

Pearson Edexcel BTEC Level 4 HNC Diploma in Business and Edexcel BTEC Level 5 HND Diploma in Business at the London College of Business

Programme Title	Pearson Edexcel BTEC Level 4 HNC Diploma in Business (QCF) 500/8241/3 Pearson Edexcel BTEC Level 5 HND Diploma in Business (QCF) 500/8239/5
Awarding Body	Pearson Edexcel
Teaching Institution	London College of Business
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Edexcel

Edexcel is the UK's largest awarding body and a part of the Pearson group, the world's largest education services company. As an accredited centre, the London College of Business (LCB) offers programmes in Finance, Human Resources, Marketing and Information Systems. These programmes adhere to the National Qualifications Framework (NQF) levels 4,5 and 7.

BTEC Level 4 HNC Diploma in Business and BTEC Level 5 HND Diploma in Business This programme is available to students studying in the classroom in our Barking campus, as well as those studying Online.

Edexcel BTEC Level 4 HNC

The Edexcel BTEC Level 4 HNC in Business is a qualification with a minimum of 120 credits of which 60 are mandatory core. The Edexcel BTEC Level 4 HNC programme must contain a minimum of 65 credits at level 4.

Edexcel BTEC Level 5 HND

The Edexcel BTEC Level 5 HND in Business is a qualification with a minimum of 240 credits of which 125 are mandatory core. The Edexcel BTEC Level 5 HND programme must contain a minimum of 125 credits at level 5.

The table below lists qualification titles and the units required for the HNC and HND diplomas. The QCF Qualification Accreditation Number (QAN) appears with the qualification titles. These qualification titles will appear on learners' certificates.

Pearson Edexcel BTEC Level 4 HNC Diploma in Business (QCF) 500/8241/3 (120 Credits required)			
Unit	Unit Title	Credits	Level
1	Business Environment	4	15
2	Managing Financial Resources and Decisions	4	15
3	Organisations and Behaviour	4	15
4	Marketing Principles	4	15
5	Aspects of Contract and Negligence for Business	4	15
6	Business Decision Making	5	15
7	Business Strategy	5	15
8	Research Project	5	20

Pearson Edexcel BTEC Level 5 HND Diploma in Business (QCF) 500/8239/5 (240 Credits required)			
Unit	Unit Title	Credits	Level
21	Human Resource Management	4	15
29	The Internet and E-Business	4	15
30	Internet Marketing	5	15
32	Quality Management in Business	5	15

42	Project Management for Business	5	15
45	Business Ethics	5	15
47	Employability Skills	5	15
48	Project Design, Implementation and Evaluation	5	20

Entry requirements:

The Edexcel BTEC Higher National qualifications are accredited on the QCF for learners aged 18 years and over.

Edexcel's policy regarding access to the qualifications is that:

- qualifications should be available to everyone who is capable of reaching the required standards
- qualifications should be free from any barriers that restrict access and progression
- there must be equal opportunities for everyone wishing to access the qualification. We need to review the profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to level 4 or level 5 qualifications.
- Students whose first language is not English must be competent in the English Language and must have a minimum of Common European Framework of Reference for Languages (CEFR) level B1 – (PTE Academic = 36 (in all 4 skills) or IELTS = 4.0 (in all 4 skills)).
- For learners who have recently been in education, the entry profile is likely to include one of the following:
 - a BTEC Level 3 qualification in business
 - a GCE Advanced level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C
 - other related level 3 qualifications
 - an Access to Higher Education Certificate awarded by an approved further education institution
 - related work experience.

Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.

Learners with special learning requirements will be accommodated as much as is possible for the college to do so. It is the responsibility of every such learner to make the college aware of their requirements at the earliest opportunity to do so. No learner will be discriminated against in accordance with LCB's [Equal Opportunities Policy](http://www.lcbuk.org/pdf/Equal_Opportunity_Policy.pdf) available at http://www.lcbuk.org/pdf/Equal_Opportunity_Policy.pdf.

Recognition of Prior Attainment

If a learner has already studied QCF Level 4 or 5 units equivalent to or the same as the units of this specification (or from the broader Pearson Edexcel Business Specification for Level 4 and Level 5 (Issue 4 July 2011) found at http://www.lcbuk.org/pdf/Edexcel_level4_B.pdf), and can produce evidence to demonstrate how each of the assessment criteria have already been met, then those matching units can be exempted from study, the credits can be claimed, and the evidence can be included in the learner's portfolio of evidence when claiming the award.

Progression routes on completion:

The Edexcel BTEC Level 4 HNC in Business provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the business sector and also offers particular specialist emphasis through the choice of specialist units. Edexcel BTEC Level 4 HNCs provide a nationally recognised qualification offering career progression and professional development for those already in employment and opportunities to progress into higher education.

The Edexcel BTEC Level 5 HND provides greater breadth and specialisation than the Edexcel BTEC Level 4 HNC. Edexcel BTEC HNDs are mode free but are followed predominately by full-time learners. They allow progression into or within employment in the business sector, either directly on achievement of the award or following further study to degree level. The Edexcel BTEC Level 5 HND in Business provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the business sector and will be suitable for learners who have already decided that they wish to enter this area of work.

