



# Btec Level 3 National Diploma in Business

*Induction Booklet 2026/27*

100 UK Brands



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## 1. Course Overview

- **Qualification :** BTEC National Diploma in Business (Level 3)
- **Equivalent to :** 2 A-Levels
- **Total Units :** 8 units (6 mandatory, 3 externally assessed)

### Breakdown

Mandatory Content: 83%

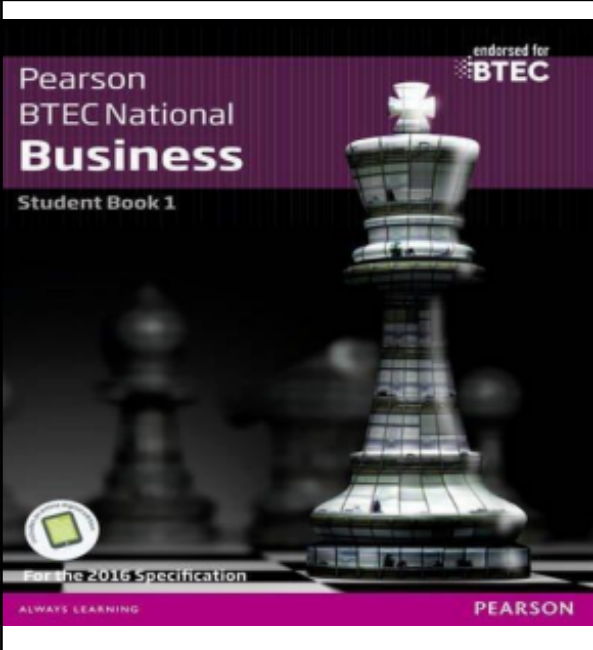
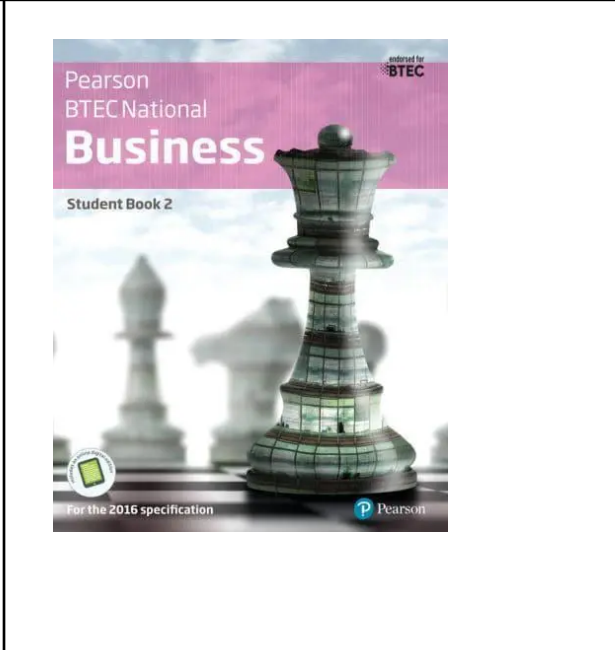
External Assessment: 45%

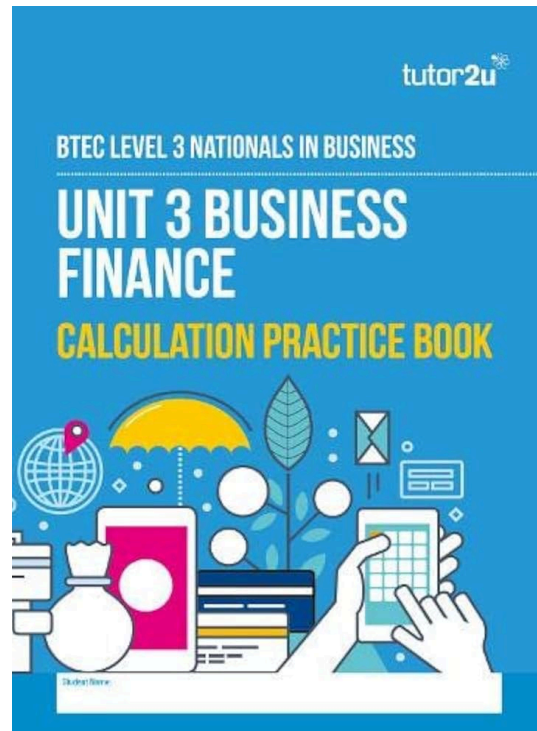
	<b>COURSE OUTLINE</b>
<b>Year 12</b>	<b>1 - Exploring Business - (<i>internal</i>)</b>
	<b>2 - Developing a marketing campaign - (<i>external</i>)</b>
	<b>3 - Personal and Business Finance - (<i>external</i>)</b>
	<b>5 - International businesses - (<i>internal</i>)</b>
	<b>6 -Principles of Management - (<i>external</i>)</b>
<b>Year 13</b>	<b>4 -Managing an Event - (<i>internal</i>)</b>
	<b>19 - Pitching for a New Business - (<i>internal</i>)</b>
	<b>22 -Market Research - (<i>internal</i>)</b>

