



Business (Administration)

Student Guide Level 3 BTEC National Certificate

What is the Level 3 BTEC National Certificate in Business (Administration)?

This qualification equips you with an understanding of the essential knowledge and skills needed to help you embark on a wide variety of business careers, and specifically focuses on the area of business administration. The BTEC National Certificate will educate you in the various occupational routes available in business administration, helping you to progress if already in employment, or move on to further study.

The course is designed to be adaptable to your needs, abilities and career aspirations: it consists of four compulsory core units plus a choice of eight specialist units totalling 720 guided learning hours.

The structure of the course allows you to focus on your interests, and the areas which you feel will benefit you most, such as managing business information, understanding legal aspects of administration or starting a small business. Please note that the units studied may vary to meet local or learner needs.

Where will this qualification take me?

Employment opportunities

With the international recognition of BTEC courses such as this, you can progress straight into employment. If successful there are a variety of potential careers that you can explore, all of which will benefit from your studies, for example: school administrative assistant, investment administrator or facilities manager.

Further vocational and academic qualifications

The BTEC National Certificate in Business (Administration) has the equivalence of two GCE A Levels, and it is possible for you to progress further into higher education, as successful BTEC National qualifications give UCAS points for university applications.

How long will it take me to complete this qualification?

The length of the course is dependant on the centre. Normally, it will take two academic years to complete but it can be studied for three years or more.

What are the entry requirements?

The entry requirements for the Edexcel Level 3 BTEC National Certificate in Business (Administration) are laid down by individual centres. You should have a broad education including, for example, a BTEC First in Business and/or four GCSEs (graded C or above) and, in addition, the interest and potential to succeed in achieving the qualification.

How can I find out more?

Ask your careers teacher or adviser or your local school or college for more information or see the Edexcel website – www.edexcel.org.uk/btec

Contact us

www.edexcel.org.uk/about/contact

About Edexcel

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