



## Pearson Edexcel - BTEC Extended Diploma in Business

### Pre-entry Preparation, Requirements and Recommendations

May I extend a very warm welcome to the Business and Economics Department at Comberton Sixth Form. We are delighted that you have chosen our course, and I trust this letter finds you mutually excited about joining us on your journey into the fascinating world of business. I and your teachers are passionate about our subject, and we hope that you will be encouraged to share our enthusiasm.

In preparation of starting the course, I would ask that you read the following guidance information and urge you to make an immediate start;

#### Reading:

If you haven't studied business before, you may wish to get a grip on some basic business concepts and terminology by accessing any GCSE Business Studies material. We would recommend the *GCSE AQA Business Studies Complete Revision Guide (Coordination Group Publications Limited)*  
ISBN 9781789080889

#### Research:

Keeping track of the business news is very important and will help you to engage the course content. ***We recommend that you read the news on a day-to-day basis.*** Some examples are listed below;

[www.bbc.co.uk/business](http://www.bbc.co.uk/business)

[www.theguardian.com/uk/business](http://www.theguardian.com/uk/business)

<http://uk.reuters.com/business>

#### Equipment:

#### You will require the following for your course:

- A4 Ring binder to store your notes and classwork
- Folder dividers to organise your class notes effectively for each of the 13 units
- A4 Note pad (this is essential for note taking)
- Pens, Pencils, a Ruler and Highlighters
- Calculator – nothing fancy required
- Diary for homework deadlines (Phone or paper- based)

## **Recommended Text Books:**

There are three textbooks that we will be using for this course.

BTEC Nationals Business: Student Book 1 (Pearson Education, 2016). ISBN-139781292126241

BTEC Nationals Business: Student Book 2 (Pearson Education, 2016). ISBN- 9781292126258

Revise BTEC National Business Revision Guide (Pearson Education, 2017) ISBN-10: 1292150122

## **A bit about the course and its contents:**

- The BTEC Extended Diploma is a full-time programme studied over two years.
- You will study a total of 13 individual Units (7 in the first Year and 6 in the second)
- Four of the units are assessed externally by Edexcel (One proper exam and three time-constrained assessments – more about that later) The remaining 9 are set and assessed by your teachers.
- There will be a variety of assessment methods for internal units including;
  - Producing a business plan
  - Creating PowerPoint presentations
  - Designing Excel documents
  - Written documents, eg Memo, Report, briefing document
  - Longer written analysis and evaluation
  - Observation sheets from teachers on role-plays
- Unlike GCSE and A Level, Units are assessed using a grading scale of Distinction, Merit, Pass which attract points and will determine your overall grade at the end of the course.

You will have **15 hours** of taught contact time per week, and we would expect you to match this with private study and assignment work outside of the classroom.

We utilise Microsoft Teams for publishing notes, PowerPoints and handouts for lessons also your assessments will be submitted via MS Teams, and this is how you will receive feedback also.

Many of our students go onto study further at university with popular choices being business management, accountancy, banking, marketing, and human resource management. Other students have started full-time employment, started their own business or an associated apprenticeship.

In terms of academic values, it is equivalent to 3 A Levels and as such has the same UCAS points

If you have any queries regarding your course preparation, please do not hesitate to contact me.

With best wishes.

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