## 2. Essential resources

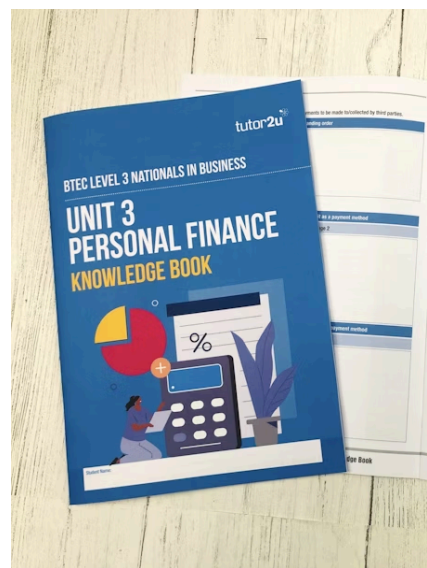
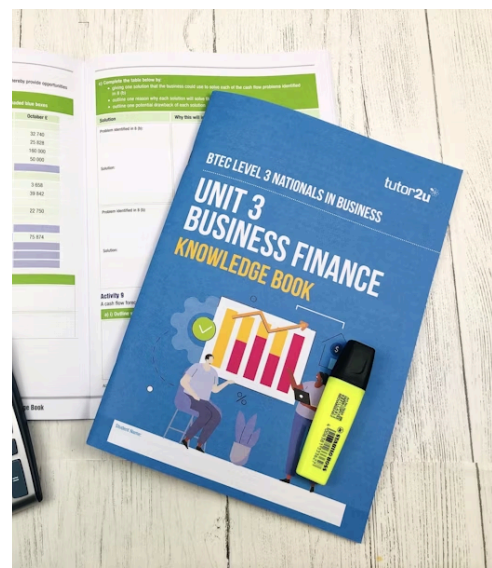
- **Textbook:** Required (available via Waterstones, Amazon, etc.)

- **News:** Regularly follow BBC, Sky, or Channel 4 business news
- **Recommended Apps:** BBC News app
- **Websites:**
  - [BBC Business News](#)
  - [Seneca Learning](#)
  - [Tutor2U Business](#)
  - [Pearson BTEC Business](#)
  - [Bee Business Bee \(@beebusinessbee\) / X](#)
  - [Bizconsesh - YouTube](#)

	
<p><b>Year 12 Textbook</b></p>	<p><b>Year 13 Textbook</b></p>



**THIS IS A COMPULSORY BOOK YOU MUST PURCHASE. THEY ARE AVAILABLE TO BUY ONLINE THROUGH TUTOR2U OR SEE MS OZPALAS TO PURCHASE IT STRAIGHT FROM THE DEPARTMENT.**



### **3. Coursework and Exams**

- Students will work on **2-3 concurrent units** at any time
- **Internal assignments** marked by teachers
- **External exams** set and marked by Pearson

### **4. Developing business acumen**

Developing strong business acumen is crucial for success in this course and beyond. It involves staying informed about current events, understanding how businesses operate globally and locally, and learning how economic, political, and technological changes impact the business landscape.

Students are encouraged to:

- Watch business-related TV programmes such as Dragons' Den, The Apprentice, and Panorama.
- Listen to podcasts that explore market trends and business leadership.
- Follow financial and business news regularly to build awareness of real-world developments.
- Discuss business stories at home and apply classroom theory to current events.

