

BTEC Business First Certificate



Why should I study BTEC Business?



The aims of all qualifications in the BTEC First in Business are to:

- inspire and enthuse learners to consider a career in the Business sector
- give learners the opportunity to gain broad knowledge and understanding of, and develop skills in, the Business sector
- support progression to specialised Level 3 qualifications in Business, or to an Apprenticeship
- give learners the potential opportunity, in due course, to enter employment in a wide range of job roles.

What will I study?



Unit 1: Introduction to Business (mandatory)

This unit introduces you to the language and terminology used in business. You will explore different types of business ownership and how they relate to the size and scale of a business. You will also explore how the type of ownership impacts on the responsibilities of the owners of a business

Unit 2: Finance for Business (mandatory) In this unit you will look at the costs involved in business and how businesses make a profit, examine how businesses plan for success, understand how businesses measure success and identify areas for improvement.

Unit 3: Enterprise in the Business World (mandatory)

This unit introduces you to the language and terminology used in business. It explores what businesses do, trends that affect them, how they operate and the factors that influence their success.

Unit 6: Recruitment, Selection and Employment

In this unit you will learn about job roles and functional areas in business, produce documentation for specific job roles, demonstrate interview skills and plan career development.

How will I be assessed?



Units 1 and 6 are assessed through internally assessed assignments. Each unit is worth 25% of your overall qualification.

Unit 2 is assessed externally as an on screen examination. This is also worth 25% of the overall qualification.

Unit 3 is assessed internally as a paper based examination.

Which skills will I develop and use?



This course will help you develop the following skills:

- Creative thinking
- Reflective learning
- Independent enquirer
- Team working
- Effective participation
- Self management

How will I be able to use this subject in my future career?



This course leads to a BTEC level 2 qualification in Business and allows learners to progress to a wide variety of college and A level courses including Business A level, and BTEC level 3 courses in Business and Marketing. It also **equips learners with the ability to better understand a business environment and working world.**