



Teaching Business
at Level 3?

Choose BTEC Nationals



Welcome to your Guide to BTEC Level 3 Nationals in:

⦿ **Business**

⦿ **Enterprise and Entrepreneurship**

Your guide includes everything you need to know about BTEC Level 3 Nationals Business qualifications, why universities and employers are so excited about BTEC qualifications, and why **around 1 in 4 students entering university in the UK do so with a BTEC.***

*Source: UCAS Progression Pathways – Jan 2016



The skills to succeed – the confidence to progress

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Why choose BTEC Nationals?

Young people taking their first steps towards a new career need the right blend of **technical and academic skills** in order to become the highly skilled, work-ready individuals employers and universities look for.

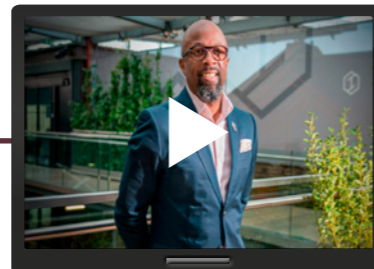
BTEC Level 3 Nationals are vocational qualifications designed to help your learners succeed. They have been developed in collaboration with over 5,000 universities, employers and professional bodies with **employability at the heart**, so your learners can develop the skills and confidence they will need to step into their future.

Why universities choose BTEC



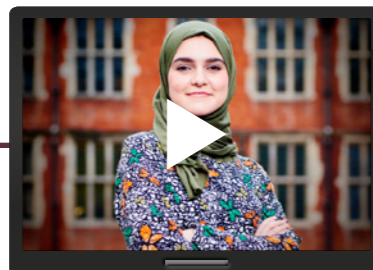
quals.pearson.com/BTECprogress17Guide

Why employers choose BTEC



quals.pearson.com/BTECprogress17Guide

Why students choose BTEC



quals.pearson.com/BTECprogress17Guide

What's new

Your new BTEC Level 3 Nationals qualifications take a unit-by-unit approach and provide you learners with practical, work-related courses. They offer:

Combination of assessment styles

Learners can demonstrate their knowledge, skills and understanding through work-related contexts. (see page 22 for details).

Large foundation of mandatory units

Universities and employers have evidence of a consistent level of core knowledge and skills.

Comprehensive support

We've listened to feedback and put together our most comprehensive support package yet. (see pages 14–21 for details).

The skills to succeed – the confidence to progress





The route to success

After 30 years of proven success, more and more employers and Higher Education institutions across the globe are choosing BTEC-qualified candidates for their **practical knowledge** and **employability skills**.

More than a million learners choose BTEC each year.

BTEC Level 3 Nationals in Business offer your learners:

- 🕒 **Work-related learning**, giving learners an edge and opening the door to higher education or employment in business sectors.
- 🕒 **Clear progression routes** into higher education or employment: such as a BA in Business, or direct entry-level employment and training in marketing, sales, HR, events, finance or accounting.
- 🕒 **Transferable skills development** such as teamwork, creative problem solving and research.

The skills to succeed – the confidence to progress

“BTEC courses give you real, hands-on experience. It’s what I call ‘learning by doing’ and gives you the skills today’s employers are looking for.”

*Peter Jones CBE,
Entrepreneur*



Find out why **Peter Jones** and our other ambassadors choose **BTEC** at quals.pearson.com/BTECprogress17Guide.

See some great BTEC success stories and meet our **BTEC Business and Enterprise Student** of the Year 2017 at: quals.pearson.com/BTECawards17guide



Did you know...

4 out of 5 BTEC students go on to receive a **First or Second class degree**

(The outcomes associated with the BTEC route of degree level acquisition, London Economics 2013)

37% of businesses prefer recruits to hold a mix of academic and vocational qualifications or value them equally

(Inspiring Growth: Pearson/Skills CBI Skills survey 2015)

Your BTEC Nationals business qualifications explained

BTEC Level 3 Nationals Business courses offer a flexible range of qualifications that can be studied alongside other level 3 qualifications such as A levels or other BTEC Nationals as part of a larger programme of study, or as the main focus of study.

