

BTEC FIRST CERTIFICATE IN BUSINESS

BTEC qualifications are designed to provide specialist work-related qualifications in a range of sectors. They have been developed to provide the knowledge, understanding and skills necessary to prepare learners for employment.

The Edexcel Level 2 BTEC First Certificate is a 180 guided learning hour qualification which offers a bite-sized opportunity for learners to experience a vocational qualification. This will also enable learners to progress to a higher-level qualification relevant to the sector.

The BTEC First Certificate in Business consists of one core unit plus two specialist units that provide for a combined total of 180 guided learning hours (GLH) for the completed qualification.

All students will study the **core unit**:

Exploring Business Purposes: This unit will help learners to begin to understand the business world, with all its complexities and differing interests. It introduces learners to the range and variety of business activity to be found in their local community and at national, European and global levels.

Specialist units:

All students will study two of the following specialist units

- Developing Customer Relations
- Investigating Financial Control
- Business Communication
- People in Organisations
- Providing Business and Administration Support
- Personal Selling
- Doing Business Online
- Exploring Business Enterprise
- Starting a Small Business

A wide range of skills will be utilised and developed through this course; practical skills such as ICT and time management, presentational skills, interpersonal skills and cognitive skills.

All the assignments are internally assessed and are portfolio-based assignments. There are no examinations. Students will be able to use the qualification as an entry point into associated level 3 business qualifications, or as a basis for seeking employment within a business or retail environment.