

Business

BTEC – Level 3 EDEXCEL

Extended Certificate

Course Leader: Mrs Farwah

The BTEC Level 3 National Extended Certificate in Business is equivalent to one A Level qualification and is equally rigorous due to the breadth and volume of work involved. Throughout the course, students accumulate marks towards an overall grade of Pass, Merit, Distinction, or Distinction*.

This varied qualification combines examinations, coursework, and controlled assessments, providing students with multiple opportunities to demonstrate their knowledge and skills. Assessment methods include presentations, reports, business proposals, case studies, pitches, and some extended written responses.

The course provides learners with a strong foundation in the world of business, helping them develop the knowledge, practical skills, and professional attributes required for employment, career progression, apprenticeships, or further study at university within a wide range of business-related fields.

Students will explore areas such as marketing, finance, recruitment and selection, business strategy, and managing events, whilst developing valuable transferable skills including communication, teamwork, problem solving, research, and independent learning.

What are the entry requirements?

Grade 4 GCSE in English Language or English Literature and Grade 4 GCSE in Mathematics.

An interest in business, current affairs, and the world of work would also be beneficial, although no prior study of Business is required.

What will I learn on this course?

Year 12: Students complete Units 1 and 2.

Unit 1: Exploring Business (90 GLH)

Assessed through coursework assignments that are set and marked internally.

Unit 2: Developing a Marketing Campaign (90 GLH)

Assessed through an externally set and marked task completed under supervised conditions.

Year 13: Students complete Units 3 and 8.

Unit 3: Personal and Business Finance (120 GLH)

Assessed through a written examination that is set and marked by the examination board.

Unit 8: Recruitment and Selection Process (60 GLH)

Assessed through coursework assignments that are set and marked internally.

How will I be assessed?

The externally assessed task for Unit 2 is a controlled assessment completed under supervised conditions in which students are provided with a business scenario and are required to develop and justify an appropriate marketing campaign.

Unit 3: Personal and Business Finance is assessed through a two-hour written examination that is set and marked by the examination board. The examination includes a combination of short- and extended-response questions covering personal finance, business finance, financial planning, and the use of financial information in decision making.

The internally assessed units are assignment-based and require students to complete a range of practical and written tasks linked to realistic business scenarios. Students will produce evidence in a variety of formats, including reports, presentations, business documents, and recruitment materials, to demonstrate their knowledge, understanding, and skills.

The qualification is graded using the BTEC scale of Pass, Merit, Distinction, and Distinction*.

Who can I contact for further information?

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