

BTEC

HIGHER NATIONALS

Business

Specification

First Teaching from September 2019

First Certification from September 2020

**Higher National
Certificate Lvl 4**

**Higher National
Diploma Lvl 5**



HND Business year 1

Level 4 Units

Core Unit Mandatory 1 Business and the Business Environment

The aim of this unit is to provide students with background knowledge and understanding of business, the functions of an organisation and the wider business environments in which organisations operate. Students will examine the different types of organisations (including for profit and not for profit), their size and scope (for instance, micro, SME, transnational and global) and how they operate.

Core Unit Mandatory 2 Marketing Essentials

Organisations such as Apple, Google, VISA, Burberry, Zara, Cadbury, Nestle, Unilever, Coca-Cola, Unicef, BP and small local businesses all have at least one thing in common: they all use marketing to influence us to engage with their products and/or services. Whether it is becoming a loyal customer buying a product and service or donating to a charity, organisations use a range of marketing techniques and tools to inform and influence us.

Core Unit Mandatory 3 Human Resource Management

The unit investigates the importance of good employee relations and the ways in which employers engage with their staff and possibly with trade unions. Students will gain an understanding of the law governing HRM processes as well as the best practices which enable an employer to become an 'employer of choice' in their labour market.

Core Unit Mandatory 4 Management and Operations

On successful completion of this unit students will have developed sufficient knowledge and understanding of how management and operations make a positive, efficient, and effective contribution to an organisation at a junior level. This could be in the role of a team leader or managing a specific aspect of an operation function and/or process. Underpinning all aspects of the content for this unit you will consider topics under two broad headings: management and operations.

Core Unit Mandatory 5 Management Accounting

On successful completion of this unit students will be able to present financial statements in a workplace context and be able to assist senior colleagues with financial business planning. In addition, students will have the fundamental knowledge and skills to progress onto a higher level of study.

Core Unit Mandatory 6 Managing a Successful Business Project (Pearson-set)

On successful completion of this unit students will have the confidence to engage in decision-making, problem-solving and research activities using project management skills. They will have the fundamental knowledge and skills to enable them to investigate and examine relevant business concepts within a work-related context, determine appropriate outcomes, decisions or solutions and present evidence to various stakeholders in an acceptable and understandable format.

Optional Unit 8 Innovation and Commercialisation

In this unit, we will look at a number of tools and techniques organisations use to drive innovation and become more commercial in their approach. The aim of the unit is to give students cutting-edge knowledge as well as practical application of the keyway's organisations become more innovative while remaining commercially driven.

Optional Unit 9 Entrepreneurship and Small Business Management

This unit provides students with an understanding of the definition and scope of entrepreneurship and an understanding of the enablers and barriers to business start-up. Students will learn about the influence of national culture and economy on entrepreneurship and will explore the personal characteristics of entrepreneurs and the impact of personal situational factors, including education and background. Students will also learn about the role and importance of small firms to the economy, and about social enterprise and the social economy

HND Business Year 2

Level 5 units

Core unit Mandatory 11 Research Project (Pearson-set)

On successful completion of this unit students will have the confidence to engage in problem-solving and research activities which are part of the function of a manager. Students will have the fundamental knowledge and skills to enable them to investigate workplace issues and problems, determine appropriate solutions and present evidence to various stakeholders in an acceptable and understandable format.

Core unit Mandatory 12 Organisational Behaviour

The aim of this unit is to develop a student's understanding of the influence culture, politics and power have on the behaviour of others in an organisational context. Students will be able to apply the principles of organisational behaviour to a variety of business situations.

Specialist unit Mandatory 16 Operations and Project Management

The aim of this unit is to develop students' understanding of contemporary operations theory as a function of a modern organisation. Students explore key benchmarks and processes which will enable effective critique of an operation function. Students will also consider the fundamentals of project management utilising the prescribed, but well established, project life cycle

Specialist unit Mandatory 17 Understanding and Leading Change

On successful completion of this unit students will have developed sufficient knowledge and understanding of leadership in the context of organisational change to make an effective and immediate contribution to the way in which an organisation determines and responds to change drivers. Students will also be in a strong position to contribute to change initiatives as well as to consider the strategies required to change resisters.

Specialist unit Mandatory 18 Global Business Environment

On successful completion of this unit students will have developed an understanding of the wider global environment in which organisations operate. This will enable students to add value to an organisation as they will be able to apply their knowledge in such a way that they could advise senior managers (in either large or small organisations) on global matters which they may not have ordinarily considered.

Optional unit Level 5- Student Group consensus, students can choose optional subject from a pool of 18 available optional units such as Social Media and Practice, International Marketing, Business strategy etc.

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