

DIPLOMA IN BUSINESS, ADMINISTRATION AND FINANCE

Introduction

This qualification offered by the Business Department is designed to complement the existing range of courses on offer at KS4. The key difference is that this course is based around applied as well as academic learning. It offers students the opportunity to experience different styles of learning, in different environments with an emphasis on practical activities. The Diploma gives students the skills they need for success in the modern workplace and in life. This is an exciting qualification. The course is delivered through units of work and is assessed through a combination of internal and external methods.

What will I study in my Diploma?

- You will have the chance to put business ideas into practice – set up and run a business
- You will learn about marketing, sales and customer service
- You will improve your administration and organisational skills
- You will learn how to manage your own finances and about how businesses manage their finances
- You will learn how changes in the economy and the business environment affect businesses
- You will practise applying for jobs and take part in interviews
- You will develop team working and communication skills

The very first unit of the course looks at what makes a successful entrepreneur and what makes a business idea a success. Students will then use this background information to plan and run a business venture of their own. The unit will conclude with students having to sell their idea to a group of business 'dragons' just like the TV programme!

How many units of work are there?

There are 11 units to complete over the two years – one unit has an external test the rest are assessed via assignments and marked by your teachers.

Where will I study my Diploma?

Some of the time you will be at Woodkirk but you will also study at other schools and in the work place. This will make the course much more interesting!

Will the Diploma help me get a job?

The Diplomas have been developed by employers to help students get the knowledge, skills and experiences they need to do well. Employers will know that as a Diploma student you have the range of skills they are looking for.

What are the benefits of the Business Diploma?

- The Diploma combines academic learning with practical experience
- Although you will be based mainly at school you will have the chance to do part of your learning in other schools, colleges or the workplace
- Learning about a chosen sector will help you make decisions about your future career
- You will acquire transferable skills that any employer, in any sector, will recognise
- The Diploma will give you a fully rounded education while keeping your career and educational options