

## **SUBJECT: Level 3 Diploma in Business, Administration and Finance**

QUALIFICATION: Diploma in Business, Administration and Finance

QUALIFICATION LEVEL: Level 3

QUALIFICATION TYPE: Diploma

AWARDING BODY: Edexcel

CATEGORY: Business

Qualification Accreditation Number (QAN): 500/4187/3

### **DESCRIPTION**

The Business, Administration and Finance Diploma is a new qualification that will provide an exciting and challenging programme of learning for young people. As a result of the way employers and educators are brought together to develop them as well as to help deliver them both within school and through off site learning with employers or at local CLCs. Diplomas are designed to help prepare students for life, learning and work. Level 3 is equivalent to 3.5 A levels and provides an opportunity to research, analyse, evaluate and explore in more depth the principles and practices associated with the modern business world. Extra subjects such as an A level are studied to make up the additional learning element, which may be needed for certain professional or higher education progression. There are a number of aspects to a Diploma which need to be completed in order to gain the qualification overall, however UCAS tariffs are available on each individual aspects of the qualification. Its component parts include:

- **Principal learning** (the background knowledge needed for the subject – 10 hours)
- **An extended project** (on the topic of your choosing – 2 hours)
- **English, Maths and ICT** (known as functional skills achieved to Level 2 GCSE A\*-C standard – 3 hours)
- **Personal, learning and thinking skills** (completed throughout the course)
- **A period of work placement/experience** (10 days over the course)
- **Additional learning** (your other A level or BTEC National course)

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

At Level 3, you'll be able to study a whole range of topics including:

- Business Enterprise through running your own business
- Business Administration and Events through carrying out and running an event

- Personal Finance and Financial Services through working directly with banks
- Business Finance and Accounting through managing business accounts
- Marketing and Sales through creating your own sales campaign for a product/service
- Customer Service through carrying out customer service in a live business situation
- Teams and Communication in Business through the work done within the Diploma
- Responding to Change in Business
- Corporate Social Responsibility
- Careers and Employment in Business to develop further employability skills

All of these will be delivered through real business situations working with real business people so that students will get a full understanding of how businesses operate within the real world. Through doing this students will also develop excellent relationships with local and national business organisations who would be willing to share their expertise with these students making them better equipped to enter the world of work or further study.

Students will work both inside and outside the classroom with the work setting being central to completing the work for the Diploma and developing the link between the School, the student and employers around the Wirral. Whilst two of the above units have examinations attached to them, the vast majority of the work will be assignment based with the links between the work produced and the workplace being the key element. Also through completing the work students will achieve the functional skills and personal learning and thinking skills necessary to achieve the Diploma, again in a work based context. Some of the time required to complete the qualification therefore would be based away from school with other venues being used to complete assignments as well as a significant amount of time being spent **actually within** businesses themselves.

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

In order to undertake a Level 3 Diploma it is expected that students will have the equivalent in five grade C GCSEs from their previous studies. These will usually include C grades in Maths, English and Information Technology (or short course equivalent) although additional support will be available to students should they not quite reach this level of attainment.

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

Out of the 10 units you will complete, 6 of these are assessed through a

portfolio of work that you will build up over the course of the two years. The remaining 4 units will have an examination which will be a combination of short and more extended pieces of writing. The first examinations will take place in January 2011 with opportunities to resit over the course of the duration of the course. Assignments will be set continuously and will pull together aspects of units which work together in order for the students to develop their portfolio as a whole. The overall grade for the Principal Learning will be determined by the performance across all of these units.

### **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 their studies throughout the duration of the course in order to achieve the best possible mark for each module. 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 the Level 3 Business, Administration and Finance Diploma students would use this to either move directly into working within the sector or completing degrees in this and other related areas. Students could apply for degrees in Business and Business related disciplines, Event Management and other similar courses through their achievements across all elements of the Diploma. Students choosing the employment route could enter at management level especially given their hands on expertise that they will have developed as a consequence of them working closely with local and national businesses over the previous two years.

### **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 addresses:

<http://www.baf-diploma.org.uk>

<http://www.edexcel.com/quals/diploma/baf/Pages/default.aspx>

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