

Statement of Purpose

500/5525/2 – Pearson BTEC Entry Level Award in Business Administration (Entry 3)

Who is this qualification for?

This entry level award is aimed at students over the age of 14 working at this level and who want to develop the skills needed to progress to further study and ultimately to employment in business or another related sector. It provides an introduction to some of the key themes within the business sector, enabling learners to develop and apply their knowledge while also acquiring a range of relevant practical, communication and technical business-related skills.

What will the learner study as part of this qualification?

All the content of the qualification relates directly to the skills, knowledge and understanding needed to enable students to progress to further study in the business sector. In recognition of the need to introduce students to a broad sector, all students will select from units covering an introduction to the business environment including professional behaviours and the world of work, participating in business meetings, creating business documents and recording transactions, the use of office equipment including computers, communications including email and telephone, and the fundamentals of IT. Students may also choose to investigate rights and responsibilities at work and/or prepare for, undertake and evaluate work experience. The choice of units available enables centres to tailor delivery to meet the interests and aspirations of individual students.

There are also opportunities to understand more about planning and running an enterprise activity, what it means to work as part of a team, and to explore the range of job opportunities in the sector.

What knowledge and skills will the learner develop as part of this qualification and how might these be of use and value in further studies?

By developing the business-specific knowledge and skills outlined above, students will be well prepared for progression to a level 1 academic or vocational course in business or a related area such as Information Technology, Retail or Customer Service.

The portfolio-based approach to assessment will also support the development of essential communication skills such as extended writing and drafting, critical skills of analysis, team-working, working to a prescribed brief, working to deadlines, presenting information effectively, accurately completing tasks and processes and study skills such as research and time management. These skills will help support progression to level 1 and any future chosen course.

Is this qualification available in an apprenticeship?

This is an Entry 3 qualification and is not available as part of an apprenticeship.

What are the qualification outcomes?

The primary outcome of this qualification is to support progression to the next level of vocational learning by developing the knowledge and skills necessary to succeed in further study. In addition the qualification will suit students who are returning or re-engaging with learning and need to consolidate their learning, social and employability skills before considering entering work. The choice of units will reflect each individual's needs.

What higher level learning will this qualification lead to?

Students who complete this qualification may progress to level 1 business qualifications or use their acquired transferable skills to progress to other vocational related sectors such as retail or IT.

Why choose this Award sized qualification?

Pearson offers an alternative qualification at Entry 3 for those students wishing to study a qualification that is more work-related in its content and focus;

Pearson BTEC Entry Level Award in Principles of Business Administration (Entry 3) (QCF)

Learners should choose The Entry 3 Award in Business Administration if their intended progression destination is further study before considering entering work. If students are looking to enter work at this level, they should consider the Principles of Business Administration qualification.

Who supports this qualification?

This qualification is supported by Pearson centres including:

- City and Islington College
- Shipley College
- South Cheshire College

Further Information

Further information about this qualification can be found on our website:

<http://qualifications.pearson.com/content/demo/en/qualifications/btec-entry-level-and-level-1/business-administration-entry-level-3.html>

Further information about the alternative qualification - Pearson BTEC Entry Level Award in Principles of Business Administration (Entry 3) (QCF) - can be found here:

<http://qualifications.pearson.com/en/qualifications/btec-specialist-and-professional-qualifications/business-administration/btec-specialist-principles-business-administration-e3-2015.html>