

A teacher with glasses and a blue sweater is pointing at a large interactive screen. The screen displays a BTEC task titled 'Task 3 (17 marks)' which is about business structures, technology and data security. The task asks students to identify two key features of cloud accounting from a list: Secure local backup, Availability of apps and programs, Restricted mobile access to information, and Enables access to large networks. The teacher is standing in a classroom or training room with other computer monitors visible in the background.

## BTEC National Extended Diploma in Business - B196

The full two year BTEC Level 3 National Extended Diploma in Business gives learners experience of the breadth and depth of the sector that will prepare them for further study, employment or training

## COURSE DETAILS

The BTEC Extended Diploma in Business prepares students to be successful in the diverse areas related to the business sector. Students will develop skills, knowledge and behaviours that prepare them for a competitive job market. The course will challenge their creativity, ability to problem solving under pressure, ability to think strategically and operationally. It will force students to be adaptable and undertake a range of roles to develop their ability to work as a successful team member. This will be done by including guest speakers, trips, work experience and vocationally relevant activities and assessments.

Students will study a wide range of modules, including:

- International Business
- Developing a Marketing Campaign
- Personal and Business Finance
- Managing an Event
- Principles of Management
- Work Experience in Business
- Investigating corporate social responsibility
- Students will also undertake a number of tutorial and enrichment activities throughout the programme, designed to maximise their employability.

## ENTRY GUIDELINES

This is a study programme for 16 to 18 year olds.

Relevant Level 2 qualification at Pass or above or minimum of 4 GCSEs at Grade 9-4/A\* - C, including English or maths.

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

## EQUIPMENT REQUIRED

To learn effectively on your course you will need to use certain items of equipment and undertake particular activities as part of your studies. Students will need to provide their own calculator. Appropriate office/business clothing to be worn. Guidance can be given if requested.

## ASSESSMENT METHOD

Students will be assessed via a range of methods, including reports, presentations, projects and written reflections. In each year students will complete two external assessments, which include online examinations.

## ADDITIONAL INFORMATION

Are you aged 16-18?

Study programmes are full-time courses for 16-18 year olds which include:

- A qualification such as BTEC Extended Diploma
- Meaningful work experience or preparation for work
- English and maths, if you don't already have GCSE grade 9-4/A\* - C in English and maths
- Non-study activities such as tutorials, voluntary work, fund-raising/charity work, sport or trips

## WHERE CAN I PROGRESS TO?

Students may progress to their chosen industry, higher education courses such as accountancy, international business, events management or marketing. Students may also progress onto an apprenticeship in a related sector such as human resources, accountancy or business administration.

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 08th May, 2024 and may be subject to change.