

How will I be assessed?

Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

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

What can I do at the end of the course?

You may progress into business-related careers such as accounting, administration, customer service, finance, IT, personnel or sales.

A BTEC First Diploma gives a good preparation both for employment and for more advanced courses, such as the BTEC National Diploma in Business.



If you would like to join us or wish to learn more about the course, please contact:

Yvonne Tanner,
Programme Manager.

Tel: 01481 737500.

The Guernsey College of Further Education
Route des Coutanchez • St Peter Port • Guernsey • GY1 2TT
Tel: 01481 737500 • Fax: 01481 746730
Email: college@gcfe.net • web: guernseycollege.com

Business

BTEC First Diploma

BTEC First Diploma in Business

A one-year, level 2, full-time course.

Who is it for?

The BTEC First Diploma is a practical work-related course for those who want a broad understanding of how organisations work.

You may wish to gain this understanding before you start your career or before you move on to the National Diploma in Business Studies.

Qualifications for Entry

A BTEC First Diploma is equivalent to four GCSEs at grade A* - C. On entry we expect you to have at least four GCSEs at grade D and a good standard of literacy and numeracy.

Core units

You will study three core units and three specialist units.

The core units are:

Introduction to Business Activity

What are businesses, how do they work and what types of jobs are there within them?

Exploring Key Business Pressures

Why do some businesses do really well and others fail? You will look at a range of situations which cause businesses to change in order to stay successful.

Investigating Financial Control

Where do business get their money from and what do they spend it on?

Specialist units

The three specialist units will be chosen from:

- Business Communication
- Employee Contribution to Working Conditions
- Introduction to Business Administration
- Sales and Customer Service
- Business Online
- Starting up a New Business

You will also have opportunities to develop your essential life skills of numeracy, communications and IT.

Opportunities will exist for students to successfully complete their GCSEs in Mathematics and English if they need to.

Full-time students have an afternoon each week for a range of recreational activities and students are also encouraged to participate in the Students' Union.