

BTEC DIPLOMA, LEVEL 2

Business Skills

**START DATE**

September 2023

DURATION

1 or 2 Year Options

LEVEL

Level 2

STUDY MODE

Full-time

AWARDING BODY

BTEC

This qualification is ideal for learners who want to develop an understanding of the essential skills required to work successfully in a business environment and gives you an understanding of business culture and responsibilities.

Why study this course?

The course also allows learners to develop the skills required to solve problems, communicate and work effectively with others, providing them the opportunity to learn how to manage and improve their own performance in a business environment.

What will I study?

You will study a range of modules, including:

- Business Culture and Responsibilities
- Delivering Customer Service
- Manage and Improve Own Performance in a Business Environment
- Contribute to Running a Project

You will also be expected to attend a work placement for which you must be prepared to travel.

What can I do after this course?

On successful completion, you may choose to progress on to the BTEC Level 3 National Extended Diploma in Business at Selby College or a similar BTEC Level 3 course.

Potential Careers

- Marketing Assistant
- Business Administrator
- Personal Assistant
- Receptionist
- Customer Service Advisor

Entry requirements

Standard Level 2 entry requirements apply - the minimum requirement is at least four GCSEs at Grade 3, one of which will be in English or Maths. Neither English nor Maths will be below Grade 2. At least 2 GCSE subjects at Grade 3 are required alongside GCSE equivalent qualifications. Please note: If you have not achieved a Grade 4 or above in GCSE English and/or Maths you will be required to continue studying these alongside your college course.

Assessment

Coursework and examination in two units

Visit this course on our website: <https://www.selby.ac.uk/courses/business-skills-ncfe-diploma-level-2>

For further information please contact the college: <https://www.selby.ac.uk/contact>

This PDF file was generated on 08/12/2022 at 6:37pm.