

Statement of Purpose

500/4991/4 – Pearson BTEC Level 1 Certificate in Business Administration (QCF)

Who is this qualification for?

This level 1 certificate 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.

The Certificate in Business Admin is suitable for students on a traineeship or study programme.

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 2 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 2 and any future chosen course.

Is this qualification available in an apprenticeship?

This is a level 1 qualification and is not available as part of an apprenticeship, although it is intended that this qualification will support progression to a business related 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 2 business qualifications or use their acquired transferable skills to progress to other vocational related sectors such as retail or IT.

Specific Pearson Business Administration level 2 qualifications offered as a progression route are:

600/4786/0 Pearson BTEC Level 1/Level 2 First Award in Business
600/6815/2 Pearson BTEC Level 1/Level 2 First Certificate in Business
601/0171/4 Pearson BTEC Level 1/Level 2 First Diploma in Business
600/6816/4 Pearson BTEC Level 1/Level 2 First Extended Certificate in Business

Why choose the Certificate sized qualification?

The BTEC Level 1 Certificate in Business Administration provides a broad introduction to the sector and is appropriate for students who have an interest in working in the sector and wish to progress to further study. By studying the certificate, students will secure a foundation of knowledge and skills in preparation for higher level learning.

Pearson offers both the Award and Diploma sized qualifications in Business Administration for students who wish to study the subject in less or more depth due to their learning needs and/or the make-up of their wider learning programme. The Award for example provides a brief introduction, whereas the Diploma provides a broader coverage of the sector. The Diploma is significantly larger in size (37 Credits) than the Certificate (13 credits) and the Award (7 Credits). The different sizes will determine the amount of sector knowledge and skills covered.

The Diploma is for those students with a clear intention of progressing into employment in the sector. Whereas the Certificate and Award allow for study of additional subjects for those students who may want to have a more mixed programme giving them experience of more than one sector ahead of choosing one for further study or training.

The purpose of offering different sized qualifications is to allow students flexibility to choose the appropriate mode of study, i.e. part-time or full time. Some students will consider the smaller sized qualifications to allow additional time to be spent on securing English and Mathematics skills, so that they are prepared to progress to the next stage.

Students should consider the appropriate sized qualification according to their learning needs and their intended progression destination.

Pearson offers a range of similar qualifications for students wishing to enter employment at this level. These qualifications offer more specialist content that may lead to specific job roles:

601/5579/6 Pearson BTEC Level 1 Award in Principles of Business Administration (QCF)
601/5580/2 Pearson BTEC Level 1 Certificate in Principles of Business Administration (QCF)
601/4368/X Pearson BTEC Level 1 Award in Understanding an Entrepreneurial Approach (QCF)

Further information on these qualifications is available on our website.

Who supports this qualification?

This qualification is supported by Pearson centres including:

- In-Training
- South Cheshire College
- SR Education
- Westminster Adult Education

Further Information

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

<http://qualifications.pearson.com/en/qualifications/btec-entry-level-and-level-1/business-administration-11.html>