

BTEC Introductory Diploma in Vocational Education

Introduction

The overall aim of the course is for you to:

- gain a broad understanding of a range of vocational areas and be able to study selected areas in depth
- develop skills, knowledge and understanding in business
- have an opportunity to apply learning in a practical and realistic way
- follow a programme of study that enables progression to both BTEC First Diploma and employment in business.
- develop key skills that are highly valued by employers and training providers
- gain confidence by developing independent learning skills
- study a range of subject areas such as business, science, information technology and leisure and tourism.

The BTEC Introductory Diploma in Vocational Studies is made up of 10 units drawn from vocational areas such as Business, ICT, Health and Social Care, Retail, and Leisure and Tourism. You will have the opportunity to explore more than one sector and be provided with a flexible and engaging programme of learning.

Year 1

Units studied

Ensuring Personal Health and Safety at Work

This unit develops your knowledge and understanding of ensuring that your workplace is healthy and safe for yourself, your colleagues and anyone else who visits it.

Images of people

In this unit you are introduced to the way society views and treats different groups of people and the impact this can have upon their lives.

Developing Skills in IT

You will learn to use the functions of computers and have an opportunity to understand how they operate in a business context.

Developing skills in Health and Social Care

You will be introduced to the practical skills that are needed for careers in the care sector

IT Applications

In this unit you will learn how to use applications including word processing, spreadsheets and presentation software.

Introducing Customer Service

You will be introduced to basic aspects of customer service including different types of customers and an appreciation of their needs and expectations

Assessment

The course is assessed through coursework assignment. The units are assessed internally but will be sampled by Edexcel (the exam board) to check that the marking meets national standards. There are eight units in total and you will have an assignment to complete for each one.

Specific Entry Criteria

A minimum of 3 GCSE passes at 3 grade A* - G or equivalent including a grade E in GCSE English Language and at least a Grade F in GCSE Maths.