skills and understanding that are directly relevant to the business world, then BTEC Business is for you.

The Business course provides learners with an introduction to and understanding of:

- The business environment
- Marketing and communication
- Management of resources and finance

All these factors are fundamental to the success of business organisations.

Learners will develop personal skills in the areas of leadership, team working, communication and problem solving within a business context. They will also develop skills in accounting, business administration, personal selling, enterprise, recruitment, business start-up and ICT.

## Career paths:

This course provides solid and varied business knowledge and is good preparation for a successful career. It also provides the necessary entry requirements for a wide range of higher education courses including HNDs and degrees.

After completing this course learners will find themselves prepared for entry into a range of professions including:

- Financial services
- Retail
- Administration
- Sales
- Management and Law
- Human Resources

## Entry Requirements:

4 GCSEs grade 9-4 (or equivalent), including minimum grade 4 in English and Maths and a minimum grade 5 in Business GCSE or equivalent, if studied previously.

## Course details & Assessment:

The BTEC Extended Certificate is equivalent to one A-Level. You will produce a portfolio of coursework that will be assessed as well as sitting external assessments. A grading scale of Pass, Merit or Distinction is applied to all units.

There is a mixture of assessment within the Extended Certificate in Business course, with 58% of the course being externally assessed.

For coursework-based units, students will produce a portfolio of evidence showing that they have met all the assessment objectives. This will be evidenced through practical assignments, oral presentations/ demonstrations, written reports and project work. Submission deadlines are set throughout the year. You will need to ensure that you are organised and enjoy spending time working through a range of individual tasks.

- Pass is equivalent to an E at A Level
- Merit is equivalent to a C at A Level
- Distinction is equivalent to an A at A Level
- Distinction\* is equivalent to an A\* at A Level

Unit 1 – Exploring Business	Internal – Coursework based
Unit 2 – Developing a Marketing Campaign	Externally assessed Controlled Assessment
Unit 3 – Personal and Business Finance	Externally assessed Examination
Unit 8 – Recruitment and Selection Process	Internal – Coursework based



For more information about Business see Mr Davu or Mr Munawar  
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