

## Level 1



## Level 1 Business and Digital

ACCRINGTON & ROSSENDALE  
**COLLEGE**

**DURATION**

1 YEAR

**STUDY TYPE**

FULL-TIME

**START DATE**

SEPTEMBER 2020

**ENTRY REQUIREMENTS**

5 GCSEs at grade 2 or above including either English or Mathematics OR Entry Level qualification and Entry Level 3 in either English or Mathematics.

## Description

This course provides an interesting and varied basic introduction to Business and Digital. It will help you to develop skills for progression onto higher level courses within this area as well as give you the wider skills such as study skills, this includes writing a CV, writing a cover letter to apply for a job, achieving success at an interview, applying for jobs, personal behaviour for success and personal presentation in the workplace.

Learning is through classroom based and practical workshop activities. Maths and English will be a core part of the qualification. There will also be various trips including Manchester airport and other local business for students to visit in order to get a better understanding on how businesses run using digital systems. Guest speakers will deliver presentations in the classroom and answer questions that students may have.

## What you learn:

**For your chosen vocational option, you will also study a range of topics which may include:**

- Being organised
- Creating a personal development plan
- Personal behaviour for success and personal presentation in the workplace
- Applying for jobs
- Achieving success at an interview
- Job opportunities in business administration
- The fundamentals of ICT

## How you will be assessed:

Written assignments, exams and practical assessments. As part of the course you will also complete some work experience.

## What next:

Students can progress onto a Level 2 or Level 3 qualification depending on the outcome of GCSE Maths and English results. They may also consider an Apprenticeship within the sector.

**Further Information:** Alongside all programmes, students will have the opportunity to be involved in a wide range of extracurricular activities from trips and visits, to enterprise activities and fundraising. You may also have the opportunity to complete work experience within your chosen career area.