

## VENUE AND DURATION OF COURSE:

John Ruskin College, Selsdon Park Road, South Croydon, CR2 8JJ, 1 year full-time.

## ENTRY REQUIREMENTS:

5 GCSE grade 9-3 (A\*-D) including English and Maths; or BTEC Level 1 Diploma (Merit) and GCSE grade 9-3 (A\*-D) in English and Maths.

## PROFESSIONAL COMPETENCIES NEEDED FOR THIS COURSE:

- Leadership skills
- Ability to problem solve
- Effective communication skills
- High level of commitment and dedication to the subject
- Ability to demonstrate a high level of professionalism
- Independence and ability to use own initiative
- Responsible for own behaviour
- The ability to work as part of a team
- Excellent time keeping

## WHAT QUALIFICATIONS WILL I GET?

Business Level 2 First Extended Certificate.

## COURSE DESCRIPTION:

This exciting course will help develop your knowledge and practical skills within business settings, providing you with stepping stones for entry to employment or further study. You will also complete a mandatory work experience placement in a retail setting.

## UNITS/TOPICS COVERED:

- Finance for business
- Promoting a brand
- Sales and personal selling in business
- Providing business support
- Recruitment, selection and employment
- Principles of customer service
- Business enterprise
- Promoting a brand
- Principles of marketing
- Finance for business
- Using business documentation
- Sales and personal selling
- Enterprise in the business world
- Principles of customer service
- Introducing retail business
- Building successful business teams
- Recruitment selection and employment
- Introducing law and customer rights
- Providing business support

## TYPE OF ASSESSMENT:

Coursework and computer based exams (externally set). Two of the units will be externally assessed.

**EQUIPMENT NEEDED:**

- Lever Arch Folder
- Calculator
- Pens, Ruler
- Pencil
- Large Note Pad

**WHERE CAN IT LEAD?**

- Business Level 3 Extended Diploma
- Advanced Apprenticeship
- Careers in Sales, Finance, Human Resources or Marketing

**COURSE FEE:**

If you are under 19 on 31/08/2022, 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 020 8651 1131 or at [clientservices@johnruskin.ac.uk](mailto:clientservices@johnruskin.ac.uk).

To apply online for this course please visit [www.johnruskin.ac.uk](http://www.johnruskin.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 020 8651 1131.

