

The Edexcel Business, Administration and Finance Diploma

Random week at a glance...

- Mon:** Is business becoming too impersonal? I'll be putting the case for e-business at today's debate.
- Tues:** Panel interview techniques.
- Weds:** Held energy drink focus group.
- Thurs:** Learnt how to give constructive feedback.
- Fri:** Role played effective customer handling skills. Kyle got the customer who kicked off – funny to watch!

This qualification gives you a sound overview of the skills, knowledge and disciplines required to succeed in the business world.

You'll learn about the importance of administration and finance in all commercial sectors.

You will:

- Be able to put a business idea into practice
- Learn about marketing, sales and customer service
- Improve your administration and organisational skills
- Learn how to manage your finances
- Practise applying for jobs and taking part in interviews
- Develop your team working and communication skills.

This Diploma is supported by:

IAB
Qualifications for Business

ifs School of Finance
Incorporated by Royal Charter

Level 1 1st term snapshot

- Staged our own 'Dragon's Den' – successfully pitched business idea of a secure PIN number memory jogger to the group.
- Learnt about identity theft and how to protect myself against it.
- Practised telesales from a script.



Level 2 1st term snapshot

- Looked at how home builders are responding to the downturn in demand.
- Researched material from multiple sources on M&S's Corporate Social Responsibility record.
- Went to a mock job interview with my tutor – my answers had to show that I'd done my homework on the job and the company.



Level 3 1st term snapshot

- Investigated successful after-sales service, including packing, deliveries, repairs and replacement.
- Held our own 'Apprentice' workshops, each team will run a stall at the college Christmas fair.
- Learnt about break even analysis – the point when product-generated revenue equals production cost.



I could be a...

Bank Officer
Book-keeper
Business Analyst
Cashier
Customer Service Adviser
Industry and Commerce Accountant
Insurance Claims Handler
Management Consultant
Personal Assistant
School Secretary