



**Are you interested in studying business in a more practical way?**

**Then this may be a good course for you.**

### Qualities

The BTEC Level 3 Extended Certificate in Business will suit those students who enjoy a more hands-on approach to learning. It will introduce candidates to some of the skills, technical knowledge and understanding business at KS5 as well as equipping them with some of the skills they will need to be successful in the workplace or in further education or training. The study programme is less theoretical than the A Level Business Studies and greater emphasis is placed on the acquisition of a full range of skills through the study of realistic business contexts, including: Personal organisation and time-management; written and oral presentation skills; personal skills such as initiative, creativity and perseverance; interpersonal skills such as team-working, leadership and discussion; and cognitive skills such as problem solving, planning and decision making.

### Course Outline

The course gives you the opportunity to learn about many aspects of how a business operates. During the course you will learn about a range of key business functions and areas. These include the business environment, marketing, personal and business finance and customer service..

The extended certificate is a single award and counts as an equivalent to one A Level. In addition to studying three mandatory units, you will also study one optional unit. Mandatory units include Finance, Marketing and Investigating a Business allowing students to gain an in depth insight into how a business works. An additional module focuses on investigating customer service, helping students to identify the strategies that a successful business will employ to attract and retain customers.

Studies over two years, two modules (50%) of the course is externally examined (assessment and exam) so that the academic rigour of the qualification is guaranteed. The other two modules (50%) are focused on coursework, allowing students to investigate a real business and develop a depth of research and application skills, rewarding the diligent, organised and hands-on student.

### Future Pathways and complementary subjects

The new BTEC National in Business uses a combination of assessment styles to give students confidence that they can apply their knowledge to succeed in the workplace – and have the study skills to continue learning on higher education courses throughout their career. The range of vocational assessments (both practical and written) mean that students can showcase their learning and achievements to best effect when they take their next step, whether that's supporting applications to higher education courses or potential employers. The BTEC Level 3 qualifications attract the same UCAS points as A Levels. A business qualification could also support you when applying for jobs in business related careers such as accounting, administration, customer service, finance, IT, human resource management, marketing or sales.

It works well with many other subjects particularly; ICT, Geography, design based options and humanities.