- ⦿ They are designed for Post-16 Level 3 learners wishing to go on to further or higher level study of the sector or directly to employment.
- ⦿ All sizes attract **UCAS points** and are widely recognised by universities and employers.

The following qualifications are available:



Business



Enterprise and Entrepreneurship

Find out more

The following pages provide you with an overview of each course. For full details or to download your specifications please go to quals.pearson.com/BTECNats16and17Guide.

Your BTEC Level 3 Nationals in the Business sector are available in a range of sizes and are **Applied General** qualifications.

Applied General qualifications

For learners progressing to their career through higher level study, although they could go directly into employment at the end of the course. They will have the opportunity to:

- ⦿ **choose between different qualification sizes** so they have the option to study full or part-time or take a BTEC alongside other level 3 qualifications such as A levels.

The skills to succeed – the confidence to progress





Business

BTEC Nationals in Business are one of the largest BTEC progression routes to higher education, providing an excellent introduction to the business sector and giving learners an edge when progressing to higher education and employment.

The Peter Jones Foundation, CIPS (Chartered Institute of Procurement and Supply) and Nielsen have all expressed their support and recognition of BTEC Nationals in Business.

Applied General

Certificate 180 GLH

Same size as 0.5 A level
Applied General

Total units: 2
2 Mandatory Units

An introduction to the business sector through applied learning.

⊙ **Higher education**

Extended Certificate 360 GLH

Same size as 1 A level
Applied General

Total units: 4
3 Mandatory Units
PLUS 1 Optional Unit*

For learners who are interested in learning about the business sector alongside other fields of study. It is designed to be taken as part of a programme of study that includes other appropriate BTEC Nationals or A Levels. Supports progression to:

⊙ **Higher education**

Foundation Diploma 510 GLH

Same size as 1.5 A levels
Applied General

Total units: 6
4 Mandatory Units
PLUS 2 Optional Units*

For learners looking to study business as a one-year, full-time course, or for those wishing to take it alongside another area of study as part of a two-year, full time programme. Supports progression to:

⊙ **Higher education**
⊙ **An Apprenticeship**

Diploma 720 GLH

Same size as 2 A levels
Applied General

Total units: 8
6 Mandatory Units
PLUS 2 Optional Units*

A Substantive part of a 16–19 study programme for learners who want a strong core of sector study. This programme may include other BTEC Nationals or A Levels. Supports progression to:

⊙ **Higher education**
⊙ **Higher Apprenticeships**

Extended Diploma 1080 GLH

Same size as 3 A levels
Applied General

Total units: 13
7 Mandatory Units
PLUS 6 Optional Units*

A two year, full-time course that meets entry requirements for learners who want to progress to:

⊙ **Higher education**
⊙ **Employment**
⊙ **Higher Apprenticeships**

Included in performance measures in England – see website for full details

*please see specification for details of all Optional Units available.

Information correct at time of publication – please see specification for latest information.

Find out more

For **Teaching support** see page 14 • For **Assessment** see page 22

Download your **specification** at: quals.pearson.com/BTECNatsBusiness16Guide.

The skills to succeed – the confidence to progress



Enterprise and Entrepreneurship

The chart below gives you an overview of the course sizes available in your BTEC Level 3 Nationals in Enterprise and Entrepreneurship.

Your BTEC Level 3 Nationals in Enterprise and Entrepreneurship provide:

- **flexibility** for your students to progress to larger-size qualifications or specialise
- opportunity for students to showcase their skills through **practical assessments**
- the **underpinning knowledge and skills** needed to meet industry requirements

Applied General

Certificate
180 GLH

Same size as 0.5 A level
Applied General

Total units: 2
2 Mandatory Units

An introduction to the sector through applied learning. It supports progression to:

- **Higher education**

Extended Certificate
360 GLH

Same size as 1 A level
Applied General

Total units: 4
3 Mandatory Units PLUS 1 Optional Unit*

For learners who are interested in learning about enterprise and entrepreneurship alongside other fields of study, with a view to progressing to:

- **Higher education**

Foundation Diploma
510 GLH

Same size as 1.5 A levels
Applied General

Total units: 6
4 Mandatory Units PLUS 2 Optional Units*

Designed as a one-year, full-time course covering the fundamentals of enterprise and entrepreneurship. Supports progression to:

