

ST MARY'S COLLEGE



INTRODUCTION

A BTEC First Diploma in Business introduces learners to particular areas of employment and provides a good basis to go on to a more advanced work related-related qualification. A BTEC First Diploma is equivalent to four GCSEs grades A-C.

The course is a nationally recognised work-related qualification designed to provide students with a choice of routes in further education or employment.

Content

The course is made up of six units covering: Exploring Business Purposes, Developing Customer Relations, Investigating Financial Control, Business Communications, Business Administration and People in Business.

How is the course delivered?

A BTEC First Diploma in Business is a practical work-related course. Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

A variety of methods are used to enable students to participate in real or simulated business situations.

Skills and knowledge are developed through class work, presentations and visits. There are twelve 70 minute lessons per week, with access to additional support.



Entry requirements

Students should have at least one of the following:

- A BTEC Introductory Certificate or Diploma
- A standard of literacy and numeracy supported by a general education equivalent of 4 GCSEs at grades D – G.
- Related work experience
- Other related level 1 or 2 qualifications



How is the course assessed?

All units are assessed and grade by teachers. An overall grade for the qualification is awarded to all learners who successfully complete all units. Grades awarded are Pass, Merit or Distinction.

Progression routes

A BTEC First Diploma is good preparation for more advanced courses such as the Applied A Level in Business Studies and other A Level programmes. On successful completion of the BTEC First Diploma in Business with further training or study, learners may progress into Business related careers such as accounting, administration, customer service, finance, IT, personnel or sales.

Further Information

For further information please contact Ian Skidmore

NOTES:

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