

Welcome to Burnley College!

Your Division: Business & Professional Services (BPS)

We're excited to welcome you to Burnley College and hope you've had a fantastic summer! Whether you're joining one of our Business and Professional Services programmes or enrolling on a business course, this guide will help you feel prepared and confident as you begin your journey.

Your Course: Business Studies

We're delighted to welcome you onto the Business studies course, starting this September. This programme is designed to equip you with the essential knowledge, practical experience, and professional behaviours needed for a successful future career in the Business studies sector.

Learning Overview

Your journey in Business Studies at Burnley College will be shaped by a structured curriculum designed to help you grow both personally and professionally. The course you are enrolled on will depend on your previous experience and qualifications, and may include:

- **Level 1 – NCFE Level 1 in Occupational studies**

This introductory course offers a practical insight into the business industry. You'll build essential skills in teamwork, communication, and customer service while gaining a foundational understanding of the sector. It's a hands-on, engaging course that prepares you for progression to Level 2 or entry-level roles in the industry.

- **Level 2 – Business Studies**

This course introduces you to the key functions of a business and how they work together for success. You'll explore areas such as marketing, finance, customer service, and enterprise through practical assignments and real-life scenarios. Ideal for developing problem-solving, communication, and organisational skills, this course prepares you for further study at Level 3 or entry-level employment in the business world.

- **Level 3 – BTEC Extended Diploma in Business Studies**

This advanced, two-year programme is perfect for students aiming to launch a business career or progress to university. You'll study a wide range of topics including business management, finance, marketing, human resources, and entrepreneurship. With a strong emphasis on real-world application, teamwork, and strategic thinking, you'll gain the practical skills and knowledge needed to thrive in a dynamic business environment.

Experiential Learning

You'll take part in practical activities, off-site visits, and real-world scenarios to bring your learning to life. These include trips and visits designed to broaden your understanding of the sector and develop your professional mindset.

Equipment

To succeed on the course, please bring the following:

- Basic stationery (pens, pencils, ruler, notepad)
- Ideally, a personal laptop – as most assignment work is completed and submitted electronically via Microsoft Teams

Expectations and Requirements

Uniform

You are required to wear a uniform while undertaking practical assessments and representing Burnley College. This includes:

- A white shirt
- Black pants or black knee length skirt
- Smart shoes

Professional Expectations

As future business professionals, you are expected to demonstrate high standards of behaviour and personal conduct. This includes:

- **Punctuality** – Arrive on time to all sessions and events
- **Attendance** – Maintain a minimum of 95% attendance
- **Appearance** – Always wear your full uniform and Burnley College lanyard visibly around your neck
- **Mobile Phones** – Keep phones on silent and out of sight unless authorised for use during a session

Extended Learning

To support your development, you'll be set regular extended learning activities and independent tasks. These are designed to deepen your understanding and reinforce what you've covered in class. As a general guideline, you should aim to spend an equal amount of time on independent study and extended learning as you do in taught sessions with your tutor.

Assignments and Assessment

This course is **100% assignment-based**, which may include a range of assessment formats such as written reports, presentations, and practical observations.

- All assignments must be submitted by the deadlines set by your tutor.
- High standards of work and time management are essential for successful completion.

Trips, Visits, and Guest Speakers

You'll benefit from a range of enrichment opportunities throughout the year, including:

- Guest talks from serving and former business professionals
- Overseas and UK visits and trips

Some trips may require specialist clothing or equipment, which your tutor will discuss with you in advance.

Need Help or More Information?

If you have any questions before the course begins, feel free to contact our Divisional Administration Team:

 01282 733151 / 01282 733022 / 01282 733289

 bps@burnley.ac.uk

We can't wait to see you in September and support you as you begin this exciting journey toward your future career in the business industry.