

Business BTEC Introductory Diploma level 1

Course Overview

Are you interested in business as a career? Do you want to learn the skills that a Business Administrator would use on a daily basis. If the answer is yes then this is definitely the right course for you. During the course you will develop a range of personal and employability skills alongside gaining your Level 1 Diploma. At the end of the course you will then be ready to either progress into employment in the business sector or alternatively build on this knowledge by progressing to the Level 2 Diploma. If you are aged 16-18, you will be enrolled on a study programme, which will include retaking GCSEs or undertaking Functional Skills in English and maths if you haven't already achieved a grade 4 or above. You will also be required to complete a work experience placement and an employability programme.

What you will learn

Whilst studying on the Business BTEC Diploma level 1, you will learn about a variety of topics including Business Administration, Working in Teams, Customer Service and ICT. You will also have the opportunity to improve your employability skills in our Business Administration Training Office and will have the opportunity to undertake realistic work experience.

Entry Requirements

Standard entry to this course requires one reference. It is desirable that you can demonstrate 90% attendance. A GCSE in both English and maths at grade 2 (E) or above is required.

How you will be assessed

You will be assessed in a variety of ways such as written reports, presentations, leaflets, discussion and role-plays utilising our Realistic Working Environment.

Course Progression

Upon successful completion of the course you will have gained the skills and knowledge necessary to be able to progress on to a Level 2 qualification. This could be a Business level 2 or you could decide to change career path and pursue a subject such as IT or Travel and Tourism. Alternatively you could seek employment in the Business Administration or Retail sectors.

What Happens Next

Apply online via the College website, or if your school uses the Positive Steps @16 (PS16) application system please apply through this and speak to your careers advisor if you are unsure. You will need details of your qualifications and employment history, a reference, and a personal statement to complete your application. Once your application has been successfully processed, you will be sent a conditional offer and be invited to a Welcome Event at the College to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.

Course Details

Course Code	P00255
Start Date	08/09/2025
Study Hours	Full Time
Duration	1 year
Campus	Abbey Park Campus
Level	1

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