



Business

A Business qualification is highly desired by many employers as these qualifications will give you the skills and knowledge to be successful either to progress on to industry or to university. You have the opportunity to gain an interesting insight into the ever changing world of businesses and an understanding of how you can be a part of the growth of this field. As a Business student, you will also get the fantastic opportunity to be part of the Career Ready programme. Turn to page 10 for more information.

Careers and progression

- Higher Education
- Management training courses
- Administration Assistant
- Business Project Manager
- Human Resources Manager
- Customer Services Manager
- Legal Executive
- Hotel Receptionist
- Banking
- Management
- Sales Manager
- Accountant
- Business
- Retail

“Through the career talks, university visits and opportunities for voluntary work I realised the path I would like to go down”

Business Studies

A LEVEL - 2 YEARS

Entry Requirements: 5 GCSEs at grade 4-9 (A*-C) including English + Maths

What will I study?

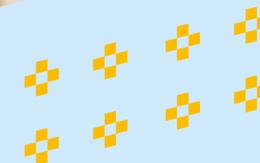
You will learn about what businesses do and how they do it, what factors are likely to make businesses successful, and practical information about the legal, financial and marketing requirements of the business world. In the first year you will look at how to plan and finance a business and techniques for successful management including Human Resources. In the second year you will study strategies for business success, the global environment in which businesses operate and how they manage change.

How will I be assessed?

Written examinations.

What can I do next?

A Level Business Studies can provide a stepping stone into another field, perhaps onto a totally unrelated course. If you want to specialise, you could choose further study in business studies, marketing or accounting. The skills and knowledge developed by the course are highly valued by employers, and would be useful for progression to management training courses in banking, other financial institutions and retailing.



Economics

A LEVEL - 2 YEARS

Entry Requirements: 5 GCSEs at grade 4-9 (A*-C) including English + Maths

What will I study?

Economics is the study of the way society organises, produces, distributes, regulates and consumes resources. It covers areas such as employment, inflation, interest rates, currency exchange rates, and the way in which the government and other regulatory bodies manage and run the economy. In the first year you will study how competitive markets work and why they fail and will investigate how the economy is managed. In the second year you will study Business Economics and Economic Efficiency and the Global Economy.

How will I be assessed?

Written examinations.

What can I do next?

A Level Economics provides an excellent background for further study and careers in a wide range of areas. If you want to specialise there is a wide choice of Higher Education courses in economics and business related subjects.





Financial Studies

LEVEL 3 DIPLOMA 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C) including English + Maths

What will I study?

This London Institute of Banking and Finance qualification has been developed with the input of leading firms from the financial sector to ensure it gives you the essential and most up-to-date knowledge. You will look at a range of topics such as short term to long term financial needs and investigating the personal financial life cycle recommending suitable financial products to meet individual needs. You will also look at the impact of debt on individuals and explore the ethical and sustainable nature of the financial services industry.

How will I be assessed?

Examinations.

What can I do next?

You can advance onto university courses in accounting, banking, accounting, finance, investment and other related subjects. Alternatively, the transferable skills gained throughout the course can make you very employable in a number of different business areas.

Please note: Equivalent to 1 A Level, must choose 2 other courses of study.

Business

BTEC LEVEL 3 EXTENDED CERTIFICATE - 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C) including English + Maths.

What will I study?

You will study different types of businesses and how they operate. This includes developing a marketing campaign, personal and business finance, recruitment and selection process and investigating customer service.

How will I be assessed?

Examinations + assignments

What can I do next?

A variety of options are available to you following study of business. The skills and knowledge developed by the course would be useful for progression to management training courses in banking, other financial institutions and retailing. If you want to go on to higher education there are degree courses available in business studies, marketing and accounting.



Business

BTEC LEVEL 3 EXTENDED DIPLOMA - 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C) including English + Maths

What will I study?

You will study different types of businesses and how they operate. This will include developing a marketing campaign and digital marketing, finance, principles of management and decision making, managing an event, customer service, human resources and international business.

How will I be assessed?

Examinations + assignments.

What can I do next?

A variety of options are available to you following study of business. The skills and knowledge developed by the course would be useful for progression to management training courses in banking, other financial institutions and retailing. If you want to go on to higher education there are degree courses available in business studies, marketing and accounting.



