

## Business Enterprise



Subject Area	Business
Course Type	School Leavers
Study Level	Level 1
Delivery Mode	Full-time
Duration	35 Weeks
Start Date	September 2026
Course Code	PA000537

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### Course Summary

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This course helps you learn how to start your own small business! If you've ever wanted to sell something, run a shop, or be your own boss, this course is a great place to start. You'll learn important things like:

How to make a plan for your business

How to handle money and make a budget

How to be kind and helpful to customers

Skills you need to run a business

You'll even get to come up with your own business idea and share it with others- just like a real business owner! There's also a special part of the course to help you think about what you want to do in the future and how to reach your goals. It's a great way to start your journey into the world of business.

## What You Will Learn

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- What is Enterprise? Learn what it means to start your own business and what makes a great business owner.
- Planning a Business: Find out how to make a simple plan for your business, like setting goals and knowing what you need.
- Money Skills: Learn how to use money wisely—like how to set prices, make a budget, and keep costs low.
- Helping Customers: Discover why being nice and helpful to customers is super important.
- Business Skills: Practice working with others, solving problems, and talking clearly—skills that help any business grow.
- Doing the Right Thing: Learn how to run a business in a fair and honest way.

## Modules

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You will need to complete: Developing a Personal Progression Plan: Helps you plan and develop your personal and professional goals in the business world.

And you can choose one of the following:

- Finding Out About Businesses in Your Area – Investigate different types of businesses operating locally. Learn how they are structured, what products or services they offer, and how they serve their customers. This unit helps you understand the local business landscape and identify opportunities or gaps in the market.
- Contributing to Running an Event – Take part in planning and delivering a small-scale event, such as a fundraiser or promotional activity. You'll gain experience in teamwork, time management, and customer interaction.
- Communicating with Customers – Understand how to communicate effectively with customers in person, over the phone, and in writing. You'll practise handling enquiries, giving information, and resolving complaints professionally.
- Developing Routine Office Administration Skills – Gain practical experience in everyday office tasks such as filing, data entry, using office equipment, and handling mail. This unit prepares you for administrative roles in a business setting.

## Progression

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Completing the Level 1 Business Enterprise course can lead to a Level 2 Business or Enterprise course or an Apprenticeships in Business Administration or Customer

Service. It can also lead to entry-level roles such as:

- Business Support Assistant
- Retail Assistant
- Junior Office Assistant

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