



BTEC INTERNATIONAL LEVEL 2 EXTENDED CERTIFICATE IN BUSINESS

Pearson Edexcel 19325

COURSE DESCRIPTION

The Pearson BTEC International Level 2 Certificate qualifications in Business have been designed to address the needs of Level 2 learners (GCSE) in key areas, including interpersonal skills and customer service. They are specialist work-related qualifications, combining practical learning with subject and theory content.

Specialist areas include:

- finance, both personal and business, together with bookkeeping, which supports development of basic financial principles
- working in business teams and team leading
- Business support or administration, which supports development of practical administration skills including office systems and equipment, meeting support and filing systems
- Personal selling, which helps learners to understand the personal selling process
- Aspects of business online and how this can support businesses to develop opportunities
- Aspects of retailing such as promoting, branding and visual merchandising
- Consumer rights
- Business ethics

KEY INFORMATION

Pearson BTEC International Level 2 Certificate in Business	
Minimum total Notional Learning hours (NLH)	150 (including 90 Guide Learning Hours (GLH))
Minimum qualification value (NLH/10)	15000%
Assessment	This qualification is internally assessed
Unit grading information	Pass / Merit / Distinction
Overall qualification grading information	Pass / Merit / Distinction / Distinction*

HOW WILL THE COURSE BE ASSESSED?

Unit	Weighting	Assessment	Content
1. Business Processes 2. Business Organizations 3. TBC*3	Each Unit is worth 33.3% of the total grade	Continuous Assessments for all Units	All Units

Unit 3 will be selected from a range of options during the course of the two years by the BTEC Team.

FURTHER OPPORTUNITIES

This qualification is designed for learners who wish to explore a work-related vocational qualification or specific industry area. International Level 2 BTEC offers learners the knowledge, understanding and skills that they need to prepare for employment. On successful completion of a Pearson BTEC International Level 2 qualification, learners can progress to continued study in the same or related vocational area and/or within employment. Students will gain experience in real business that can lead to apprenticeships and internships within businesses.