



Advanced Diploma Business Administration and Finance (Level 3)

WHY TAKE THIS COURSE?

At the heart of this course is Business Enterprise, Teamwork and Communication which are all based on active learning. You will set up and run your own company for a year, participate in College based activities and complete real workplace tasks. You will also help to organise a range of College events and therefore develop your teamwork skills. The Advanced Diploma is a two year programme and is worth 2.5 A Levels and is designed to give you the skills and knowledge that employers and universities are looking for. The course encourages creativity and innovation and develops your problem solving skills.

WHAT WILL I STUDY?

Through Business, Enterprise, Teamwork and Communication you will learn about Finance, Marketing and Administration functions of business. You will work with a range of companies such as BT, O2 and Jaguar and will apply theory to the real world. You will also study how companies react to change such as during the recession or the impact of competition. You will also examine the importance of Corporate Social Responsibility.

HOW WILL I BE ASSESSED?

You will study ten subject specific units over two years. Four units are externally assessed and the other six are assessed internally through coursework. Students will also complete an extended project based on your interests or aspirations and will undertake 10 days of work experience.

WHAT SKILLS AND SPECIAL QUALIFICATIONS DO I NEED?

You will need GCSE Maths and English grade C or above, or Level 2 Key/Functional Skills in Numeracy and Communication.

WHAT CAN I DO NEXT?

There are lots of opportunities available on completion of the Diploma, either in employment or at University. These include Retail, Marketing, Financial Management or starting your own business. There are also many transferable skills that you can take to a course / career that is not directly related to Business or Finance.

PRIESTLEY EXTRA

You will have the opportunity to work alongside companies, to attend enterprise events, plan your own events and team-building days. There will be visits to places such as Chester Zoo, Cadburys, Blackpool and Edinburgh. There is also a visit to Disneyland, Paris where you will take part in a residential and a business conference as well as having the opportunity to try out the rides and see the City.