



Advanced Diploma in Business, Administration and Finance

WHY TAKE THE ADVANCED DIPLOMA IN BUSINESS, ADMINISTRATION AND FINANCE?

The heart of this course is Business Enterprise, Teamwork and Communication and is based on active learning. You will run your own company for a year, learn through College based activities and complete real workplace tasks. The Advanced Diploma is a two year programme and is worth 3.5 A Levels. The course is designed to give you the skills and knowledge that employers and universities are looking for. The course encourages creativity and innovation as well as developing problem solving skills. There are many exciting degree or employment opportunities to look forward to on completion of the course, such as Marketing and Retail, Financial Management or starting your own business venture. Students also gain a range of transferable skills which allows them to progress onto courses that are not directly related to Business or Finance.

WHAT ARE THE KEY AREAS OF STUDY?

Through Business Enterprise, Teamwork and Communication you will learn about the Finance, Marketing and Administration functions of Business. You will work with companies such as Siemens, O2 and CIS to apply theory to the real world. You will also study how companies react to change, such as the current recession and the importance of social responsibility.

WHAT SKILLS WILL I NEED AND DEVELOP?

You will need good time management skills and an interest in Business and current affairs. You will develop enterprise skills and be able to critically evaluate and make decisions from a range of options to solve problems for real companies.

ARE THERE ANY SPECIAL QUALIFICATIONS I NEED?

You will need GCSE Maths and English grade C or above, or key skills Numeracy and Communication level 2.

HOW WILL I BE ASSESSED?

There are ten subject specific units over the two years, four are externally tested and the other six are assessed through coursework. Students complete an extended project which will depend on their interests and aspirations. In addition to this, students will choose a related A Level to study, to make up the full diploma.

PRIESTLEY EXTRA

You will have the opportunity to work alongside companies, to attend enterprise events and plan your own team building days. There will be visits to local businesses such as Cadbury's World and Chester Zoo whereby you can apply your learning to live businesses.