

Study Programme

Business (Level 3)



Bishop Laney
Sixth Form

QUALIFICATION

BTEC Extended Diploma in Business

WHY SHOULD I CHOOSE THIS STUDY PROGRAMME?

The Extended Diploma is a two year, full-time course that meets entry requirements in its own right for students who want to progress to higher education courses in business areas before entering employment. It can also support students who want to progress directly to employment in job roles in business or business management and Higher Apprenticeships in the business sector.

WHAT WILL I STUDY?

Year 1

- Unit 1: Exploring a Business (mandatory)
- Unit 2: Developing a Marketing Campaign—externally assessed control assessment (mandatory)
- Unit 3: Personal and Business Finance—exam (mandatory)
- Unit 4: Managing an Event (mandatory)
- Unit 8: Recruitment and Selection Process
- Unit 14: Investigating Customer Service
- Unit 27: Work Experience in Business—students undertake two weeks' work experience

Year 2

- Unit 5: International Business (mandatory)
- Unit 6: Principles of Management—externally assessed control assessment (mandatory)
- Unit 7: Business Decision Making—externally assessed synoptic assessment (mandatory)
- Unit 9: Team Building in Business
- Unit 21: Training and Development
- Unit 22: Market Research

WHAT COULD THIS QUALIFICATION LEAD TO?

The qualification carries UCAS points and is recognised by higher education providers as contributing to meeting admission requirements to many relevant courses, for example:

- BSc (Hons) in Business and Management
- BA (Hons) and BSc(Hons) in Business Studies
- BSc (Hons) in International Management.

WHAT WILL BE EXPECTED OF ME?

You will be expected to do all of the following as part of your day-to-day work:

- Read and research.
- Keep a record of the information you find and the sources.
- Plan your work in a logical order and keep a record of your progress
- Talk to your teachers about your ideas and how to achieve the best results.
- Practice tasks before producing final copies of your work.
- Produce good quality work with high standards of grammar and spelling
- Present your work in a suitable format according to the purpose and the audience.
- Evaluate your work and make any improvements before the final deadline.
- Meet deadlines.
- Keep a record of the work you have completed, including the grades and points you have been awarded.

WHO WILL BE INVOLVED?

Subject Teachers (Assessors) - the subject teachers are responsible for planning lessons, preparing resources, assessing work and making sure that the units are completed on time.

Programme Manager (IV) - this is the teacher in charge of the course. S/he must make sure that the units are being taught correctly and that sufficient resources are available. S/he will check (IV) the assessment of all teachers on the course and work with the external verifier.

Internal Verifier - this is usually the programme manager who samples the work of all students on the course and provides written feedback.

Quality Nominee - this person oversees all of the vocational courses to make sure that standards are being met.

ENTRY REQUIREMENTS

At least 5 GCSE Grades 9 – 4 or equivalent to include English.

FURTHER INFORMATION

Achievement in the qualification requires a demonstration of depth of study in each unit, assured acquisition of a range of practical skills required for employment or progression to HE, and successful development of transferable skills. Learners achieving a qualification will have achieved across mandatory units including external and synoptic assessment. Units are assessed using a grading scale of Distinction, Merit, Pass and Unclassified.

Qualifications in the suite are graded using a scale of P to D*, or PP to D*D*, or PPP to D*D*D*

Assessment is specifically designed to fit the purpose and objective of the qualification. It includes a range of assessment types and styles suited to vocational qualifications in the sector.

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There are three main forms of assessment that you need to be aware of: external, internal and synoptic. Each assessment is taken under specified conditions, then marked by Pearson and a grade is awarded.

Learners must achieve all external units at pass grade or above. You are permitted to re sit any external assessment only once during their programme.

The styles of external assessment used for qualifications in the Business suite are:

- Examinations – all learners take the same assessment at the same time, normally with a written outcome
- Set tasks – learners take the assessment during a defined window and demonstrate understanding through completion of a vocational task.

Some external assessments include a period of preparation using set information. External assessments are available twice a year.