Working together to transform lives

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Extended Certificate in Business



Subject Area	Business
Course Type	School Leavers
Study Level	Level 3
Delivery Mode	Full-time
Duration	2 Academic Years
Start Date	September 2027
Course Code	PA000120

View on **bradfordcollege.ac.uk**

Course Summary

Learn how business really works with our course!

If you're curious about how businesses work and want to learn real skills for the future, this course is for you! In this course you'll explore everything from marketing and finance to running your own business. You'll take part in exciting projects, meet real employers, visit universities and apprenticeship providers, and build the knowledge and confidence you'll need to succeed in any career path.

Why choose this course?

- Real-World Learning – Work with local businesses and take part in activities that reflect what it's like to run or be part of a real business.
- Trips and Experiences – Enjoy visits to universities and apprenticeship providers to see what your future could look like.
- Interactive and Fun – Get stuck into team-building tasks, organise events, and lead entrepreneurial projects that bring learning to life.
- Valuable Qualification – This two-year course is equivalent to three A levels and is a

great step toward university, apprenticeships, or starting your own business.

This course is perfect for you if:

- You enjoy solving problems and thinking creatively.
- You like working with others and being part of a team.
- You prefer hands-on, practical learning instead of just exams.
- You're interested in how businesses work and want to learn more.

Ready to take the first step toward your future? Apply now.

What You Will Learn

Skills you'll develop:

- Teamwork – Take part in group projects and team-building activities that strengthen your ability to work with others.
- Communication – Build confidence through filmed interviews and presenting your ideas clearly.
- Leadership – Organise events and lead projects that help you take charge and guide a team.
- Problem Solving – Tackle real business challenges and come up with creative solutions.
- Financial Awareness – Learn how to manage money, budgets, and understand business finance.
- Marketing – Discover how to promote products, build a brand, and connect with customers.
- Recruitment and People Skills – Understand how to find and hire the right people, and what makes a great team.
- Planning and Organisation – Learn how to manage time, plan events, and keep things running smoothly.

Modules

Core modules

- Exploring Business
- Developing a Marketing Campaign
- Personal and Business Finance
- Managing an Event
- International Business

- Principles of Management
- Recruitment and Selection Process
- Team Building in Business

Entry Requirements

Entry requirements are a minimum of 4 GCSE's at a grade 4 above including either GCSE English Language or Maths and a minimum of 3 in the other.

Work Experience

Gain hands-on experience in real-life industry settings!

For this course will complete 60 hours of compulsory work experience, where you'll dive into the world of work and gain the skills employers are looking for. You will:

- Get hands-on and work on real projects.
- Boost your confidence and learn how to plan tasks, meet deadlines, and make smart decisions.
- Collaborate with professionals and see how great ideas come to life when people work together.
- Understand how to maintain a safe and productive work environment.
- Be part of a workplace that values diversity and promotes equality.

With this, you'll have hands-on experience to showcase on your CV, demonstrating your industry skills to employers.

Progression

After completing this course, you'll be ready to pursue:

- University degrees in Business Management, Marketing, Accounting and Finance, and more.
- Apprenticeships in marketing, finance and sales.
- Roles such as business administrator, marketing assistant, retail assistant, customer service representative, or junior recruiter.

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