Recommended Resources for Building Business Awareness

- BBC Business News: [Business | Latest News & Updates | BBC News](#)
- Seneca Learning: [Seneca](#)
- Tutor2U Business: [Business | tutor2u](#)
- Pearson BTEC Business: [Pearson BTEC Nationals Business \(2016\)](#)
- The Financial Times (student access may be available through your school)

## **5. Specification**

[Pearson BTEC Level 3 National Diploma in Business - Specification](#)

You must familiarise yourself with the specification for this course. The specification will include:

- Unit titles
- Topics
- Criterias
- Notes on how to achieve each criteria

## **6. Expectations**

- **Attend all lessons punctually and be prepared with necessary materials.**
- **Meet all coursework deadlines to avoid receiving a U (Unclassified) grade.**
- **Engage actively in class discussions and group activities.**
- **Stay informed about current business news and relate it to your studies.**
- **Submit original work and avoid any form of plagiarism or malpractice.**
- **Use feedback from teachers to improve and strive for the highest possible grade.**
- **Respect your peers, teachers, and the learning environment.**
- **Check Google Classroom regularly for assignments and important announcements.**
- **Seek help from your teacher if you do not understand a topic.**

- **Complete any PREP work set by your teacher.**
- **Take responsibility for your learning and be proactive in completing tasks.**
- **Wear formal business attire on designated days or when required.**
- **Do not eat or drink (except water) during lessons.**
- **Mobile phones must be put away during class time. You will be asked to hand your phone in if you are seen to be using it during lesson time. Failure to hand in your mobile phone will result in a behaviour point, on-call and phone call home.**
- **Maintain a professional attitude suitable for a business learning environment.**
- **Headphones, earphones and airpods must be away. You are not permitted to listen to music in class.**

## 7. Year 12 Curriculum Plan



### Holy Family Catholic School Curriculum Overview Year 12 – BTEC Level 3 Diploma in Business

September 2026 to July 2027

	Curriculum Content- YEAR 12	Suggested Reading or Extension Activities
<b>Half Term 1</b> <b>(Sept-Oct)</b>	<p><b>Unit 1 : Exploring Business (Assignment 1)</b>            In this introductory unit, learners study the purposes of different businesses, their structure, the effect of the external environment, and how they need to be dynamic and innovative to survive.            This unit is <b>internally assessed</b> and taught by your classroom teacher: <b>Ms O'Rourke</b></p> <p><b>Unit 3 : Personal and Business Finance</b>            Learners study the purpose and importance of personal and business finance. They will develop the skills and knowledge needed to understand, analyse and prepare financial information.            This unit is assessed by a <b>written examination set by Pearson. The examination will be two hours in length.</b>            The number of marks for the examination is 80.            Taught by : <b>Mr Roth</b></p>	<ul style="list-style-type: none"> <li>• Seneca ( Unit 2 &amp; 3)</li> <li>• <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a></li> <li>• Tutor2u-business</li> <li>• BBC business news</li> </ul>
<b>Half Term 2</b> <b>(Nov-Dec)</b>	<p><b>Unit 1 : Exploring Business (Assignment 2)</b>            Taught by: <b>Ms O'Rourke</b></p> <p><b>Unit 3 : Personal and Business Finance</b>            preparation for January examination            Taught by : <b>Mr Roth</b></p>	<ul style="list-style-type: none"> <li>• Seneca ( Unit 2 &amp; 3)</li> <li>• <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a></li> <li>• Tutor2u-business</li> <li>• Teacher study packs</li> <li>• BBC business news</li> </ul>