The Edexcel BTEC Level 5 HND in Business offers a progression route for learners who are studying on an Edexcel BTEC Level 4 HNC in Business or a programme that includes business. Learners studying the Edexcel BTEC Level 5 HND will be able to progress to a degree in business or one of its specialist areas. The qualification also prepares learners for employment in the business sector. Some learners may wish to use this qualification in order to enter a specialist area of employment in the sector, where learners may work towards professional membership or study for professional body examinations.

Teaching and Learning

An extract from the LCB Teaching and Learning Strategy reads:

“students should leave the college inspired and capable of life-long learning building upon the foundations and structure built through the college’s programmes. Various approaches to learning have been adopted to achieve the above:

- Direct contact (e.g. lectures, seminars, tutorials, guest speakers, external visits, case studies, or workshops),
- Collaborative learning (e.g. group projects, discussion forums, or debate),
- Independent learning.”

Learners are encourage to bring their work and life experiences into the classroom. This Edexcel BTEC qualification has a vocational and work-related nature, which will be reflected in the discussion and assessment of the units. It is assumed that all students have access to and possibly direct experience in organisations where discussions about Business are relevant to the organisation.

The taught element of this programme accounts for about 40% of the student learning hours associated with the unit, as listed in each unit’s specification as Guided Learning Hours (GLH). A unit’s credit rating is indicative of the expected total learning hours associated with that unit, both guided and independent learning. The credit value of a unit is based on:

- one credit for those learning outcomes achievable in 10 hours of learning
- learning time – defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment criteria.

Please read the college [Teaching and Learning Strategy](http://www.lcbuk.org/pdf/Teaching_and_Learning_Strategy.pdf) in full, available at http://www.lcbuk.org/pdf/Teaching_and_Learning_Strategy.pdf

Assessment

All units within these qualifications are internally assessed. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes. To achieve a ‘pass’ a learner must have successfully passed all

the assessment criteria. To assure quality of the programme Internal and external verification of student work takes place according to the LCB [Assessment Policy](http://www.lcbuk.org/pdf/Assessment_Policy.pdf) available at http://www.lcbuk.org/pdf/Assessment_Policy.pdf.

Each assignment will have a draft deadline, after which formative assessment will give feedback to the student on their learning and how it can be modified. It will inform student how well they have met / not met assessment criteria and how they can improve. There will also be a summative assessment deadline when the student is expected to submit a completed assignment. Failing assignments are allowed one more submission opportunity. Assignments are handed out on the first day of the start of the unit, when students will also be reminded of the formative and summative assignment deadlines, which are published on the programme calendar.

Each student will have some of their assessed work verified by an appointed verifier. They may be asked to discuss their work in person, on the phone, using a live internet video call, or via email. The purpose of the discussion is verify the authenticity of the work. Any assessment suspected of unfair practice will trigger the [Unfair Practice Procedure](http://www.lcbuk.org/pdf/Unfair_Practice_Procedure.pdf) available at http://www.lcbuk.org/pdf/Unfair_Practice_Procedure.pdf.

All units will be individually graded as 'pass', 'merit' or 'distinction'. To achieve a pass grade for the unit learners must meet the assessment criteria set out in the specifications.

A pass is awarded for the achievement of all outcomes against the specified assessment criteria. Merit and distinction grades are awarded for higher-level achievement. The generic merit and distinction grade descriptors listed in *Annexe C* are for grading the total evidence produced for each unit and describe the learner's performance over and above that for a pass grade. They can be achieved in a flexible way, for example in a sequential or holistic mode, to reflect the nature of the sector concerned.

Higher level skills and abilities

Learners studying for Edexcel BTEC Higher Nationals in Business will be expected to develop the following skills during the programme of study:

- cognitive skills of critical thinking, analysis and synthesis
- effective problem solving and decision making using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems
- effective communication, oral and in writing, using a range of media widely used in business, eg the preparation and presentation of business reports
- numeric and quantitative skills including data analysis, interpretation and extrapolation; the use of models of business problems and phenomena
- effective use of communication and information technology for business applications
- effective self-management in terms of time, planning and behaviour, motivation, self-starting, individual initiative and enterprise
- developing an appropriate learning style
- self-awareness, openness and sensitivity to diversity in terms of people, cultures, business and management issues
- effective performance within a team environment including leadership, team-building, influencing and project-management skills
- interpersonal skills of effective listening, negotiating, persuading and presentation
- abilities to conduct research into business and management issues
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This Programme Specification is based upon the Pearson Edexcel Business Specification for Level 4 and Level 5 (Issue 4 July 2011) found at http://www.lcbuk.org/pdf/Edexcel_level4_B.pdf and BTEC Centre Guide to Assessment (Level 4 to 7) available at <http://www.edexcel.com/btec/Documents/BTEC%20Centre%20Guide%20to%20Assessment%20-%20Level%204-7.pdf>