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.

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 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.

“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

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
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

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.

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.
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.

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**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: 9
  - 6 Mandatory Units
  - PLUS 3 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

*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
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.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>180 GLH</th>
<th>Same size as 0.5 A level Applied General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units:</td>
<td>2</td>
<td>2 Mandatory Units</td>
</tr>
<tr>
<td>An introduction to</td>
<td></td>
<td>an introduction to the sector through</td>
</tr>
<tr>
<td>the sector</td>
<td></td>
<td>applied learning. It supports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>progression to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher education</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Certificate</th>
<th>360 GLH</th>
<th>Same size as 1 A level Applied General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units:</td>
<td>4</td>
<td>3 Mandatory Units PLUS 1 Optional Unit*</td>
</tr>
<tr>
<td>For learners who are</td>
<td></td>
<td>interested in learning about enterprise</td>
</tr>
<tr>
<td>interested in</td>
<td></td>
<td>and entrepreneurship alongside</td>
</tr>
<tr>
<td>enterprise</td>
<td></td>
<td>other fields of study, with a view to</td>
</tr>
<tr>
<td>and entrepreneurship</td>
<td></td>
<td>progressing to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Diploma</th>
<th>510 GLH</th>
<th>Same size as 1.5 A levels Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units:</td>
<td>6</td>
<td>4 Mandatory Units PLUS 2 Optional Units*</td>
</tr>
<tr>
<td>Designed as a one-</td>
<td></td>
<td>year, full-time course covering the</td>
</tr>
<tr>
<td>year, full-time</td>
<td></td>
<td>fundamentals of enterprise and</td>
</tr>
<tr>
<td>course</td>
<td></td>
<td>entrepreneurship. Supports progression</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An Apprenticeship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma</th>
<th>720 GLH</th>
<th>Same size as 2 A levels Applied General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units:</td>
<td>8</td>
<td>6 Mandatory Units PLUS 4 Optional Units*</td>
</tr>
<tr>
<td>Designed to be the</td>
<td></td>
<td>substantive part of a 16–19 study</td>
</tr>
<tr>
<td>substantive part of</td>
<td></td>
<td>programme for learners who want a</td>
</tr>
<tr>
<td>a 16–19 study</td>
<td></td>
<td>strong core of sector study. Supports</td>
</tr>
<tr>
<td>programme</td>
<td></td>
<td>progression to:</td>
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<tr>
<td></td>
<td></td>
<td>Higher education</td>
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<tr>
<td></td>
<td></td>
<td>Higher Apprenticeships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Diploma</th>
<th>1080 GLH</th>
<th>Same size as 3 A levels Applied General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total units:</td>
<td>12</td>
<td>8 Mandatory Units PLUS 4 Optional Units*</td>
</tr>
<tr>
<td>A two-year, full-time course that meets entry requirements in its own right for learners who want to progress directly to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher Apprenticeships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employment</td>
</tr>
</tbody>
</table>

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

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

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

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

The skills to succeed – the confidence to progress

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.

**Business Teaching packs (via 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](http://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 samples units and order evaluation copies at [www.pearsonfe.co.uk/BTECNats16and17Guide](http://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.

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
UK: 020 7010 2182
Intl: +44 (0)20 7010 2182
TeachingBusiness@pearson.com
@PearsonEconBus

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)
Set and marked by: Centre
Verified by: Pearson
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.

Written Exams (externally assessed)
Set and marked by: Pearson
Written exams 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.

Tasks (externally assessed)
Set and marked by: Pearson
For written exams, learners draw on essential information to create written answers to practical questions in exam conditions. Learners demonstrate how they can apply appropriate knowledge to a work-related challenge in timed conditions.

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 external units also having a N grade in most Level 3 sectors.

Total points scored across all units are used to calculate the final qualification grade.

Achievement of a Certificate with a D grade example:

<table>
<thead>
<tr>
<th>GLH</th>
<th>Type (Int/Ext)</th>
<th>Grade</th>
<th>Unit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>90</td>
<td>Int</td>
<td>Distinction</td>
</tr>
<tr>
<td>Unit 2</td>
<td>90</td>
<td>Ext</td>
<td>Merit</td>
</tr>
<tr>
<td>Totals</td>
<td>180</td>
<td>D</td>
<td>46</td>
</tr>
</tbody>
</table>

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

Find out more
Download your specifications at: quals.pearson.com/BTECL1IntroGuide

**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 and view all our BTEC Level 2 Technicals at: quals.pearson.com/BTECL2TechnicalsGuide

_The skills to succeed – the confidence to progress_
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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@pearsonEconBus