

# Learn. Discover. Grow.

We focus on your needs and aspirations to make sure that methods and levels of study are best suited to you, as well as working with you to boost your confidence and underpinning skills for work and life. As well as your core programme of study with us, you'll gain a number of skills, including English and maths, as well as digital skills to give you a competitive edge as you progress into work or further training.

## All Northumberland Skills learners gain access to:

- A more hands on way of learning to give you practical skills and knowledge
- Qualifications that are recognised worldwide
- Excellent pastoral and academic support from our dedicated staff
- Progression to further or higher education, or employment
- A learning environment to help you reach your true potential
- Skills and experience to give you the best start to progress to your future career

## English and maths

If you have not yet achieved a grade 4 or above, you'll also work towards a GCSE or Functional Skills qualification as part of your course. If you have a grade 3 in GCSE English and/or maths, you will continue to develop your skills through GCSE sessions. If you have lower than a grade 3 in GCSE English and/or maths, you will study Functional Skills then progress to GCSE.

## Study skills and tutorial with experience of work and work experience

Tutorial and study skills will complement your accredited course and provide wrap around support.

This includes topics such as:

- Employability skills
- Finances
- Interview skills
- The world of work


Pastoral support will assist you to develop the skills needed for independent study and help with completion of coursework. One-to-one support is also available to offer individual support on an ongoing basis.

Leadership and enterprise skills alongside health, wellbeing, and confidence, ensure that your professional and personal development are prioritised alongside your studies. Experience of work and work experience relating to your vocational area is a vital component to boost knowledge and transferable skills.

## Study Programme Information

All learners will study:

- A vocational qualification
- English & maths (if not already achieved)
- Study skills
- Tutorial
- Experience of work/Work experience
- Enrichment activities



**Our full-time programmes of study start in September and January.  
Enrol now at your local campus, sites across Northumberland.**

**Explore our courses and campuses at [www.northumberlandskills.co.uk](http://www.northumberlandskills.co.uk)**

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# Introduction to Business

## Study programme information

### KEYFACTS

**Qualification title and level:** BTEC Introductory Certificate in Business (Level 1)

**Awarding organisation:** Pearson

**Duration:** One year

**Study location(s):** Alnwick or Morpeth

### Who is this course for and what will I gain?

If you are interested in a career as a business administrator, a career within the customer service industry or have aspirations to set up your own business, this course is ideal for you. It is designed to give you the confidence to progress your skills ready for working in a business-related role. You will gain a solid understanding of the importance of being organised and how to plan to develop your own skills and qualities. You will gain skills that can be transferred to many other areas, such as: research and planning, time management, communicating electronically, using office equipment and working with others.

### What units will I study?

– Being organised    – Contribute to running an event    – Developing a personal progression plan  
Finding out about businesses in your area    – Developing routine office administration skills

### How and where will I study?

The course will be delivered in a classroom setting and will include an element of work-related activities to support skills development. A more hands on way of learning will give you practical skills and knowledge and will be carefully balanced with health and safety requirements. There will also be opportunities to explore the local community to gather information about businesses in the area. Along with enrichment trips to build confidence and team skills.

### What are the entry requirements?

You will need four GCSEs at grade 3 or above.

### How will I be assessed?

Your progress will be assessed by your tutor or assessor using a range of methods. This could include direct observation in the work-related activities, a portfolio of work and evidence, completion of written assignments or practical tasks relating to the subject.

### Progression and careers:

Progression to the Level 2 Award or Certificate in Business is an ideal pathway to further your skills and abilities in preparation for a career in a business environment. This course will give you the skills, knowledge and experience you need to gain the best start to progress to your future career. This could be within business administration and customer service roles in various industries, including: human resource admin roles, records clerks and administrators, customer call desks, sales admin, office supervisor/management.

### For more information please contact:

Email address: [anna.jobson@northumberland.gov.uk](mailto:anna.jobson@northumberland.gov.uk)

Tel number: 01670 623 691