



BTEC National Level 3 Certificate, Extended Certificate and Foundation Diploma in Business

Examination Board

- Edexcel

Course Outline

The Extended Certificate is the equivalent of one A Level and is made up of 4 units which include the 'mandatory' units 1 - 3 plus one other 'optional unit'. Two units are studied in Year 12 and two in Year 13. At the end of Year 12, students have the opportunity to achieve a Certificate in Business which is the equivalent of one AS level.

The Foundation Diploma is the equivalent of 1.5 A Levels and is made up of 6 units which include the 'mandatory' Units 1 - 4 plus 2 other 'optional units'. 3 units are studied in Year 12 and 3 in Year 13.

Students studying Extended Certificate in Year 12 will study:

- **Unit 1 – Exploring Business** - This unit is assignment based, set and marked internally
- **Unit 2 – Developing a Marketing Campaign** - This is a controlled assessment based unit where the task is set and marked externally.

Students studying the Foundation Diploma in Year 12 will also study:

- **Unit 8 – Recruitment and Selection process**, an assignment based unit, set and marked internally

Students studying Extended Certificate in Year 13 will study:

- **Unit 3 – Personal and Business Finance**, an externally assessed exam
- **Unit 27 – Work experience in Business**, an assignment based unit, set and marked internally. Students will be expected to organise 5 day's work experience during the summer holiday between Year 12 and Year 13. Students should seek opportunities outside of any normal part time work.

Students studying the Foundation Diploma in Year 13 will also study:

- **Unit 4 – Managing an Event** – This unit is assignment based, set and marked internally.

Each unit is assessed at Pass, Merit or Distinction level. A student's unit grades are then aggregated to give an overall qualification grade.

Recommended study

- 2 - 3 hours homework / study per week, during which time specific work will be set by staff.
- Students will also be expected to watch the News, Question Time, Newsnight etc, read newspapers and keep up to date with current events in business and the economy.