- **Higher education**
- **An Apprenticeship**

Diploma
720 GLH

Same size as 2 A levels
Applied General

Total units: 8
6 Mandatory Units PLUS 2 Optional Units*

Designed to be the substantive part of a 16–19 study programme for learners who want a strong core of sector study. Supports progression to:

- **Higher education**
- **Higher Apprenticeships**

Extended Diploma
1080 GLH

Same size as 3 A levels
Applied General

Total units: 12
8 Mandatory Units PLUS 4 Optional Units*

A two-year, full-time course that meets entry requirements in its own right for learners who want to progress directly to:

- **Higher education**
- **Higher Apprenticeships**
- **Employment**

Included in performance measures in England – see website for full details

*please see specification for details of all Optional Units available.

Information correct at time of publication – please see specification for latest information.

The skills to succeed – the confidence to progress

Find out more

For **Teaching support** see page 14 • For **Assessment** see page 22

Download your **specification** at: quals.pearson.com/BTECNatsEE16Guide.

Course materials

BTEC Level 3 Nationals in Business have a comprehensive range of FREE course materials available to help with **planning and teaching**, as well as **assessing and tracking** progress of your learners.

Find out more

For full details of all the support available please see website:



Business:
quals.pearson.com/BTECNatsBusiness16guide



Enterprise and Entrepreneurship:
quals.pearson.com/BTECNatsEE16Guide

Plan

We've a bank of support materials designed to help you choose and plan the right course for your learners including:

- Specifications
- Sample Assessment Materials
- Delivery plans
- myBTEC planning tools
- Authorised Assignment Briefs
- Getting Ready to Teach free events

Teach

You'll also find a wide range of teaching and learning materials to help you deliver your course such as:

- Delivery guides
- Schemes of work
- Skills for Learning and Work Activity Sheets
- Training events
- Published resources

Assess and Track

There's also a selection of resources designed to help you prepare for assessment and track learner progress:

- Sample Assessment Materials
- Sample Marked Learner Work
- Authorised Assignment Briefs
- Quality Assurance guides
- myBTEC progress tracking

Find out more

- See page 19 for full details about free training events
- Download your specifications at: quals.pearson.com/BTECNats16and17Guide.

Published resources (Paid-for)

We know it can be time-consuming and tricky to create lessons that work for each of your students, stretching the more able and supporting lower ability. That's why our resources are built around established pedagogical principles, to give your students targeted support and help them improve their understanding and progress.

This pedagogy runs through the:

Student Book: features throughout help learners to build knowledge, understand how to excel in assessment, reflect and evaluate learning, and link their learning to real-life workplace scenarios

Teaching Pack: additional planning and delivery guidance, with supporting resources for use in class or for homework.

Student books 1 and 2 with ActiveBook

- There are two Student Books (Student Books 1 and 2) available for BTEC Nationals in Business.
- Help learners develop and apply principles and practical knowledge
- Include preparation for assessment
- Encourage self-evaluation
- Accompanied by an ActiveBook (online versions of the Student Books)
- Also includes support for **BTEC Level 3 Nationals in Enterprise and Entrepreneurship** units 2, 3, 6 and 7.

You do not need to purchase any resources in order to deliver these qualifications.

Resources built around learning principles you can trust



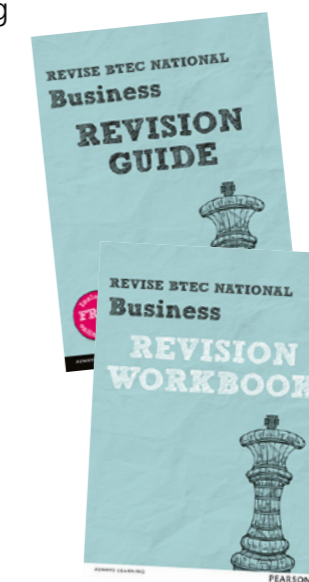
Business Teaching packs (via ActiveLearn Digital Service)

