



# Business -BTEC National

## Extended Certificate, Foundation Diploma in Business

### Examination Board

- Edexcel

### Course Outline

**The Extended Certificate** is the equivalent of one A Level and is made up of 4 units which include the 'mandatory' units 1 - 3 plus one other 'optional unit'. Two units are studied in Year 12 and two in Year 13.

**The Foundation Diploma** is the equivalent of 1.5 A Levels and is made up of 6 units which include the 'mandatory' Units 1 - 4 plus 2 other 'optional units'. 3 units are studied in Year 12 and 3 in Year 13.

Students studying Extended Certificate in Year 12 will study:

- **Unit 1 – Exploring Business** - This unit is assignment based, set and marked internally.
- **Unit 2 – Developing a Marketing Campaign** – Actual assessment in May - Over two days a controlled assessment unit where the task is set and marked externally.

Students studying the Foundation Diploma in Year 12 will also study:

- **Unit 16 – Visual merchandising**, an assignment based unit, set and marked internally

Students studying Extended Certificate in Year 13 will study:

- **Unit 3 – Personal and Business Finance**, an externally assessed exam.
- **Unit 27 – Work experience in Business**, an assignment-based unit, set and marked internally. Students will be expected to organise 5 day's work experience during the summer holiday between Year 12 and Year 13. Students should seek opportunities outside of any normal part time work.

Students studying the Foundation Diploma in Year 13 will also study:

- **Unit 4 – Managing an Event** – This unit is assignment based, set and marked internally.

### Recommended study

- 2 - 3 hours homework / study per week, during which time specific work will be set by staff.
- Students will also be expected to watch the News, Question Time, Newsnight etc, read the news and keep up to date with current events in business and the economy.