

# Business



Web: [www.barnfield.ac.uk/business](http://www.barnfield.ac.uk/business)





**Ajaypal Singh**, 19, won 18 distinctions in the 18 units of his BTEC National Diploma in Business. Ajaypal, who has been accepted to study business at Brunel University, is aiming to work in business management. "I really enjoyed the application of the course to the real world – we studied supermarkets and the housing market, for example. I'm grateful to my tutor, who was very supportive and pushed me."

**Do you dream of becoming the next Peter Jones, Alan Sugar or Richard Branson? At Barnfield College we offer a range of business courses which could lead you on to the path to success.**

Business qualifications offer you an excellent foundation, preparing you for all aspects of business, regardless of which industry you go into. Barnfield College has a range of courses at our New Bedford Road Campus and we are positive there will be something to suit you! Many of our tutors have worked in industry so are able to give you real insight into the ways of business – helping you decide which route to take.


Whether you are looking for an Entry Level qualification or you already have experience of working – Barnfield has the answer. From Accountancy to General Management and all the other areas you can think of in between.

If your passion is for numbers then take a look at our wide range of Accountancy qualifications. Or perhaps you are more interested in dealing with people – in which case Business, Retail and Administration should really suit you.

If you are looking for a career in Business then Barnfield is a great place to start.

**There are a range of job opportunities within this sector including:**

- Accountancy
- Administration
- Analytics
- Finance
- HR
- Investment banking
- Legal secretarial
- Management
- Marketing

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**Jumera Choudhury**, BTEC National Diploma in Business Studies, University of Bedfordshire studying human resource management: "At Barnfield the teachers are really friendly and treat you like adults rather than kids. If you don't get what you expected at GCSE you can still work your way up and achieve your goals – that's what I did."

# Business

## Business & Accounting

E

### Certificate in Progression (NOCN)

#### Content:

Encourages self-confidence and broadens experience. Develops personal skills, literacy, numeracy and IT skills. There are a broad range of units available, including vocational and personal development opportunities. Students will have a programme arranged for them. There are pathways in Social Care, Life Skills and Employability.

#### Entry requirements:

No formal qualification.

#### Prospects / leads to:

Skills for Working Life or GNVQ Foundation/NVQ Level 1 programmes, open or sheltered employment.

#### Additional info:

Course code: GMF1-AQAMT  
Duration: 1 year

01

### Skills For Working Life (EDEXCEL)

#### Content:

On this course you will develop your communication and presentation skills for working life. Vocational options will be organised to suit your personal career goals.

#### Entry requirements:

No formal qualifications needed.

#### Prospects / leads to:

GNVQ Foundation or intermediate courses, NVQ programmes, employment or training schemes.

#### Additional info:

Ideal if you are undecided about your next move vocationally or educationally  
Course code: GMF1-SK4LIF  
Duration: 1 year

01

### Business, Retail and Administration BTEC Introductory Diploma (EDEXCEL)

#### Content:

This course covers subjects in business, retail and administration which include:

- Starting work in business, retail and administration
- Working in business, retail and administration
- Introducing customer service
- Personal effectiveness
- Social responsibility at work
- Financial management
- Health and safety at work

#### Entry requirements:

Broad interest in business and a good reference.

#### Prospects / leads to:

BTEC First diploma in business, ICT for Practitioners, modern apprenticeship or employment.

#### Additional info:

Course code: GBF1-FOUBUS  
Duration: 1 year



Please see our entry on page 17 regarding Barnfield Apprenticeships in this area.



02

### Business BTEC First Diploma (EDEXCEL)

#### Content:

This course covers a range of subjects such as:

- Exploring business purposes
- Developing customer relations
- Investigating financial control
- People in organisations
- Providing business and administration support
- Starting a small business

#### Entry requirements:

Four GCSEs grade D or above, including English and Mathematics or Merit in GNVQ Foundation/BTEC Introductory Diploma in a related subject, plus a satisfactory reference.

#### Prospects / leads to:

BTEC National Certificate/Diploma in Business, apprenticeship or employment.

#### Additional info:

Course code: GBF1-INTBUS  
Duration: 1 year  
Full Level 2

02

### Business ICT for Practitioners BTEC First Diploma (EDEXCEL)

#### Content:

This course covers a variety of subjects including:

- Using ICT in a business and management environment to present information
- Introduction to computer systems
- Website development
- ICT supporting organisations
- Database software
- Spreadsheet software
- ICT graphics

#### Entry requirements:

Four GCSEs grade D or above, including English and Mathematics, or a Merit in GNVQ Foundation/BTEC Introductory Diploma in a related subject, with a satisfactory reference.

#### Prospects / leads to:

BTEC National Certificate/Diploma for IT practitioners/Business, apprenticeship or employment.

#### Additional info:

Course code: GBF1-INTICT  
Duration: 1 year  
Full Level 2

03

### Business BTEC National (EDEXCEL)

#### Content:

This course covers:

- Finance
- Human resources
- Management
- Marketing
- Business ethics
- Health and safety

#### Entry requirements:

Five appropriate GCSEs grade C or above or GNVQ Intermediate/BTEC First Diploma, plus satisfactory reference.

#### Prospects / leads to:

Foundation degree, company training schemes and employment in many business-related areas.

#### Additional info:

Course code: GBF1-BTBUDP  
Duration: 2 years  
Full Level 3

**COME AND EXPERIENCE EXCELLENT DINING IN OUR ON-SITE RESTAURANT.** ALL FOOD IS HOME-MADE, SOURCED LOCALLY, AND PREPARED AND SERVED BY OUR AWARD-WINNING STAFF AND STUDENTS.

#### LUNCHTIMES FOR INFORMAL DINING

TUESDAY TO FRIDAY\* 12NOON TO 12.45 ARRIVAL

#### EVENINGS FOR SILVER SERVICE

WEDNESDAY & THURSDAY 6.00 TO 6.45 ARRIVAL

Booking is essential. Please call: 01582 569 646

\* Silver Service also available on Friday lunchtime.

the brasserie / at barnfield