<p><b>Half Term 3</b> (Jan-Feb)</p>	<p><b>Unit 1 : Exploring Business (Assignment 3)</b> Taught by: <u>Ms O'Rourke</u></p> <p><b>Revision for exam in January (Unit 3)</b></p> <p><b>Unit 5 : International Businesses ( Assignment 1) Taught by: Ms O'Rourke</b> Learners study how UK businesses develop strategies to trade globally. Learners will also consider the factors that influence the implementation of these strategies. <b>This unit is internally assessed by your classroom teachers.</b></p>	<ul style="list-style-type: none"> <li>• Tutor2u-business</li> <li>• <b>Teacher study packs</b> <a href="https://www.twoteachers.co.uk/">https://www.twoteachers.co.uk/</a></li> </ul>
<p><b>Half Term 4</b> (Feb-Mar)</p>	<p><b>Unit 5 : International Businesses ( Assignment 2)</b> Taught by: <u>Ms O'Rourke</u></p> <p><b>Unit 2 : Developing a Marketing Campaign</b> Learners will gain skills relating to, and an understanding of, how a marketing campaign is developed.</p> <p><b>This unit is assessed under supervised conditions as it is an exam. The assessment is set and marked by Pearson.</b> <b>Taught by: Mr Roth</b> <b>This in external exam you will take in May 2027</b></p>	<ul style="list-style-type: none"> <li>• <b>Seneca</b> <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a></li> <li>• Tutor2u-business</li> <li>• BBC business news</li> </ul>
<p><b>Half Term 5</b> (Apr-May )</p>	<p><b>Unit 5 : International Businesses (( assignment 3)</b> <u>Taught by :Ms O'Rourke</u></p> <p><b>Unit 2 : Developing a Marketing Campaign</b> preparation for January examination <b>Taught by: Mr Roth</b></p>	<ul style="list-style-type: none"> <li>• <b>Seneca (Unit 2)</b> <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a></li> <li>• Tutor2u-business</li> <li>• BBC business news</li> </ul>
<p><b>Half Term 6</b> (Jun-Jul)</p>	<p><b>Unit 6 : Principle of Management</b> An introduction to management theories-in preparation for this external exam Unit. Immersion in the business world: Who are the best employers to work for? How do they motivate their workforce? Research the best CEO of incorporated companies Leadership vs management <b>Taught by: Mr Roth</b></p>	<ul style="list-style-type: none"> <li>• <b>Seneca ( Unit 6)</b></li> <li>• Tutor2u-business</li> <li>• BBC business news</li> </ul>

<b>Examples of Home Learning Tasks</b>	Coursework will be to complete the various units taught by the three different teachers. Students will work on three different units concurrently. <b>Revision tasks set for external units such a Unit 2, 3, and 6</b>
<b>Assessment Tasks, Methods &amp; Frequency</b>	Students will learn key term tests within the lesson . and they will use a learning map to summarise the unit of study. They will do end of the topic tests to assess and consolidate knowledge. Students will also participate in regular school assessment examinations. These tests will inform the classroom teacher and pupils of any knowledge gaps that need to be tackled before moving forward with the curriculum.
<b>Equipment that Students Need</b>	Students will need access to a computer to complete their tasks and CW Students should have their own Business notebook for CW notes and revision notes. A booklet and assessment guidance will be provided for each unit online access

<b>Parent / Carers can help their child by:</b>	Help your child to keep stay abreast of the news, as businesses performance is affected by economic, legal and political news. Watch business programmes with your child ( Dragons Den, The Apprentice, Panorama business documentary which are related to business or the economy <b>Check that your child is uploading homework set by their classroom teacher on Google classroom.</b>
<b>Useful Websites</b>	<a href="http://www.bbc.co.uk/news/business">www.bbc.co.uk/news/business</a> <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a>

<b>Who Can I Contact ?</b>	Head of Business Studies	Ms Cesario-Ziten <a href="mailto:mrs.cesario-ziten@holycatholicsschool.co.uk">mrs.cesario-ziten@holycatholicsschool.co.uk</a>
	2nd in Business department	Ms Ozpalas <a href="mailto:ms.ozpalas@holycatholicsschool.co.uk">ms.ozpalas@holycatholicsschool.co.uk</a>
	Teachers of Btec level 3 course	Mrs Cesario-Ziten Ms Ozpalas Ms O'Rourke Mr Roth

