

## Business Extended Certificate level 2

### Course Overview

This course is designed for learners to get a good understanding of the business environment and will cover topics ranging from customer service to marketing and will therefore involve role plays in our realistic working environment to give you a taste of a real working environment. You will also be looking at how businesses work from the initial business idea through to the end product to include all the various stages business set up takes. This course will give you the initial groundwork to enable you to progress onto Level 3 or into employment/apprenticeship. If you are aged 16 to 18, you will be enrolled on a study programme. This 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 take part in activities that help you to develop your personal skills, such as building your character and confidence. This will help you to live well and move into your chosen career. If you are 16-19 years old these activities will be timetabled as will work experience and placement. You can also choose to take part in other activities. For other age groups, activities will be tailored to your needs.

### What you will learn

The BTEC Level 2 Extended Certificate in Business is a 60-credit qualification that consists of three mandatory units plus optional units. Some of the units you will study on the course are Business Purposes, Business Organisations, Financial Forecasting for Business and People in Organisations. These units will give you the knowledge foundation to progress onto the next level if appropriate.

### 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 3 (D) or above is required. Consideration will be given to all applicants over the age of 19, who do not hold formal English and maths qualifications.

### How you will be assessed

There are a variety of assessment methods such as report writing, leaflet creation and displays. You will also be required to take part in role-play assessments in our Business Office (Realistic Working Environment).

### Course Progression

If you gain a merit and your attendance is over 90% you can progress on to the Level 3 BTEC National Diploma in Business. Successful completion will also equip you for a career in a wide range of industries as business underpins most jobs and may lead to employment in the business, finance, administration, personnel, retailing, sales, marketing or accountancy 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

<b>Course Code</b>	P00364
<b>Start Date</b>	08/09/2025
<b>Study Hours</b>	Full Time
<b>Duration</b>	1 year
<b>Campus</b>	Abbey Park Campus
<b>Level</b>	2

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