



Haverhill 14-19
LearningPartnership

Btec Business (Human Resources) Course information

Why choose Btec Business (Human Resources)?

Most of us work for a living and this course is well respected by many employers and universities. Undertaking a course in business gives you an opportunity to understand why we all work, what business is all about, and learn knowledge and skills that you can apply throughout many aspect of your life.

The course is delivered by 2 teachers; one with 30+ years teaching experience and a recently qualified teacher who worked in industry for 10 years. They facilitate your learning through a variety of techniques such as realistic work place case studies, presentations, group discussion, games, and research projects.

Course Outline:

This is a 2 year course and is worth the equivalent of two A Levels. There are 12 work-related units which are internally assessed in a variety of ways including tests, presentations, practical assessments and observations. Although this course gives a good general basis in business it is specialised to explore Human Resource Management in depth. The units are:

1. Exploring business activity (Core)
2. Investigating business resources (Core)
3. Introduction to marketing (Core)
4. Effective people, communication and information (Core)
5. Investigating recruitment and selection (Compulsory Specialist)
6. Understanding aspects of employment law (Compulsory Specialist)
7. Career development and planning in business (Compulsory Specialist)
8. Human Resource Management in business (Compulsory Specialist)
9. Exploring team development
10. Aspects of contract and business law
11. Working in administration
12. Introduction to accounting

Resources and facilities:

Students have access to a variety of materials such as up to date texts, computing facilities, and multimedia resources (DVD, Video, E-Learning). Lesson will take place in large and well resourced rooms.

An enhancement session is offered one evening a week for additional assistance with work.

Careers and progression:

This course will assist students to enter into a variety of careers in the business world. It is especially useful for those who wish to go into the functional areas of business such as:

- Human resource management
- General management
- Business administration
- Staff training and development
- Recruitment

This course attracts the same UCAS points as 2 A Levels and can be used, in conjunction with another qualification, to progress to Higher Education.

Entry requirements:

To undertake this course you should have a BTEC First Certificate/Diploma in Business or at least 4 GCSE's at A-C grades, including English and Maths.

A Level results:

This is the first year this course has been offered.

Enquiries:

All enquiries regarding this course should be made to Mr. M Bryant, Teacher of Business, Castle Manor Business and Enterprise College or email: M.Bryant@castlemanor.lppplus.net