

BTEC First Extended Certificate in Business

This course is based on an integration of theoretical and practical lectures. At extended certificate level it is equivalent to two GCSEs at C and above. To successfully complete this qualification, the learner is required to complete both the core units, and two specialist units.

Core Units:

- Business Purpose
- Business Organisations

The aim of the core units is to enable students to develop an understanding of business process and organisation. Students will explore different types of business ownership, growth and decline and business objectives. Students will also study how these influence the ways in which organisations operate and how they function.

Specialist Units:

- Customer Relations in Business
- Business Enterprise

Students will be required to complete both of the above specialist units. Students will explore the concept of offering excellent service to customers. As part of this unit pupils organise and host a function in school such as a play or musical evening.

The second of the specialist units deals with everything needed to start your own business.

Additional Qualifications

It must be emphasised that although we endeavour to provide opportunities for students to complete additional industry recognised qualifications within the course, we cannot guarantee all students will meet the prerequisites nor can we guarantee they will achieve the assessment criteria as a high level of skills and knowledge are required to achieve the qualifications successfully.

- ASDAN Leadership Award
- First Aid

Assessment

Assessment is continuous through assignments. A range of assessment methods are used including written tasks, group and individual presentations, reports, video analysis and practical skill observations. All units are assessed, graded and internally verified. A sample of units may then be externally verified. An overall grade for the qualification is then awarded according to the accumulative score of all units achieved.

Where Next?

This course is broad-based and equips the learner with the knowledge and skills necessary for further study at BTEC or A-Level standard, or for entering employment.

