



# Business BTEC

## National Extended Certificate



### Overview

The Extended Certificate is for students 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.

The qualification is equivalent in size to one A Level and aims to provide a coherent introduction to study of the business sector.

The course requires applied learning that brings together knowledge and understanding with practical and technical skills. This is achieved through students undertaking vocational tasks and learning transferable skills such as communication, teamwork, research and analysis, which are valued in both higher education and the workplace.

Students are helped to develop a range of skills and techniques, personal skills and attributes essential for successful performance in both further study and in working life.

### Assessment

The Edexcel BTEC Level 3 National Extended Certificate in Business is a 360 guided-learning-hours (GLH) qualification that consists of a total of four units - **three** mandatory units plus **one** optional unit.

In Year 12, students take two mandatory units:

- **Exploring Business**  
(Internally assessed coursework)
- **Developing a Marketing Campaign**  
(Externally assessed controlled assessment)

In Year 13, the student adds two further units to those already taken; one mandatory and one optional.

The additional mandatory unit is:

- **Personal and Business Finance**  
(Externally assessed 2 hour written exam)

and the optional unit is:

- **Recruitment and Selection**  
(Internally assessed coursework)

Exam Board



Specification

BTEC Level 3 National Extended Certificate in Business  
601/7159/5

<http://qualifications.pearson.com/en/qualifications/btec-nationals/business-2016.html>

**“BTEC Business ensures that you understand what is happening in the real world and that you can apply this to theory to what you learn in the classroom. My time management skills have really improved since being on the course and this is such an important skill to have.”**

**Sophie**

**“The subject gives an insight into the real world of business by comparing influential roles in management. You receive a high level of independence in order to complete the set assignments.”**

**Hannah**

### Progression and Career Opportunities

There is an ever-expanding range of business courses available at all universities. The BTEC Level 3 National Extended Certificate in Business can give students a head-start on these courses. Equally the subject is well-recognised by employers and will be of benefit to those students interested in going straight on to employment after sixth form. Aspects of the subject such as Human Resources, Marketing and Finance can be applied across the board in any employment situation.