## 8. Year 13 Curriculum Plan



**Holy Family Catholic School Curriculum  
Overview Year 13 – BTEC Level 3  
Diploma in Business**

**September 2027 to July 2028**

**Holy Family Catholic School Curriculum  
Overview Year 13 – BTEC Level 3  
Diploma in Business**

**September 2027 to July 2028**

	<b>Curriculum Content- YR13</b>	<b>Suggested Reading or Extension Activities</b>
<b>Half Term 1 (Sept-Oct)</b>	<p><b>Unit 6: Principles of Management-continued</b> Quality management Human Resources Management <b>Taught by: <u>Mr Roth</u></b></p>	<ul style="list-style-type: none"> <li>• <a href="https://www.twoteachers.co.uk/">https://www.twoteachers.co.uk/</a></li> <li>• <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a></li> </ul>
<b>Half Term 2 (Nov-Dec)</b>	<p><b>Unit 6: Principles of Management</b> Mock papers in preparation for Jan 2026 examinations <b>Taught by: <u>Mr Roth</u></b></p>	
<b>Half Term 3 (Jan-Feb)</b>	<p><b>Unit 6: Principles of Management revision for Jan exam</b></p> <p><b>UNIT 22: Market Research-Assignment 1</b> Learners examine the different aspects of market research used by businesses. They will undertake a research project, interpret their findings and produce a report. <b>Taught by :<u>Ms O'Rourke</u></b></p> <p>This unit is <b>internally assessed</b> by your classroom teacher.</p>	
<b>Half Term 4 (Feb-Mar)</b>	<p><b>UNIT 22: Market Research-Assignment 2</b> Create your own market research for a micro-business <b>Taught by :<u>Ms O'Rourke</u></b></p> <p><b>Unit 4: Managing an Event</b> Learners will work as part of a small group to plan, coordinate and manage a business or social</p>	

	enterprise event for our school. Students will evaluate the skills gained in a report format. <b>Taught by: <u>Mr Roth</u></b>	
<b>Half Term 5 (Apr-May)</b>	<b>UNIT 19: Pitching for a new business</b> Learners study the practical skills and acquire the knowledge needed to undertake the necessary preparation and steps to set up and pitch for funding for a micro-business. <b>Taught by :<u>Ms O'Rourke</u></b>  <b>Unit 4: Managing an Event</b> Staging the event planned <b>Taught by: <u>Mr Roth</u></b> These units are <b>internally assessed</b> by your classroom teachers.	
<b>Half Term 6 (Jun-Jul)</b>	Giving resubmission to students for Units of work that can be improved. <b>This is down to your teacher's discretion</b>	

<b>Examples of Home Learning Tasks</b>	Work on completing internal unit of studies ( Unit 22, Unit 4, Unit 19) Revision tasks set for external units such Unit 2, 3,(re-sits) and 6
<b>Assessment Tasks, Methods &amp; Frequency</b>	Students will learn key term tests within the lesson . and they will use a learning map to summarise the unit of study. They will do end of the topic tests to assess and consolidate knowledge. Students will also participate in regular school assessment examinations. These tests will inform the classroom teacher and pupils of any knowledge gaps that need to be tackled before moving forward with the curriculum.
<b>Equipment that Students Need</b>	Students will need access to a computer to complete their tasks and CW Students should have their own Business notebook for CW notes and revision notes. A booklet and assessment guidance will be provided for each unit online access

<b>Parent / Carers can help their child by:</b>	Help your child to keep stay abreast of the news, as businesses performance is affected by economic, legal and political news. Watch business programmes with your child ( Dragons Den, The Apprentice, Panorama business documentary which are related to business or the economy. <b>Check that your child is uploading homework set by their classroom teacher on Google classroom.</b>
<b>Useful Websites</b>	<a href="http://www.bbc.co.uk/news/business">www.bbc.co.uk/news/business</a> <a href="http://www.tutor2u.com">www.tutor2u.com</a> <a href="https://senecalearning.com/en-GB/">https://senecalearning.com/en-GB/</a>

<b>Who Can I Contact?</b>	<b>Head of Business Studies</b>  <b>2nd in Department</b>  <b>Business Teacher</b>	<b>Mrs Cesario-Ziten:</b> Lead teacher of Business <a href="mailto:t.cesarioziten@holyfamily.waltham.sch.uk">t.cesarioziten@holyfamily.waltham.sch.uk</a>  <b>Ms Thomas:</b> Second in Business <a href="mailto:A.Thomas@holyfamily.waltham.sch.uk">A.Thomas@holyfamily.waltham.sch.uk</a>  <b>Mrs O'Rourke:</b> Business teacher <a href="mailto:h.orourke@holyfamily.waltham.sch.uk">h.orourke@holyfamily.waltham.sch.uk</a>  <b>Mr Roth :</b> Business teacher <a href="mailto:d.roth@holyfamily.waltham.sch.uk">d.roth@holyfamily.waltham.sch.uk</a>
	Teachers of Year 13 Business Studies	Mr Roth Ms O'Rourke

## 9. Assessment & Feedback

- **Regular testing:** Key terms, learning maps, end-of-topic tests, multiple choice questions, past papers
- **Mock exams:** Scheduled before all Pearson external assessments
- **Feedback:** Provided in accordance with BTEC marking policy