ActiveLearn
Digital Service

- Teaching packs are currently only available for BTEC Nationals in Business.
- Include online versions of each student book
- Provide continuous support through planning and delivery
- All packs include a range of editable activity sheets, presentations and tools to structure lessons
- 'e-learning' packs also contain interactive activities ideal for homework or independent learning
- Delivered through our ActiveLearn Digital Service at www.pearsonfe.co.uk/ALDS

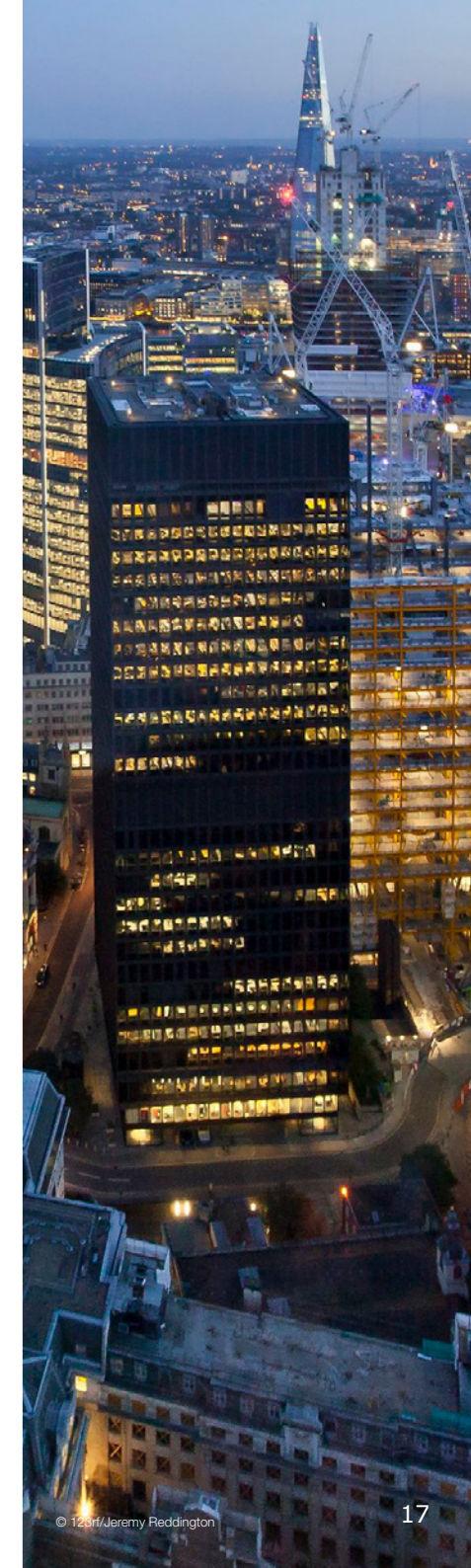
Revision guides and workbooks

- These revision resources are available for BTEC Nationals in Business.
- Revision Guide for classroom or independent study
- Revision Workbook to help learners to test their own knowledge and skills



Find out more

Download sample units and order evaluation copies at www.pearsonfe.co.uk/BTECNats16and17Guide.



MyBTEC

We know that as a teacher workload can be an issue, that's why to help you save time we have designed myBTEC, a unique free service that aims to reduce your admin workload.

What myBTEC can do for you:

- ⦿ **Saves you time** – for example when Internally Verifying an assignment brief, at least 50% of the questions are answered for you
- ⦿ **Reduces your workload** – for example your assessment plan is produced automatically from your assignment briefs in myBTEC
- ⦿ **Automatic grade tracking calculations**, so you know your students are on track
- ⦿ **Easily export and download all documents**, information and results
- ⦿ **Give you the complete visibility of all courses**, assessment, internal verification and results at your centre, so you can check progress at anytime.

Simply login at mybtec.pearson.com with your Edexcel online details.

Find out more
Discover myBTEC at
quals.pearson.com/myBTECIntroGuide

The skills to succeed – the confidence to progress

Training

We offer a range of events to help you in every aspect of planning, teaching and assessing your BTEC courses.

To make it as easy as possible for you to benefit from our training, many of our **face-to-face** events are available as **online sessions**, and you can request any of our events to be delivered as paid-for events in your centre.