Business Studies

BTEC LEVEL 2 CERTIFICATE - 1 YEAR

Entry Requirements: At least 2 Grade 3's (D) at GCSE

What will I study?

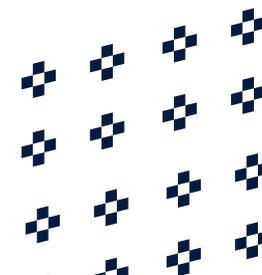
You will gain a good knowledge of business in general with a particular focus on key areas such as selling skills and entrepreneurial skills. The course covers different types of businesses, how to provide excellent customer service and what is involved in running a business. Projects and assignments are based on realistic workplace situations so you get a real insight into the kind of jobs and career routes that are available. In addition to the main programme, you will complete a BTEC Workskills qualification.

How will I be assessed?

Examinations + assignments.

What can I do next?

Students from this course have gone on to study BTEC qualifications in Business and Business Finance at Level 3 or a combination of A Levels and BTEC Subsidiary Diplomas. Many of them have then gone on to university to develop the skills to secure a job in industry or start up their own business.



Business Workskills

BTEC LEVEL 2 CERTIFICATE - 1 YEAR

Entry Requirements: At least 2 Grade 3's (D) at GCSE

What will I study?

You will gain a good knowledge of general skills needed to work within a business with a particular focus on key areas such as working in an office environment and providing administration support to client and customers. The course covers different types of business roles and skills needed within an everyday office. You will develop employability skills and knowledge to allow you to work within different types of business. You will be expected to develop your skills within a one day placement in an office environment.

How will I be assessed?

Assignments.

What can I do next?

Students from this course could go on to study BTEC qualifications in Business. Many of them have then gone on to secure a job in industry or start up their own business or work within a business degree courses available in business studies, marketing and accounting.



IT and Business (Vocational Pathway)

LEVEL 1 DIPLOMA - 1 YEAR

Entry Requirements: 2 GCSEs at grade 2 (E) and 1 GCSE at grade 1 (F)
Students without GCSEs will be asked to complete a diagnostic assessment

What will I study?

You will find out about opportunities for work in the IT and Business industry and develop transferable skills, attributes and behaviours needed for learners to progress to further study and ultimately to employment. This course is all about improving your confidence and personal skills. It is a personalised learning programme which means that it is tailored to what you need in order to progress on to further training, employment or study.

How will I be assessed?

Assignments, practical observations, logs, diaries + verbal presentations.

What can I do next?

Successful students may progress to a Level 2 course in a related subject.





Information Technology & Computing

Information Technology and the Computing qualifications are highly sought after by many employers. These qualifications will not only give you the practical skills and knowledge needed but will allow you to gain the analytical skills to be successful, either to progress into industry or on to university. You have the chance to design and create working products that can affect our everyday life. We have a variety of BTEC qualifications at all levels to suit your desired progression route.

Careers and Destinations

- Higher Education
- Training or Apprenticeship
- e-Business
- Software Engineer
- Information Security
- Network Management and Design
- IT Practitioner
- Digital Marketing Officer
- Forensic Computer Analyst
- Information Scientist

Information Technology

BTEC LEVEL 3 EXTENDED CERTIFICATE - 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C)
including English + Maths

What will I study?

You will improve your knowledge and practical skills in IT, including web design and e-commerce, data communications, expert systems and computing, social media for businesses, information systems (Databases). You'll find out about how computer systems work and learn how to use different applications. Assignments are based on workplace situations so you will get a real insight into the careers available in IT and what it is like to work in industry.

How will I be assessed?

Examinations + assignments.

What can I do next?

Students from this course have gone on to university to study computing, e-Business, IT for practitioners and software engineering. The course develops valuable skills for other higher level courses and employment.



Computing

BTEC LEVEL 3 EXTENDED CERTIFICATE - 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C)
including English + Maths

What will I study?

Alongside core units in communication and employability and computer systems, this course is designed specifically for those students interested in computing rather than ICT in general. Additional units of study on this pathway will include a range from databases, programming, networking and mathematical concepts.

How will I be assessed?

Examinations + assignments.

What can I do next?

Students from this course will go on to university to study computing, e-Business, IT for practitioners and software engineering. The course develops valuable skills for other higher level courses and employment.

Information Technology

BTEC LEVEL 3 EXTENDED DIPLOMA - 2 YEARS

Entry Requirements: 4 GCSEs at grade 4-9 (A*-C) including English + Maths

What will I study?

