

BTEC Level 2 Extended Certificate in Business (EDEXCEL)

What is the Business Department like?

We are housed in a dedicated classroom block with four computer suites. The working environment is friendly and supportive. The staff are enthusiastic about their subject and the college and enjoy what they do here in supporting student learning and progression.

What is the course about?

The course offers a vocationally-related qualification at Level 2 in Business. It provides the opportunity to develop a range of skills, personal qualities and attitudes essential for successful performance in working life. It is equivalent to 2 GCSE's at A*-C grades

What sort of work will I be doing?

The course consists of 5 Units which are all project based. The units you will be studying are:

- Business Purposes (5 credits)
- Business Organisations (5 credits)
- Customer Relations in Business (10 credits)
- Training and Employment in Business (5 credits)
- Working in Business Teams (5 credits)

Most of the work on the course will be done on a computer.

How will I be assessed?

The units will be assessed internally by portfolio of work. Work will be graded at Pass, Merit or Distinction. Each credit is awarded points – Pass 5 points, Merit 6 points and Distinction 7 Points. You will need to achieve a Pass in all units but to gain a Merit overall you need to achieve between 170 – 189 points, 190-199 points for a Distinction and 200 and above to achieve a Distinction *.

What qualifications are recommended?

Ideally between 2 and 4 GCSEs at grade C or above and other GCSEs at grades D or E, but we are prepared to be flexible if we think this is the right course for you. However, you will need to be able to produce written work so basic English and basic computer skills are recommended.

What are the progression routes with this qualification?

Students on this course can progress to the BTEC National qualification or choose from the wide range of AS and A Level courses offered at the college. The new applied A-levels may be of particular interest.

What skills will I develop during this course?

You will develop a number of useful skills, which will help in gaining employment, including ICT and Communication skills.