

# BTEC Extended Certificate in Business Level 3

## Qualification Aims and Objectives

This course is designed to engage learners with the basics of business. Concepts covered include personal finance, marketing and the business environment.

This full course is designed to engage and challenge learners further within the field of business theory. Over the two-year programme, students will build on the content from the certificate as well as developing their understanding of the themes of 'strategy' and 'managing change'.

## Course Outline

Year 12:

- Unit 1: Exploring Business
- Unit 2: Developing a Marketing Campaign

Year 13:

- Unit 3: Personal and Business Finance
- Unit 8: Recruitment and Selection Process

This course is available to study at different levels: the Certificate from your Year 12 studies can be topped up in Year 13 by studying the Extended Certificate.

Assessment consists of both internally and externally assessed components. Units 2 and 3 are externally assessed; unit 2 is assignments set by the exam board, which will take place as controlled assessments and then marked externally; unit 3 is taken under exam conditions. All other units are internally assessed through a series of coursework tasks, set over a fixed period of time.

## Entry Requirements

Minimum of 5 9-4 grades in GCSE examinations including English and Maths.

## Future courses & possible careers

- Banking
- Business Management
- Insurance
- Retail Management
- Public Sector Administration

The broad base of this qualification makes it suitable for a wide range of future opportunities. It gives students a wide choice of progression options into further study such as degrees, training and apprenticeships or other relevant employment in the business sector.

This is a complementary course when studying the IT in the Global Society IB, as well as other qualifications such as Maths, Global Politics, Financial Studies and Applied Law.

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