

## **SUBJECT: BTEC First Certificate Business**

QUALIFICATION: BTEC First Certificate in Business

QUALIFICATION LEVEL: Level 2

QUALIFICATION TYPE: BTEC First Certificate

AWARDING BODY: Edexcel

CATEGORY: Business

Qualification Accreditation Number (QAN): 100/5692/0

### **DESCRIPTION**

The Edexcel Level 2 BTEC First Certificate is a 3 unit qualification which offers a bite-sized opportunity for learners to experience a vocational qualification within the general setting of the business environment. The BTEC First Certificate offers a focused vocational qualification for learners who wish to follow a shorter programme of study related to an aspect of employment that they might wish to move into at a later date or a taster qualification which can extend their programme of study and provide an initial experience of a vocational area. This will also enable learners to progress to a higher-level qualification relevant to the sector.

### **WHAT WILL I LEARN?**

Over the course of a one year programme students will complete one compulsory unit and two other optional units which combine to make up the full award for the qualification. **Exploring Business Purposes** looks at the general background to business in terms of different organisations, their objectives and how they are organised.

As well as these compulsory units, an additional two optional units are studied which cover other areas of general business theory. **Developing Customer Relations** looks at how businesses satisfy customer needs and how they carry out customer service within a business situation, whilst **Investigating Financial Control** looks at how businesses calculate and organise their accounts and use this information to make informed financial decisions.

### **WHAT ARE THE ENTRY REQUIREMENTS?**

Students intending to study BTEC First Certificate Business usually do so with the objective of supplementing their existing GCSE achievements. It would usually mean that students studying these courses will have achieved mostly grades D-G within the studies at Key Stage 4 and would look to expand their choices for later study through completing these courses.

## **HOW WILL I BE ASSESSED?**

All units completed contribute to the overall grade for the qualification. The qualification is awarded out of Pass, Merit and Distinction grades which are roughly equivalent to two GCSEs which are equivalent to grades CC – A\*A\* depending upon the overall grade achieved. All units are assessed through a coursework portfolio and there are no examinations that are sat at any stage of the course. The overall final grade is made up of the achievements of all units collated together.

## **WHAT ARE THE COSTS?**

In terms of financial cost there may be trips and study visits organised in order to supplement the work that is taking place within each unit being studied. In terms of time costs it is expected that students are constantly working on portfolios throughout the duration of the course in order to achieve the best possible mark for each unit completed. This would therefore mean studying and completing work away from lessons in order to meet the regular deadlines that would be put in place.

## **FUTURE OPPORTUNITIES?**

Through studying Business students will use this to either move directly into working within the sector or allowing them to gain entry onto Level 3 programmes offered within the school. Students choosing the employment route have gone into a range of posts within business at various levels of those organisations they have applied to. In terms of Level 3 study, students have gone on to study other Business related courses including AS Business Studies and the Business, Administration and Finance Diploma.

## **FURTHER INFORMATION**

For further information contact the Heads of Business Studies at either Pensby High School for Girls or Pensby High School for Boys. Alternatively information about the qualification can be found at the following internet address:

<http://www.edexcel.com/quals/firsts/business-serv/business/Pages/default.aspx>

Feel free to contact us at any time with regards to this course.