

BTEC First Diploma in Business

Introduction

Business Studies is a popular and highly useful subject. The BTEC First diploma is a nationally recognised qualification it is worth 4 GCSEs. It is designed to provide a specialist, work-related qualification which prepares the learner for employment and/or to continue their studies in the business area. Most students who complete this course successfully progress to advanced level study in business or related areas.

Year 1

The BTEC First Diploma in Business is made up of 6 units.

Unit 1 Exploring Business Purposes

This unit will help learners to begin to understand the business world, with all its complexities and differing interests. It introduces learners to the range and variety of business activity to be found in their local community and at national, European and global levels. Learners will explore the aims and objectives of businesses and look at how they are classified. They will also look at how a business is structured internally and what the different functional areas such as finance and marketing do.

Unit 2 – Developing Customer Relations

Customer relations are at the heart of every business and the development of good customer relations is critical to the success of every business. This unit will develop and broaden the learner's understanding of customer service in different businesses and also develop their understanding and knowledge of customer needs and expectations. They will also explore how customer service staff deliver a service that meets these needs and expectations.

Unit 3 – Investigating Financial Control

In this unit you will develop competence in handling key business calculations such as calculation of costs and revenues to assess profitability/ break even point. You will also look at cash flow management (one of the main causes of business failure). You will then look at how businesses record transactions and the financial process behind a simple business transaction. The learner will be made aware of the potential for fraud within companies handling these transactions and how this may be addressed

You will also take the following 3 specialist units which are all internally assessed

People in Organisations
Doing Business online
Exploring Business Enterprise

Assessment

All the units will be assessed by an internal assignment which is externally checked by the examining board.

Specific Entry Criteria

Standard college requirements for an intermediate programme.