### Important Notes

#### 1. MALPRACTICE

- **AI Tools:** NOT permitted for coursework. You will be given a U grade for any work containing plagiarism.
- **Malpractice Includes:**
  - Plagiarism
  - Collusion
  - Fake data
  - Misuse of materials

- Unauthorized collaboration

## **2. MARKING POLICY**

- All coursework deadlines are BTEC approved
- **Missed Deadlines:** Results in a 'U' grade . Possible future resubmissions capped at a Pass.
- Note: Resubmissions are at the discretion of your teacher
- You must hand in your work by 23:59pm as set by your subject teacher.
- No extensions to coursework
- As a department, we **do not offer resits** for external units.



### **Malpractice Explained:**

**Please be aware of the following information regarding malpractice**

Attempting to or actually carrying out any malpractice activity is not permitted by the examination board.

**Below is a list of some instances of malpractice:**

- Plagiarism by copying and passing off work as learners own

- Collusion by working collaboratively with other learners to produce work that is submitted as individual learners' work
- Pretending to be someone else to produce the work for another or arranging to take another's place in an assessment
- Fabrication of results/evidence (for example when carrying out a survey)
- Failing to abide by the instructions or advice of an assessor
- Misuse of assessment and/or examination material
- Use of unauthorised material
- Obtaining, receiving, exchanging, or passing on information which could be assessment related
- Behaving in such a way to undermine the integrity of any assessment
- The alteration of any results document, including certificates
- Cheating by copying and past will invalidate your coursework

## **10. Meeting criterias**

Each unit you complete in the BTEC course will include a series of criteria, labelled as Pass (P), Merit (M), and Distinction (D). To achieve a grade, you must meet all the criteria at that level. Here's how it works:

- If you **do not meet all** Pass criteria (P), you will receive a U (Unclassified) for that unit.
- If you meet **all** the Pass criteria and **some** Merit (M) criteria, you will achieve a Pass overall.

- To achieve a Distinction, you must meet **all** Pass, **all** Merit, and **all** Distinction (D) criteria.
- Partially meeting Distinction or Merit without completing all Pass will still result in a U.

See example below:

	P1	P2	M1	M2	D1	Final grade	Explained
<b>Student 1</b>	Yes	Yes	No	No	Yes	Pass	M criterias not met
<b>Student 2</b>	No	No	Yes	Yes	Yes	U	P criterias not met
<b>Student 3</b>	Yes	Yes	Yes	Yes	No	M	All P and M met, D not met
<b>Student 4</b>	Yes	Yes	Yes	No	No	P	M2 not met
<b>Student 5</b>	Yes	Yes	Yes	Yes	Yes	D	All criterias met

**Resubmissions are at the teacher's discretion and may be capped at a Pass grade.**

## 11. Btec Calculator

Using the BTEC (NQF) grade calculator | Pearson qualifications [\(use this link to download the calculator\)](#)

1. Select 'Btec Nationals Grade Calculator)
2. Open spreadsheet
3. Select 'diploma' from the tabs below.

Select Sector Start → Business  
1. Select your sector from the dropdown list in the cell above

Assessment Type	Unit Number	Unit Name	GLH	Unit Points/Grade	Unit Grade
<b>Group A mandatory units must be passed</b>					
Mandatory	External	2		14	Pass
Mandatory	External	3		20	Merit
Mandatory	External	6		24	Merit
<b>Group B mandatory units must be completed and a grade reported</b>					

3. Enter the points or grade for the units below

**\*This is a sample screenshot of the btec calculator. Students must obtain a PASS in unit 3 in order to progress to Yr13 Btec Business.**

## **12. Points of contact**

**Mrs Cesario-Ziten:** Lead teacher of Business

[t.cesarioziten@holyfamily.waltham.sch.uk](mailto:t.cesarioziten@holyfamily.waltham.sch.uk)

**Ms Thomas:** Second in Business

[A.Thomas@holyfamily.waltham.sch.uk](mailto:A.Thomas@holyfamily.waltham.sch.uk)

**Mrs O'Rourke:** Business teacher

[h.orourke@holyfamily.waltham.sch.uk](mailto:h.orourke@holyfamily.waltham.sch.uk)

**Mr Roth :** Business teacher

[d.roth@holyfamily.waltham.sch.uk](mailto:d.roth@holyfamily.waltham.sch.uk)

