

## **Apprenticeship Business, Retail, Administration, Marketing & Human Resources**

### **BTEC FIRST DIPLOMA IN BUSINESS**

**Level 2**

**Length** 1 year

**Location** HRC

#### **Entry Requirements**

By interview, 4 GCSEs Grade D – G

#### **Description**

This course is designed for individuals who wish to gain an understanding of what it is like to work in a business environment. The course will enable students to broaden their skills, develop knowledge and understanding in business related activities whilst taking part in a large variety of practical activities.

#### **About the Course**

There are three mandatory units:

- \* Introduction to Business Activity
- \* Exploring Key Business Pressures
- \* Investigating Financial Control.

Then choose from three of the following:

- \* Business Communication
- \* Employee Contribution to Working Conditions
- \* Introduction to Business Administration
- \* Sales & Customer Service
- \* Business On-Line
- \* Starting Up a New Business.

#### **How you are Assessed**

All assessment is by written internal assignments, with an external verifier reviewing one piece of work. There are exams. A minimum PASS grade is required for all assignments.

#### **Progression Routes**

You can progress to an Advanced Apprenticeship at level 3, Business Administration or Management. Other options may be available.

#### **Additional Information**

Additional information can be obtained from the course tutor at interview.

Key Skills/Functional Skills – you will be expected to achieve these at the appropriate level if you do not have evidence of GCSE Grade C in relevant subjects, obtained within the last 5 years.

Employment rights and responsibilities (ERR): A short, separate assignment is required to evidence the apprentice's understanding of their employment rights and responsibilities.

### **For a full Apprenticeship you are also required to undertake NVQ level 2 Business Administration**

