

Structures of the BTEC Level 1 Introductory qualifications in Business

Key

C

Core skills unit

S

Sector skills unit

Unit (number and title)	Unit Size (GL/TQT)	Certificate (180 GL/TQT)	Diploma (360 GL/370 TQT)
Group A units			
1 Being Organised*	30	C	C
2 Developing a Personal Progression Plan	30	C	C
3 Working with Others	30		C
4 Researching a Topic*	30		C
Group B units		take 3 units from Group B	take 6 units from Group B
5 Communicating with Customers	40	S	S
6 Organising a Formal Meeting	40	S	S
7 Branding a Product	40	S	S
8 Creating a Visual Display	40	S	S
9 Pitching a Business Idea	40	S	S
10 Running an Event	40	S	S
11 Using Spreadsheets	40	S	S
12 Using Digital Communication Technologies	40	S	S

* unit title to be confirmed