



BTEC Certificate in Business Administration and BTEC Certificate in Sport and Active Leisure

One year course

This qualification offers a broad introduction to Business, Administration, Sport and Leisure.

The course programme will consist of four units for Business and Administration and four units for Sport and Leisure.

There will be opportunities to take additional units at Level 2 if Level 1 work is completed. You will also study work skills and personal and social development. These are exciting new qualifications to help develop confidence and self esteem. There is an opportunity to take part in two weeks' work experience at the end of the first term.

Requirements:

There are no formal requirements for entry onto the course except for a determination to succeed in a vocational environment. Typically, students will have achieved GCSEs at grades F and G.

You can expect to:

- explore a variety of possible career pathways as a route to more specialised qualifications at Level 2;
- improve skills in preparation for employment;
- undertake a range of functional skills including numeracy, communication and ICT;
- work in teams;
- develop problem solving skills; and
- take part in educational visits.

Method of assessment:

Assessment is by portfolio assessment.

Progression:

You may be able to progress on to Level 2 courses including the BTEC Level 2 Extended Certificate courses in Business, Sport and Travel and Tourism. Alternatively, you could follow a GCSE programme.

Student Success at Havering Sixth Form College:

Some of the students studying Sport and Leisure have represented the College's sports teams.

James Boden (ex Gaynes) completed the BTEC Introductory course with merit in 2008. Since then he has progressed through the College, taking a Level 2 course in Sport, Travel and Tourism and then a Level 3 Certificate in Travel and Tourism which he will complete in 2011. In addition, James has passed his Mathematics and English GCSEs and an ASSET course in

Spanish. He commented: "I found The Level 1 Course to be thoroughly enjoyable and important to my progress. As this was a combined course between Business, Sport and Tourism it gave me the opportunity to experience three different subjects. I found this Level so enjoyable and so interesting that I was rewarded with certificates at the end of my first year which I was very proud of."

Students have developed enterprise skills by competing in a national competition.