

BTEC Level 3 Extended Certificate in Business



The **BTEC Level 3 Extended Certificate** offers a focused vocational qualification for learners who wish to follow a program of study related to Business and the working world

Assessment : uses a combination of an external exam, a controlled assessment and coursework, allowing you to apply your knowledge to succeed in the workplace and have the study skills to progress through to higher education courses or to use within your career.

The Course : students take three mandatory units:

- Exploring Business (90 GLH) - *(Set and marked internally)*
- Developing a Marketing Campaign (90 GLH) - *(Synoptic—set and marked externally)*
- Personal and Business Finance (120 GLH) - *(Exam— set and marked externally).*



Plus the one of the following optional units:

- Investigating Customer Service (60 GLH) - *(set and marked internally).*
- Recruitment and Selection Process (60GLH) - *(set and marked internally).*



Entry requirements :

- At least 5 GCSE's A* - C (including English and Maths)
- A Merit Grade at BTEC First Award
- Excellent attendance
- A professional and mature attitude
- Ability to study independently

What can I do at the end of the course?

Gaining this qualification gives you the potential to access university courses or employment at the end of the 2 years. The qualification provides much of the underpinning knowledge and an insight into the business world, as well as developing skills in preparation for work, apprenticeships and higher education.

If you want to get a job straight away you could work in:

- Finance, Human Resources, Procurement, Event Management
- Administration, Marketing, Sales, Customer Service

At University you could study :

- A wide range of Business-related degrees.

Want to know more? See Mr Isherwood, Mr Iqbal or Mr Drury within the Business department

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Level 3 — Business