

# Business



**Guernsey**  
**College**  
of further  
education

# Business

## Introduction to the course

This course is designed to provide students with an excellent range of employability skills to enable them to be work ready either after college or university and valued by employers. Units such as starting a small business, team development and events planning have been specifically selected to ensure that learners become proficient in working within teams independent problem solving, analysis and verbal communication with audiences at all levels, organisation and project planning. There is also a high degree of employer engagement within this programme including industry guest speakers, event sponsors and work experience opportunities. Human Resources and Personal Finance Units have also been include in the programme to meet local employer need.

## Entry criteria

Level 2: Four GCSEs at grade D/3 or above, across a range of subjects including English Language or successful completion of a Level 1 qualification or relevant experience (for mature applicants).

Level 3: Five GCSEs at grades C/4 or above (one of which must be in English language), Level 2 (in a relevant subject with merit or distinction), NVQ Level 2 or equivalent Level 2 qualification, or relevant experience (for mature applicants).\*

## Course outline

Level 2 Business is equivalent to four GCSEs.

Level 3 Business is equivalent to three A Levels.

Examples of units studied include:

- Business communication
- Business resources
- Introduction to marketing
- The business environment
- Recruitment and election
- Managing a business event
- Developing teams in business
- Aspects of contract law
- Financial services and individuals
- Human resources management
- Understanding business ethics

## Progression opportunities

Successful completion of the Level 2 provides the opportunity for progression onto the Business Level 3 programme, employment in a business environment or progression onto another Level 3 course in a related field.

Completion of the Level 3 in Business provides the opportunity to go to university or full-time employment as a trainee in the business environment.

\* Most universities require five GCSEs at grade C/4 or above, including English

Students who successfully complete all elements of their programme at Level 1, Level 1 to Level 2, and from Level 2 to Level 3.



## Assessment method

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

At Level 2 you are also required to complete one computer based external examination and an externally set and marked piece of coursework. For each of the units you complete you can achieve either a pass, merit or distinction grade.

At Level 3 assessment will be by a range of methods including written reports, portfolios, presentations and observation of team work and role plays, externally assessed course work and controlled assessments.

## Course duration

Level 2: One year, full time

Level 3: Two years, full time

## Campus

Les Ozouets



English and maths, as well as a Level 3 qualification.

College will be able to progress onto the next level, eg from Access to

# Additional learning support

As part of your learning programme, if you have not yet attained a grade C/4 or equivalent in mathematics and English language, you will be required to study a Functional Skill or GCSE in these subjects.

Students may require additional support for a number of reasons. At the start of your course you will be asked to complete an initial assessment in order for us to identify any additional needs that you may have. During your course, your personal tutor will be able to guide you on how best to access support.

We can offer the following:

- Progress Coaches
- Learner Support assistance (1:1)
- Learner Support assistance (group)
- Learner Support assistance (drop-ins)
- Specialist ESOL teaching
- Study lab sessions
- In-class support
- Special arrangements for exams

For more details or how to apply, please contact:

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## Guernsey College of Further Education


**Chairman** Julian Winser

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*NB: Course information correct at time of print.*

*Courses offered may be subject to change and will run subject to minimum numbers.*

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