

Study Programme

Business Management (Level 3)



Bishop Laney
Sixth Form

QUALIFICATION

BTEC Level 3 Extended Diploma in Business

WHY SHOULD I CHOOSE THIS STUDY PROGRAMME?

The Extended Diploma is a two year, full-time course that meets entry requirements in its own right for students who want to progress to higher education courses in business areas before entering employment. It can also support students who want to progress directly to employment in job roles in business or business management and Higher Apprenticeships in the business sector.

WHAT WILL I STUDY?

Year 1

Unit 1: Exploring a Business (mandatory)
Unit 2: Developing a Marketing Campaign—externally assessed control assessment (mandatory)
Unit 3: Personal and Business Finance—exam (mandatory)
Unit 4: Managing an Event (mandatory)
Unit 8: Recruitment and Selection Process
Unit 14: Investigating Customer Service
Unit 27: Work Experience in Business—students undertake two weeks' work experience

Year 2

Unit 5: International Business (mandatory)
Unit 6: Principles of Management—externally assessed control assessment (mandatory)
Unit 7: Business Decision Making—externally assessed synoptic assessment (mandatory)
Unit 9: Team Building in Business
Unit 19: Pitching for a New Business
Unit 21: Training and Development

WHAT COULD THIS QUALIFICATION LEAD TO?

The qualification carries UCAS points and is recognised by higher education providers as contributing to meeting admission requirements to many relevant courses, for example:

- BSc (Hons) in Business and Management
- BA (Hons) and BSc(Hons) in Business Studies
- BSc (Hons) in International Management.

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WHAT WILL BE EXPECTED OF ME?

- A strong work ethic
- Regular attendance to lessons
- Bringing the correct equipment to lessons
- Completion of homework which will include pre-reading and reading around the subject
- Meeting assignment deadlines
- The willingness to ask for help when it is needed and to help other students when you are able to do so
- An understanding that your progress is your responsibility
- The ability and willingness to work with other students
- Attendance to intervention sessions, where necessary.

WHO WILL BE INVOLVED?

YOU!

- The teachers
- The Internal Verifier who checks the submission and marking of your assignments
- The External Moderator who will check the marking of your assignments
- Visiting lecturers
- Hosts at university and industry visits

FURTHER INFORMATION

Units are assessed using a grading scale of Distinction, Merit, Pass and Unclassified. All mandatory and optional units contribute proportionately to the overall qualification grade, for example a unit of 120 GLH will contribute double that of a 60 GLH unit.

To achieve any qualification grade, learners must:

- Complete and have an outcome (D, M P or U) for all units within a valid combination
- Achieve the required units at pass or above (Units 1,2,3,4,5,6).
- Achieve the minimum number of points at a grade threshold and for the Extended Diploma achieve a minimum of 900 GLH at pass or above

Qualifications are graded using a scale of PPP to D*D*D*. Depending on total points scored across the course of the year.