

BTEC First Diploma: Business Studies

Student Handbook 2011/12



Newlands Girls School Maidenhead

Congratulations and welcome to the BTEC Business Studies First Diploma.

This hand book will take you through the course requirements and structure, as well as tips on how to complete your coursework, contact details for your teachers and any other help you may need during the course.

Expectations of students:

We expect all students who enter onto this course to adhere to the following:

- Attend all lessons and be punctual
- Complete all tasks set and meet all deadlines
- Aspire and be committed to achieving the top grades possible
- Whilst you may be asked to work in groups at times, all work should be your own, and should not be plagiarised.
- Students should be independent learners, who try and find their own solutions to their own problems wherever possible.
- Use correct spelling, punctuation and grammar throughout your work

The benefits of undertaking the BTEC course:

- You will be receiving education and training in preparation for working in Business, which will help you gain employment into the Business sector
- You will receive a nationally-recognised Level 2 vocational qualification
- You may have the opportunity to progress onto a Level 3 qualification
- You will develop a range of skills and techniques, personal skills and attributes which will benefit you in future life.

What kind of employment will this qualification help with finding?:

- Specialist functions in a large organisation including: marketing, finance, customer service, human resources or management
- A more general role in a smaller organisation
- Self-employment via setting up your own business

Course Structure:

The BTEC Business First Diploma is structured in a very unique way. There is no exam at the end of the year and assessment is completely based on 12 units of coursework (or equivalent). Each unit of coursework will be worth 5 or 10 credits, and you will be completing 60 credits to achieve your Diploma. The course requires 360 guided learning hours. It is imperative you attend all lessons as you will have to prove this in order to achieve the qualification.

You will be asked to complete coursework for the following mandatory units:

- ✓ Unit 1 – Business Purposes
- ✓ Unit 2 – Business Organisations
- ✓ Unit 3 – Financial Forecasting for Businesses
- ✓ Unit 4 – People in Organisations

You will also need to complete the equivalent of 8 more units to complete the course

Each unit is assessed with one piece of coursework. You will be given the assignment to complete with strict deadline dates and it is expected your work will be ready to submit at these times.

You will be working under a continuous assessment process where you may be required to submit drafts of your work over the length of the unit so your teacher can ensure your work is heading in the right direction. Comments and guidance will be given to you so you are aware of what you have to do to complete your work to the required standard.

Grading

This course is worth the equivalent of 4 GCSE's. At the end of the course you will receive a grade:

- ✓ Pass (4 C grades at GCSE)
- ✓ Merit (4 B grades at GCSE)
- ✓ Distinction (4 A grades at GCSE)
- ✓ Distinction* (4 A* grades at GCSE)

Your overall grade will be determined as follows:

- For each completed piece of coursework you will receive a grade of either pass (25 points), merit (30 points) or distinction (35 points).
- These points will be added up across the three units.
- The overall grade boundaries are:
 - Pass: 300 - 339
 - Merit: 340 - 379
 - Distinction: 380 - 399
 - Distinction*: 400+

(The maximum amount of points available is 420, because distinction work is worth 35 points, and you do 12 units, and 35 points x 12 units =420 points)

Submission of work

You will see from the assignments you are given that each task has a submission deadline, along with a date when the whole project must be given in. It is important that you make every effort to keep to these deadlines as time management is a very important part of the course.

Once your work has been submitted it will be marked and handed back to you. If you then wish to improve your grade, you will be given a date where the work can be amended and resubmitted. If the work is not handed in by this date it will not be remarked.

Plagiarism

Please read the JCQ Notice to Candidates on coursework assessments.

Appeals

If you feel your work has been wrongly graded then you must submit a written report detailing where you think the error lies. This report should then be submitted to the BTEC Co-ordinator who will consider the evidence and make the final decision. The BTEC Co-ordinator must receive your appeal report within 1 week of you receiving your marked work.

Course Completion

The BTEC course is due to be completed at the end of term 5 (May). This allows you time to go on study leave for your remaining GCSE commitments. However, if we feel you have not yet completed all units to the best of your ability, you will be required to return to the centre to improve on the work you have submitted. You will then either be released when all your work is complete to a sufficient standard or the beginning of the summer break.

Contact details

Mr T Horton
Miss K Pinsent
Mr J Gaskell
Mr M Henshaw
Miss V Carpenter