

Business Skills and Management Extended Diploma Level 3 (Year 2)

This course is designed for 16-19-year olds.

This extended diploma is designed to provide you with the knowledge and skills needed to develop a successful career in business.

You will develop your understanding of the fundamentals of business, operations and management.

During your course you will be provided with opportunities to develop your professionalism, and confidence alongside transferable skills in teamworking, problem solving, communication and creative thinking.

Your experience will enable you to progress into a range of specialised roles to include but not exclusive to, marketing, HR, finance, administration, operations, and customer service

This is a 12 month programme scheduled over 3 days per week and will be a mixture of theory and practical lessons.

Progression opportunities

This course will lead to:

- Higher education – either a degree or HNC/D in business
- Employment within the Business Sector

Entry Requirements

The entry requirements for this course are:

- 6 GCSEs at Grade 4 (C) including English and maths AND
- Level 3 Foundation Diploma in Business (minimum of merit, plus strong attendance)
- Assessment and interview
- Genuine commitment and passion to study

What will I study?

This course consists of the following modules:

Disclaimer:

Every effort has been made to ensure the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

- International business
- Principles of management
- Business decision making
- Several specialised units

How will I be assessed?

You will be assessed via:

- Presentations
- Essays and reports
- Leaflets and posters
- External exams
- Tutor observations

All assessments will give you an opportunity to pass at one of the following standards:

- Pass
- Merit
- Distinction

You will also be provided with classes designed to help you to develop effective exam taking technique.

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