

Contacts

Level 2 BTEC Certificates & Diploma in Business

Enrichment

As a College of Further Education student you will undertake various enrichment opportunities over your one year programme.

Students are also encouraged to participate in the student union.

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

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Units studied

Assessment

The subjects you will study over the year are listed below:

Core units	
1	Business purpose
2	Business organisations
3	Financial forecasting
4	People in organisations
Optional units	
6	Providing support
7	Verbal and non-verbal communication in business contexts
8	Business communication through documentation
15	Bookkeeping for business
16	Business enterprise
19	The marketing plan
20	Managing personal finances

As you can see there is a wide variety of subjects available for you to study.

The Level 2 BTEC Certificates and Diploma are one year full time courses.

All students enrol onto the diploma and the aim of the course is to introduce you to business studies which will help you understand more fully the business world.

The course is a practical qualification studied over three terms and the full programme is equivalent to 4 GCSEs.

Completed units are accumulated so that different qualifications could be awarded but the aim is for all students to achieve a diploma.

- The certificate consists of 2 core and 1 optional unit.
- The extended certificate consists of 4 core plus 2/3 optional units, dependent on credit value.
- The diploma consists of 4 core plus 7 optional units.

For example, after the first term you should have achieved the certificate and be on your way to completing the extended certificate by the end of the second term.

You are required to complete course work which will be in a variety of formats from written reports and pamphlets through to role-plays and presentations.

What grade can I achieve?

For each of the units you complete you can achieve either a pass, merit or distinction.

Other opportunities

Dependent on your entry qualifications you will have the opportunity to:

- develop your life skills of literacy, numeracy and ICT
- undertake an additional level 3 qualification: the Certificate and Diploma in Financial Studies (a level 2 option may be made available).