

## Pearson Edexcel BTEC Level 3 National Certificate in Business

The Extended Certificate is for learners who are interested in learning about the business sector alongside other fields of study, with a view to progressing to a wide range of higher education courses, not necessarily in business-related subjects. If you are looking to enhance your career prospects, wanting to go on to further study in Business or want to develop skills and understanding that are directly relevant to the business world, then BTEC Business is for you.

The Business course provides learners with an introduction to and understanding of:

- The business environment
- Marketing and communication
- Management of resources and finance

For coursework-based units, students will produce a portfolio of evidence showing that they have met all of the assessment objectives. This will be evidenced through practical assignments, oral presentations/ demonstrations, written reports and project work. Submission deadlines are set throughout the year. You will need to ensure that you are organised and enjoy spending time working through a range of individual tasks. There is a mixture of assessment within the Extended Certificate in Business course, with 50% of the course being externally assessed.

Unit	Assessment Type
Unit 1 – Exploring Business	Internally assessed
Unit 2 – Developing a Marketing Campaign	Externally assessed
Unit 3 – Personal and Business Finance	Externally assessed
Unit 8 - Recruitment and Selection Process	Internally assessed

Students will develop personal skills in the areas of leadership, team working, communication and problem solving within a business context. They will also develop skills in accounting, business administration, personal selling, enterprise, recruitment, business start-up and ICT.

The BTEC Extended Certificate is equivalent to one A-Level. If you wish to study this course you will need to have a minimum of 4 in Maths and English with a 4 in GCSE Business if you studied it.

This course provides solid and varied business knowledge and is good preparation for a successful career. It also provides the necessary entry requirements for a wide range of higher education courses including HNDs and degrees.

After completing this course students will find themselves prepared for entry into a range of professions including: Financial Services; Retail, Administration; Sales; Management; Human Resources; Law; Event Management and Teaching.