

**“I want to be
a sole trader”
JONATHAN HOLWELL**



Business

BTEC FIRST DIPLOMA IN BUSINESS

1 year full-time, equivalent to 4 GCSEs at grade C or above

This course develops your understanding of what businesses are and why, where and how they exist. It gives you the opportunity to gain practical, financial and administrative skills. The learning materials are presented as interesting, realistic units of study appropriate to developing your skills, abilities and expectations.

Course Units:

- Exploring Business Purposes
- Developing Customer Relations
- Investigating Financial Control
- Business Communication
- People in Organisations
- Exploring Business Enterprise

Your course is enhanced by qualifications, which include:

- Functional Skills: Information Technology, Communication and Application of Number
- Opportunity to re-sit GCSE Mathematics and/or English if necessary

Your course will also include: tutorials, assignments and project coursework, development of personal, social and presentation skills, access to additional support (one-to-one or small groups) and visits to local industry and employers.

Assessment:

Your coursework will be continually assessed through individual and group assignments and projects.

To Join the Course:

You will need:

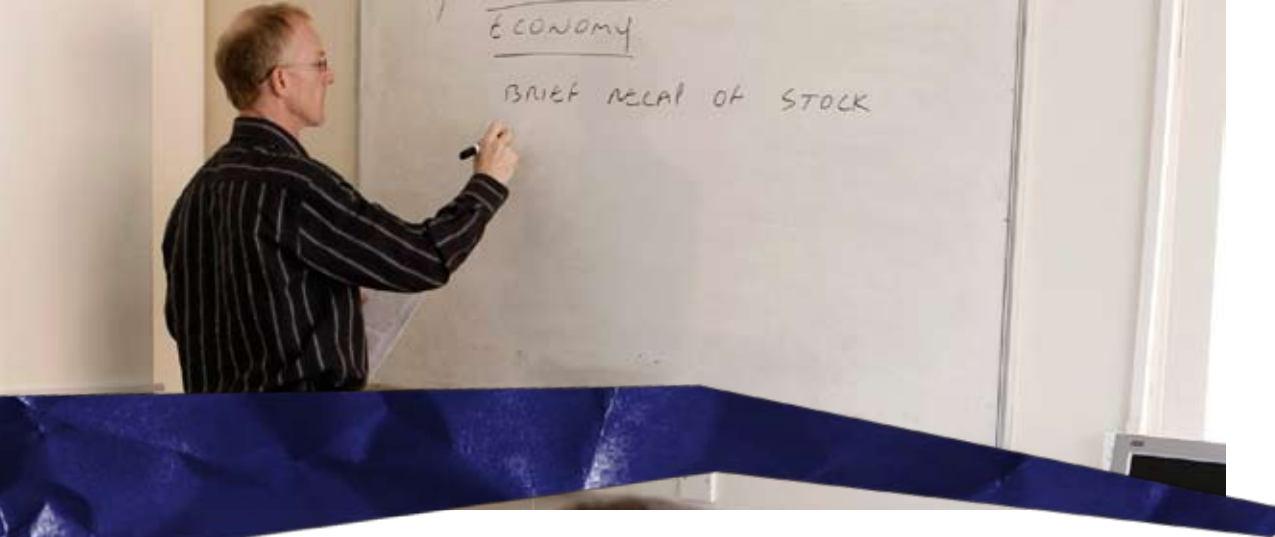
- At least 2 GCSEs at grade D
- Motivation
- Commitment to study

Mature students without formal qualifications who show commitment to the subject area may join the course following a successful interview.

Further Opportunities:

- Progression to the BTEC National Diploma in Business
- Employment in business or industry in clerical posts, banking, insurance and commerce

Students who complete six units are awarded a BTEC First Diploma in Business.



BTEC NATIONAL DIPLOMA IN BUSINESS

2 years full-time, equivalent to 3 A Levels

This is a stimulating business course that is designed to help prepare you for the modern business environment.

Course Units:

The course is made up of eighteen units of study, which enable you to understand the world of business and the skills needed to play a part in it. The core units you will study will include:

- Exploring Business Activity
- Investigating Business Resources
- Introduction to Marketing
- Effective People, Communication and Information

The specialist units studied in year one are likely to include:

- Exploring Creative Product Promotion
- Investigating Recruitment and Selection
- Aspects of Civil Liability for Business
- Managing Business Information
- Exploring Business and the Economic Environment

The specialist units studied in year two are likely to include:

- Human Resource Management in Business
- Improving Performance in the Workplace
- Managing a Business Event
- Exploring Team Development
- Investigating Internet Marketing
- Investigating International Business

Your course will also include: tutorials, assignment and project work, case studies, development of presentation skills, careers and higher education guidance.

Assessment:

You will be continually assessed through individual and group assessments although you may claim credit for skills and experience you already have enabling you to complete your course more quickly.

To Join the Course:

You will normally need at least one of the following:

- 4 GCSEs at grade C or above, including English and Mathematics
- BTEC First Diploma with overall merit profile or equivalent

Mature students without formal qualifications who show commitment to the subject area may join the course following a successful interview.

Further Opportunities:

- Progression to a degree, foundation degree, or higher national diploma/certificate course
- Enter employment in business or industry as a commercial management trainee in banking, insurance, accounting, retail trades etc.

Students who complete six appropriate units can be awarded a BTEC National Award in Business (equivalent to 1 A Level). Students who complete twelve selected units can be awarded a BTEC National Certificate in Business (equivalent to 2 A Levels). Students who complete eighteen units are awarded a BTEC National Diploma in Business (equivalent to 3 A Levels).

