

Business

BTEC First Diploma

Edexcel

Structure & Specification

One year course.

Syllabus details

Edexcel BTEC First Diploma in Business.

What does the course include?

The Diploma includes three core units and three specialist units:

Core units:

Unit one: Exploring Business Purposes:

This unit is an introduction to business and develops the learners' knowledge and understanding of the importance of businesses and how they operate.

Unit two: Developing Customer Relations:

In this unit the learner will develop and broaden their understanding of customer service in different businesses.

Unit three: Investigating financial control:

This unit looks at the financial aspects of running a business and investigates the costs that different businesses will incur.

Unit five: : People in Organisations

In this unit you will learn how to prepare yourself for employment, and plan your career development.

Unit six: Providing Business and administration support

In this unit you will study the purpose of providing business and administration support.

Unit nine: Exploring Business Enterprise

In this unit you will learn how to run a small business and produce a draft Business Plan.

Other features:

BTEC First **Certificate** equivalent to 2 GCSE grades A*- C

BTEC First **Diploma** equivalent to 4 GCSE grades A*-C

This course provides opportunities for the learner to develop a range of skills and techniques, personal qualities and attitudes essential for successful performance in working life. It also provides the opportunity for the learner to become an independent learner and utilize research skills.

How will I learn?

The course is divided between two teachers, and you may cover two Units at the same time. Some work will be practical and some will be theory. The course is designed to make links across the different units. You will be expected to write and keep notes, assess your own performance, take part in discussions and meet deadlines.

How will my work be assessed?

You will be assessed in a variety of ways. Some of these include practical tasks such as presentations and role plays. You will also be assessed internally through written portfolio work and timed assessment.

What skills will I need to be successful in this subject?

This course suits people who are prepared to work individually and as part of a team. Motivation is important as you will sometimes need to work on your own, in your own time, as well as under supervision. You need to have good research and time management skills.

What are the entry requirements?

- 1) GCSE grades: C-E including Maths and English
- 2) BTEC Introductory: Merit
- 3) BTEC First: Pass in a non-Business subject.

What are the opportunities after this course for further/higher education and employment?

Progression to Advanced level (Merit diploma) or apprenticeships and various training programmes.