Our programme of events:

- ⦿ make it easy for you to access BTEC training **how, when and where** you need it.
- ⦿ offer **qualification-based** and **role-based** courses so you can choose which event is right for you.
- ⦿ are **delivered by experts** passionate about training.
- ⦿ provide opportunities to **share ideas and best practice**.

What's more, our flexible range of high quality training events not only support your delivery of BTEC courses, but also help towards your **continued professional development**.

Find out more

Book onto one of our events at quals.pearson.com/BTECNatsTraining.





Admin support

New to BTEC?

If you're thinking about teaching BTEC Nationals and want to know more about what's involved and the support we can provide see our step-by-step guides at quals.pearson.com/stepbystepBTEC.

We've included guidance on:

- How to get started
- Building your BTEC team
- Quality assurance
- Internals assessment
- External assessment

Already teaching BTEC?

Remember you can find detailed information about key BTEC processes, forms and guidance materials quals.pearson.com/BTECsupport.

You'll also find all of the essential tools and forms on each of our dedicated qualifications pages, alongside your specifications and any additional resources specific to your BTEC.

Specialist help and advice

You also have access to specialist support and advice from our business subject advisor, Colin Leith.

Colin will be happy to help with any questions you may have about your BTEC Level 3 Business qualifications.

Colin Leith

Economics and Business

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Find out More

For full details visit quals.pearson.com/BTECNats16and17Guide.

Assessment and Grading

Types of assessment

Your BTEC Level 3 Nationals Business qualifications take a unit-by-unit approach and offer a combination of assessment styles.

This gives your learners the opportunity to showcase their skills and apply their knowledge in an appropriate, work-related context, and provides evidence of what they can do when they apply to enter higher education or employment.

Assignments (internally assessed)	Tasks (externally assessed)	Written Exams (externally assessed)
<p>Set and marked by: Centre Verified by: Pearson</p> <p>Assignments are practical tasks set in work-related scenarios that can be tailored to local industry needs for your learners. Learners demonstrate how they apply knowledge and skills to complete a practical project over a period of time, working individually or in groups.</p>	<p>Set and marked by: Pearson</p> <p>Tasks are practical work-related scenarios completed in realistic, time-based situations. They are completed in controlled conditions and some tasks have pre-released information. Learners demonstrate how to apply learning to common workplace or HE scenarios. Tasks provide evidence of a consistent standard of assessment for all BTEC learners.</p>	<p>Set and marked by: Pearson</p> <p>For written exams, learners draw on essential information to create written answers to practical questions in exam conditions. Learners demonstrate they can apply appropriate knowledge to a work-related challenge in timed conditions.</p>

Grading

A learner's final qualification grade reflects their achievements across units in their BTEC Nationals course.

Both internally and externally assessed units are individually graded, and each final unit grade is allocated points.

- Internally assessed units are marked and graded in the Centre (school, college or training provider) and subject to external verification by Pearson.
- Externally assessed units are marked and graded by Pearson.
- Units are graded Pass, Merit or Distinction with points between grades also recognised for external units. Total points scored across all units are used to calculate the final qualification grade.

