

Business BTEC Extended Certificate level 3

Course Overview

The Business Extended Certificate is designed to build your knowledge of this industry whilst improving your English or maths qualifications. During this one-year study programme, you will learn how to develop a marketing campaign, manage events, explore the business world and gain an overview of personal and business finance. Study a wide range of business subjects to open up your opportunities in employment and education.

 If you are aged 16 to 18, you will be enrolled on a study programme. This will include retaking GCSEs or undertaking Functional Skills in English and maths if you haven't already achieved a grade 4 or above.
 You will take part in activities that help you to develop your personal skills, such as building your character and confidence. This will help you to live well and move into your chosen career.

 If you are 16-19 years old these activities will be timetabled as will work experience and placement. You can also choose to take part in other activities.
 For other age groups, activities will be tailored to your needs.

What you will learn

During the course, you will study a total of four units including business, developing a marketing plan and personal and business finance. The skills and knowledge you will gain from this course will help you progress onto the BTEC level 3 business diploma, enter the workplace or start an apprenticeship.

Entry Requirements

Standard entry to this course requires references, 95% attendance at your last place of work or study, and four GCSEs at grade 4 or above, including English and maths (or Functional Skills). A minimum of grade 4/5 for maths would be an advantage due to course content.

 Consideration will be given to all applicants for 18-19 who hold equivalent English and maths qualifications.

Course Fees

The course will involve induction activities and a number of course-related external visits for which a fee is incurred.

Course Progression

Upon completion of this course, you can continue to study with us on a BTEC level 3 diploma. This course will give you further insight and knowledge on business-related topics that can then be further pursued at either university or within the world of work. Alternatively, you may decide to pursue an apprenticeship or employment.

What Happens Next

Apply online via the College website. You will need details of your qualifications and employment history, a reference, and a personal statement to complete your application. Once your application has been successfully processed, you will be sent a conditional offer and be invited to a Welcome Event at the College to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.

Course Details

Course Code	P00256
Start Date	07/09/2026
Study Hours	Full Time
Duration	1 year
Campus	Abbey Park Campus
Level	3

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