



# Extended Certificate in Applied Business

## Level 3 (1 A Level equivalent)

### Why study Business?

Business Studies is an excellent preparation for students who either wish to pursue an academic career and further their studies at university or for those who aspire to a future career in the diverse business environment. The Applied Business course is a vocational complement to A-levels or Tech-levels. It is ideal for students who are keen to develop depth in their knowledge of business. The qualification has been developed with the support of higher education and attracts UCAS tariff points.

### What is the course structure?

We will be following the syllabus of the AQA Level 3 Certificate and Extended Certificate in Applied Business. The Level 3 Certificate in Applied Business consists of three mandatory units. The Level 3 Extended Certificate in Applied Business consists of six units (the Certificate units plus two further mandatory units and one optional unit). The course uses examination, external assignment and centre set assignment to ensure students' practical experience is maximised and assessed appropriately

#### Year 1 – Level 3 Certificate :

1. *Financial Planning and Analysis* – written external exam, 1 hr 30 mins
2. *Business Dynamics* – extended written work, internally assessed, externally moderated. In this unit students study how a specific business organisation uses their human, physical and financial resources to achieve their goals.
3. *Entrepreneurial Activities* – extended written work, externally assessed. 15 hours of controlled assessment: 9 hours research and preparation and 6 hours assignment completion. The students discuss the opportunities (the possibilities) of operating a viable entrepreneurial activity

#### Year 2 – Level 3 Extended Certificate.

4. *Managing and leading people* – Written external exam, 1 hr 30 mins,
5. *Developing a Business proposal* – extended written work, internally assessed, externally moderated. In this unit students investigate the processes required to develop, present and evaluate a business proposal to funding providers.
6. *Managing an event or Marketing communications* – extended written work, internally assessed, externally moderated unit of work that is connected to the business proposal in unit 6.

### Which activities will I be engaged in during the course?

The aim of the course is to introduce you to the challenges and issues of starting a business, including financial planning. You will have the opportunity to be involved in individual and group activities to model business behaviour in order to deepen understanding. There will be opportunities to visit businesses to meet people from a range of organisations to explore their roles and thinking. First-hand links to businesses will be encouraged as a necessary part of the applied nature of the course.



## How can I prepare for the course?

Read, listen to and watch business news stories. Discuss these with friends and family. Explore any potential links you may have e.g. through work experience, in order to see if you could spend time in any public or private sector organisations once the GCSE examinations are finished. Research the and follow the progress of a business of your choice.

*Beneficial websites:*

BBC news/ business

Tutor2U

Young Enterprise

Further information: Jane Dixon (Head of Business and Economics)