

ST PETER'S CATHOLIC HIGH
SCHOOL & SIXTH FORM CENTRE

**BTEC FIRST DIPLOMA
IN BUSINESS**

What is BTEC First Diploma?

A BTEC First Diploma is a practical, work-related course. Students learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

It introduces learners to particular areas of employment and provides a good basis to go on to a more advanced work-related qualification.

A BTEC First Diploma is equivalent to four GCSEs grades A*-C

What are the entry requirements?

Students should have at least one of the following:

- * A BTEC Foundation Certificate in a related subject
- * A standard of literacy and numeracy supported by a general education equivalent of 4 GCSEs at grades D-G
- * Related work experience
- * Other related level 1 or 2 qualifications

What is the course structure?

This course is made up of six units; three core units provide a general foundation and three specialist units introduce learners to particular topics in more depth.

What subjects will I study?

All students take the three core units:

1. Exploring business purposes
2. Developing customer relations
3. Investigating Financial Control

Learners also take three specialist units as follows:-

4. Business Communication
5. People in organisations
6. Starting up a New Business * Level 3 equivalent

How is the course assessed?

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

What can I do at the end of the course?

With further training or study, learners 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 more advanced courses such as BTEC National Award, Certificate or Diploma in Business or a BTEC National Award or Certificate in e-Business.

How can I find out more?

Ask your careers teacher or adviser or your local college for more information or see the Edexcel website:-
<http://www.edexcel.org.uk>