You will develop knowledge and practical skills in the field of information and communications technology, including web design and e-commerce, data communications, expert systems and computing, social media for businesses, information systems (Databases), programming, cyber security and incident management, IT services delivery, IT project management, computer game development digital 2D and 3D graphics and digital animation and effects. You will complete practical projects and assignments based on realistic workplace situations and find out about career routes in IT.

How will I be assessed?

Examinations + assignments.

What can I do next?

Students from this course have gone on to university to study information technology management, business information technology, computer and information security, software engineering and network management and design. Some go directly into employment with training.

Information & Creative Technology

BTEC LEVEL 2 CERTIFICATE - 1 YEAR

Entry Requirements: At least 2 Grade 3's (D) at GCSE

What will I study?

You will learn about computer and information systems, web design, working in the IT industry, database and communications technology. You will learn by completing projects and assignments that are based on realistic workplace situations and find out about jobs in the IT sector. Students will have access to the latest in IT resources, both for lessons and for private study. In addition to the main programme, you will complete a BTEC Work skills qualification.

How will I be assessed?

Examinations + assignments.

What can I do next?

Students from this course have gone on to study the Level 3 Extended Diploma in IT or a combination of A Levels and Level 3 Subsidiary Diplomas. Others have chosen to follow an Apprenticeship route.

Law

A Law qualification is highly desired by many employers as this qualification will give you the skills and knowledge to be successful, either to progress in to employment or onto university. You have the opportunity to gain an interesting insight into the ever changing world of Law by studying a variety of subjects related to the current legal system. The route we offer is a BTEC pathway.

Careers and Destinations

- Higher Education
- Solicitor
- Barrister
- Journalism
- Public Relations
- Teaching
- Management
- Mediator
- Chartered Legal Executive
- Data Scientist
- Police

Law

A LEVEL - 2 YEARS

Entry Requirements: 5 GCSE's at grade 4-9 (A*-C)
Including English + Maths

What will I study?

- **The nature of law and the English legal system.** This topic explores the fundamental values of the English legal system, both systematic and theoretical. It will give you an overview of the functioning of the court structures and the legal personnel that work within it. We will also look at law making both within Parliament and how law is made in real cases. This topic is a thread that runs through all the topics within A-Level Law, and covers how the law is intertwined with all our lives and is invaluable knowledge to have at your fingertips, if you are an aspiring lawyer or not!
- **Criminal law** . This is a topic that has an entire section on Netflix dedicated to it! A-Level law will provide you with an in-depth understanding of how a person is found criminally liable for their actions and will teach you how this is proven in court. It specifically focuses on fatal and non-fatal offences, such as murder, manslaughter and grievous bodily harm, as well as property offences such as theft and robbery. We will also assess the many defences that may be raised by a defendant such as insanity and self-defence.

- **Tort.** Have you had a slip, trip or fall that wasn't your fault!? We've all seen these adverts on the TV, but this topic will give you an understanding of how it can be proven, legally, that someone is liable for losses caused by negligent acts and what the repercussions of breaching a duty of care can be. It has been one of the fastest growing areas of the law, not to mention very lucrative for practicing lawyers.

Optional Topic

- **Law of contract** .Every single time you purchase anything you enter into a contract. We all enter into contracts but do you know how they work, what makes a contract legal and what you can do if someone breaches their contract? We will look at what makes a contract legally binding, what can and cannot be put into a contract and what rights you have when a contract is breached.

OR

- **Human rights.** Human rights is a very well known term but legally speaking, it is one lost on many. This topic allows us to delve deeper into what we actually mean by human rights both within the UK and internationally. Some of the specific human rights we will look at include the right to life, right to liberty, freedom of expression and right to private and family life. This covers many very debatable topics such as abortion, life sentences, rights of prisoners and police powers, what is free speech and much more...

How will I be assessed?

Examination. There will be 3 papers, all worth 33% of the A-Level;

Paper 1: The nature of law and the English legal system & Criminal law.

