

## What is the course about?

This vocational course is equivalent to 1.5 A Levels for those wishing to find employment in the Island's business sector or for progression on to a higher national and carries a maximum UCAS tariff of 42 points. The course is a blend of Administration, Information Technology and Business modules studied over 2 years which are essential in today's workplace. In addition, students have an opportunity to re-take GCSE English.

Guest speakers, offsite visits to local businesses and a work placement module also form part of the course and you will also be encouraged to participate in fundraising and enrichment activities.

## What are the entry requirements?

4 GCSEs grade A\* to C, including English and Mathematics at grade D or above.

## What subjects will I study?

The modules are made up of compulsory and optional subjects such as:

- Exploring Business
- Developing a Marketing campaign
- Managing an Event
- Personal & Business Finance
- Pitching for a New Business
- Work Experience in Business
- PC Passport leading to Microsoft Office Specialist
- Government Typewriting and Audio Tests

## How will I be assessed?

Modules are assessed through internal assessments and external examinations.

## What are my progression and career options?

Higher Education – this qualification attracts UCAS points allowing you to progress to studying a Higher National qualification in Administration and Information Technology. Employment – a wide variety of employment opportunities await you in an Administrative/Senior Admin/Managerial Role

## Who should I contact?

All enquiries relating to this course are to be directed to the Course Admissions Tutor via the Programme Area Secretary on 648202 or by e-mail to [tracy.cliff@ucm.ac.im](mailto:tracy.cliff@ucm.ac.im)