



Create your future

BTEC Extended Diploma Overview facilitated by Edexcel:

Prior Learning	You do not have to have studied Business before but an interest in the subject is important			
Progression	<p>Students will develop transferable skills that support study in a wide range of subjects at university and the transition to employment.</p> <p>Students that successfully complete their programme of study could progress onto a Business related degree or Higher National Diploma. Previous Level three students have gone directly into employment in areas of growth in finance, administration and management</p>			
Skills to be gained	<p>Cognitive skills</p> <ul style="list-style-type: none"> ● Non-routine problem solving – expert thinking, metacognition, creativity. ● Systems thinking – decision making and reasoning. ● Critical thinking – definitions of critical thinking are broad and usually involve general cognitive skills such as analysing, synthesising and reasoning skills. ● ICT literacy – Use of Microsoft Packages such as database, word, excel, PowerPoint and explorer. <p>Interpersonal skills</p> <ul style="list-style-type: none"> ● Communication – active listening, oral & written communication, assertive & non-verbal communication. ● Relationship-building skills – teamwork, trust, intercultural sensitivity, service orientation, self-presentation, social influence, conflict resolution and negotiation. ● Collaborative problem solving – establishing and maintaining shared understanding, taking appropriate action, establishing and maintaining team organisation. 			
Qualification Overview	<p>The BTEC Business courses is worth 1, 2 or 3 A-Levels depending on whether it is taken as a single, double or triple option. It has been designed to give students a 'hands on' and practical approach to learning Business Studies. The course is assessed through coursework, tasks and an exam</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Core Modules:</p> <ul style="list-style-type: none"> Exploring Business Developing a Marketing Campaign Personal and Business Finance Managing an Event </td> <td style="width: 50%; vertical-align: top;"> <p>Optional Units:</p> <ul style="list-style-type: none"> Recruitment and Selection Process Investigating Customer Service Visual Merchandising Market Research The English Legal System International Business Principles of Management Pitching for a New Business Training and Development </td> </tr> </table>		<p>Core Modules:</p> <ul style="list-style-type: none"> Exploring Business Developing a Marketing Campaign Personal and Business Finance Managing an Event 	<p>Optional Units:</p> <ul style="list-style-type: none"> Recruitment and Selection Process Investigating Customer Service Visual Merchandising Market Research The English Legal System International Business Principles of Management Pitching for a New Business Training and Development
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Assessments	<p>Extended Diplomas are delivered as two one year programmes:</p> <p>Year 1 - Subsidiary Diploma</p> <p>Year 2 - Diploma/Extended Diploma</p> <p>Students are expected to satisfactorily complete the Subsidiary programme prior to being considered appropriate for a year 2 qualification.</p> <p>In coursework units students will:</p> <ul style="list-style-type: none"> ● write up the findings of their own research ● use case studies to explore complex or unfamiliar situations 			
Deadline: The teacher issues deadlines for each unit				