Paper 2: The nature of law and the English legal system & Tort

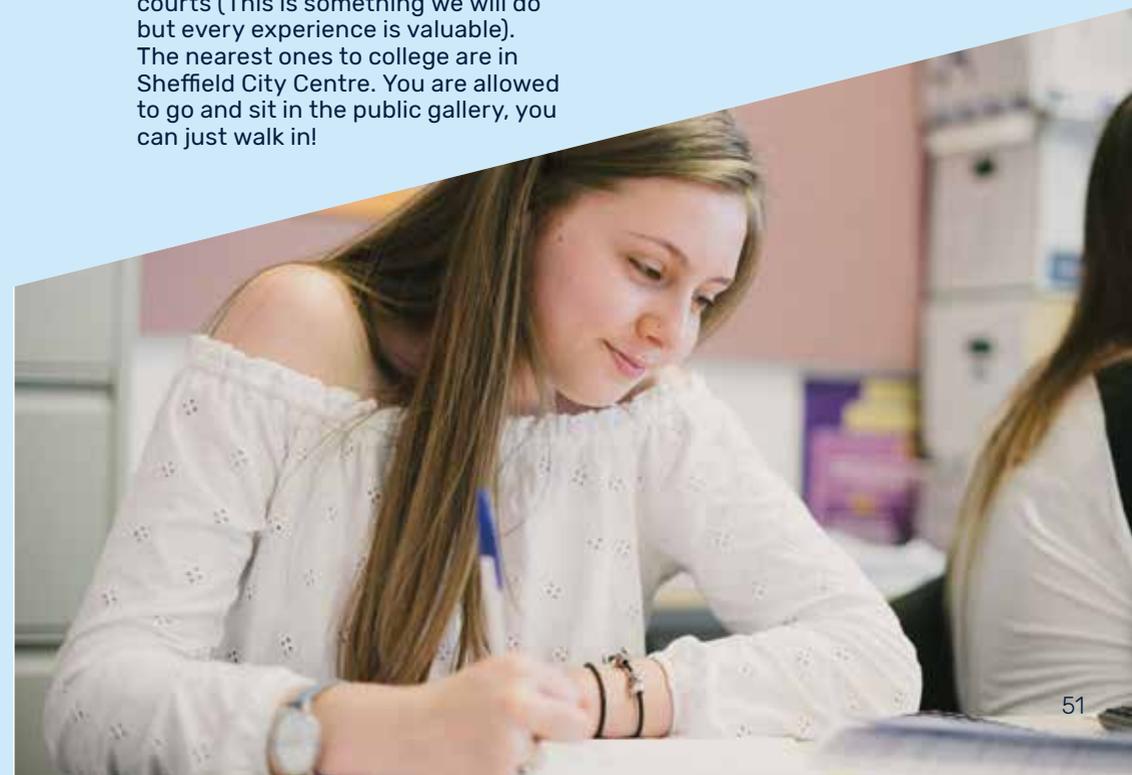
Paper 3: The nature of law and the English legal system & Law of contract OR Human rights

What can I do next?

If you are interested in law your next steps should be to look at how you can become more familiar with the law around you. Take a trip to your local magistrates and crown courts (This is something we will do but every experience is valuable). The nearest ones to college are in Sheffield City Centre. You are allowed to go and sit in the public gallery, you can just walk in!

Now, reading is very good but don't just stick to books. Lots of legal professionals and legal academics use Twitter to discuss the changes and topic stories surrounding law and to discuss the legal profession. It is a great way to get an insight into a possible career in law. A recommendation to get you started on Twitter is The Secret Barrister @BarristerSecret and CrimeLine @CrimeLineLaw.

Also, documentaries are useful but try and focus on UK and real-life programmes. A good place to start is 24 Hours in Police Custody on Channel 4.



Law

BTEC LEVEL 3 EXTENDED CERTIFICATE - 2 YEARS

Entry Requirements: 5 GCSEs at grade 4-9 (A*-C)
including English + Maths

What will I study?

You will find out about the English legal system and how law influences our daily lives. Assignments are designed to give you a real sense of what it is like to work in the legal professions and visits to courts in session and discussions with guest speakers will be part of the course. The skills you will develop on the course, such as being able to see both sides of an argument, effective research skills and solving complex legal problems will be of value to you in other areas of life.

How will I be assessed?

Examination + assignments.

What can I do next?

You may go on to study Law at university with a view to becoming qualified as a Solicitor or Barrister. Law also provides a good basis for further study of any subject at a higher level, and is valued by employers in a range of areas such as journalism, public relations, teaching and a range of management and business areas.

