Business (BTEC) Level 2 First Award (600/4786/0)

AT A GLANCE	*FORMAT*
 Sample Format of Course	**Compulsory Units** **Unit 1 - Enterprise in the business world** **Unit 2 - Finance for Business** **Optional Units –we are currently studying** **Unit 5 - Sales and Personal Selling** **Unit 3 – Promoting a Brand**

SUCCESS TIPS

- In Units 1, 3 & 5 all the work that you do in each lesson will be assessed as part of the qualification – there are no exams and therefore it's vital that your work in lessons is of a high standard
- Unit 2 is an examination module sat initially in Nov; this provides an opportunity for retakes.
- One of the key elements of success is being organised – keeping your notes and your task work organised in your folder and in your school network area is essential
- If you don't understand something that you've been taught – think first, use the textbook or your notes; if you're still unsure, ask for help
- Business is all around us – try to watch to the news on the TV as often as possible – very often interesting things happen in the world of business and knowing something about this will add to your understanding. EG: Dragon Den or The Apprentice
- Being able to use ICT well is a real help – make sure that you're confident with Word, Excel, PowerPoint and in managing your files
- Moving on from Pass level requires you to think more deeply about what you have learned and you're usually asked to analyse and evaluate – try to always think about what things mean and why they matter
- Working at home is really helpful – even if you've not been given work to do at home, you might need to finish some classwork. Working in your own time is part of life and helps you to develop useful skills and qualities

PASS	MERIT	DISTINCTION
Student's complete workbooks that are premade to suit the learning. The workbooks are used to support assignment work. Your work should be descriptive, clear and accurate. It should be supported by images and diagrams where necessary.	Your work is often about comparing and contrasting and you need to be able to analyse what you have learned.	At this level you need to think more deeply – you will be asked to use evaluation skills in relation to what you have learned.