



Business

Key Stage 4

BTEC L2 Business

BTEC Business will aid progression to further study and prepare learners to enter the workplace in due course. In the business sector, learners would be aiming to move into roles such as assistants in business administration, marketing, finance, human resources, sales and customer service. Throughout this course learners are encouraged to take responsibility for their own learning and to develop skills that are essential for the workplace. These skills include: team working; working from a prescribed brief; working to deadlines; presenting information effectively; and accurately completing administrative tasks and processes.

Unit Title	Assessment
Enterprise in Business	Internal (Assignment)
Finance in Business	External (Examination)
Recruitment and Selection	Internal (Assignment)
Principles of Customer Service	Internal (Assignment)
Promoting a Brand	Internal (Assignment)
Sales and Personal Selling	Internal (Assignment)
Introducing Retail Business	Internal (Assignment)
Providing Business Support	Internal (Assignment)