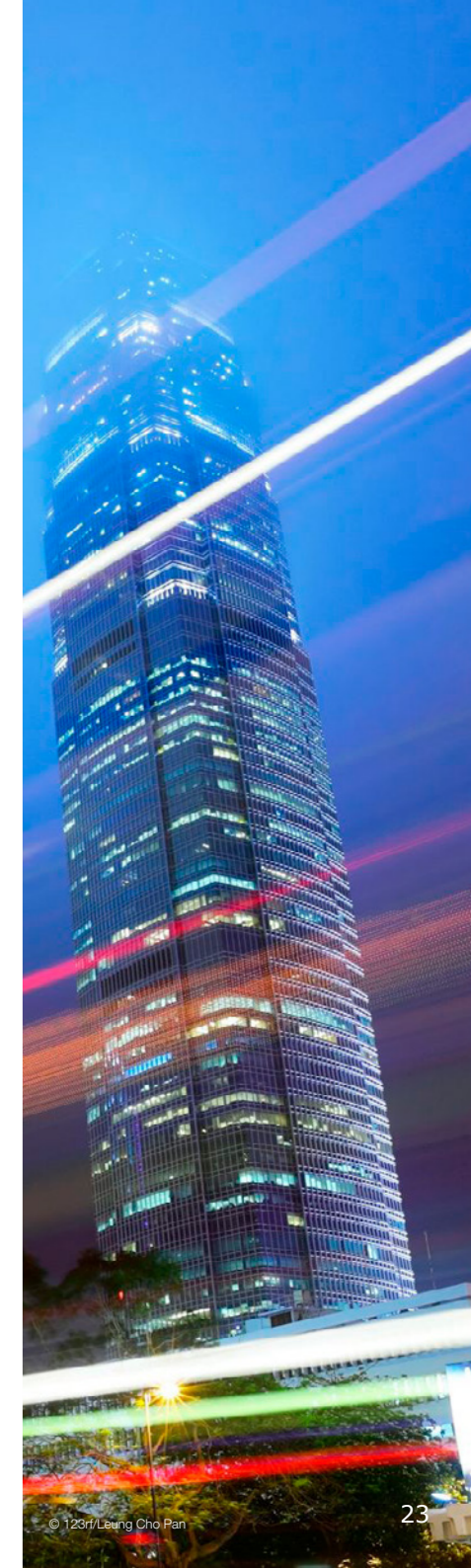
Achievement of a Certificate with a D grade example:

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	90	Int	Distinction	24
Unit 2	90	Ext	Merit	22
Totals	180		D	46

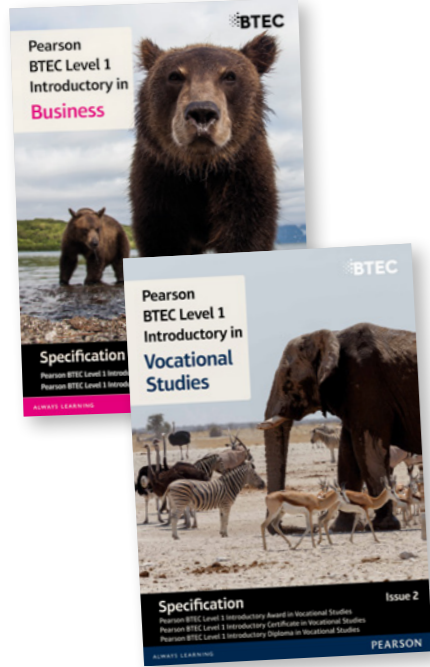
Find out more

For full details see Section 9 of your specification

Download your specification at quals.pearson.com/BTECNats16and17Guide.



We've also developed a range of new BTEC Business qualifications for Level 1 and Level 2 learners.



For Level 1 post-16 Learners

BTEC Level 1 Introductory qualifications

Graded, unit-based qualifications designed to develop transferable and sector skills so your **post-16 learners** can progress to further study, apprenticeships or training. BTEC Level 1 Introductory qualifications for business sectors include:

Business

Vocational Studies



For Level 2 post-16 learners

BTEC Level 2 Technicals

Designed to give **post-16 learners** real hands-on practical experience to master the skills they will need to succeed in their career or higher level study. Qualifications for business sectors include:

Business Administration

Business Enterprise

Customer Service Operations

Events Assistant

Marketing

Retail Operations

Find out more

Download your specifications at:

quals.pearson.com/BTECL1IntroGuide

Find out more

Download your specifications and view all our

BTEC Level 2 Technicals at:

quals.pearson.com/BTECL2TechnicalGuide

Your next Steps

1. Download your specifications, sample assessment materials and other FREE resources at:
quals.pearson.com/BTECNats16and17Guide
2. Order your paid-for resources at:
www.pearsonfe.co.uk/BTECNats16and17Guide

Stay in touch

Sign up for updates at **quals.pearson.com/BTECNats16UpdateGuide** and we'll keep you up-to-date with the latest news.



Follow us on Twitter

@teachBTEC

#ichooseBTEC

Help and advice

For help and advice about your new qualifications and free resources contact our Subject Advisor for Business:

Colin Leith

Economics and Business



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