



# **BUSINESS**

## **LEVEL 3 - BTEC CERTIFICATE AND EXTENDED CERTIFICATE**

### **Examination Board: EDEXCEL**

#### **Course content:**

The Certificate course is equivalent in size to 0.5 A Level (180 Guided Learning Hours). It is usually delivered as the first year of a two year course in Y12 with the vast majority of students then going on to develop their studies and progress onto the Extended Certificate course in Y13. Two mandatory units are covered, one of which involves an externally assessed examination with the other unit internally assessed but externally verified. It is taught over four periods a week with additional directed and supervised study periods. The course provides an introduction to the Business sector through applied learning.

The Extended Certificate course is equivalent in size to one A Level (360 Guided Learning Hours). It is planned to teach the additional content in Y13 after successful completion of the Certificate course in Y12. Three of the four units covered are mandatory (two already covered in Y12). Two of the units are externally assessed (one completed in Y12). The course gives a broad basis of study for the business sector and includes aspects of Business Environments, Marketing and Finance.

Both courses support student progression into apprenticeships, employment or higher education when taken as part of a programme that includes other appropriate BTEC Nationals or A Levels.

#### **Mandatory Units for the Certificate**

- U1 Exploring Business
- U2 Developing a Marketing Campaign

#### **Additional Mandatory Units for the Extended Certificate**

- U3 Personal and Business Finance

#### **Optional unit for the Extended Certificate;**

- U22 Market Research

#### **Methods of assessment:**

##### **Certificate**

- U1 Exploring Business is assessed internally by assignments which are then externally verified.
- U2 Developing a Marketing Campaign is externally assessed by written examination including synoptic questions.

**Note** - Synoptic assessment requires learners to demonstrate that they can identify and use effectively, in an integrated way, an appropriate selection of skills, techniques, concepts, theories and knowledge from across the whole sector as relevant to a key task.

##### **Extended Certificate**

- U3 Personal and Business Finance is externally assessed by written examination.

The additional optional unit will be assessed and verified internally.

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# **BUSINESS** *Continued*



## **Skills developed by the Certificate and Extended Certificate Courses:**

Students over the course of the programme will develop their skills in three main areas which are all equally valuable to future employment, apprenticeship and further education routes:

- cognitive and problem-solving skills: use critical thinking, applying creative solutions, use systems and technology
- intrapersonal skills: communicating and working collaboratively, self-presentation
- interpersonal skills: self-management, adaptability, resilience, self-development

## **Possible careers:**

A wide variety of careers within Business including: Business Management, Marketing, IT, Accountancy, Teaching, Human Resources, Local Government, Retailing or Law.

## **Progression:**

Previous students have gone onto further study in Higher Education, directly into employment with local businesses such as Estate agents or into Apprenticeships in fields such as Finance and Marketing.

## **Prior experience:**

A minimum of GCSE Level 4 in English and Mathematics is required.