

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, London Road, Redhill, 1 year Full-time.

ENTRY REQUIREMENTS:

4 GCSEs grade 9-2 (A*-E) including Maths and English.

WHAT QUALIFICATIONS WILL I GET?

BTEC Level 1 Introductory Diploma in Business.

COURSE DESCRIPTION:

The skills that you will develop on this course will help you discover the practices involved in business. Transferable and sector skills are a key part of the course which will support students in their progression. The course underpins the importance of communication, working with others, managing information and self-management and development.

All 16–18-year-olds are required to complete a minimum of 1 week's work placement (35 hours)* at a time agreed by your department head. *Exact number of hours required will depend on the level course you are enrolled on.

UNITS/TOPICS COVERED:

Mandatory Units:

- A1: Being Organised
- A2: Developing a Personal Progression Plan
- A3: Working with Others
- A4: Researching a Topic

Other Units:

- B7: Branding a Product
- B8: Creating a Visual Display
- B9: Presenting a Business Idea
- B11: Recording Income and Expenditure
- B10: Contribute to Running an Event
- B12: Communicating with Customers

TYPE OF ASSESSMENT:

This course is assessed through course work.

EQUIPMENT NEEDED:

- Pens/pencils
- Notepad
- Highlighter



WHERE CAN IT LEAD?

The qualification is graded from a Pass to a Distinction. There is a minimum number of points that students must achieve to gain this qualification. All mandatory units must be passed. Completing and achieving the required points for this course means that you can be considered to move on to the Business Level 2 BTEC Diploma at East Surrey College, or employment in a variety of full-time roles such as Business Support Assistant, Junior Administrator and Client Services Clerk.

COURSE FEE:

If you are under 19 on 31/08/2025, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility.

Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

