

## BTEC Diploma in Vocational Studies - ICT and Business Level 1



### In a nutshell

Our Vocational Studies courses are designed to introduce you to the area of study that interests you and help you develop wider learning skills.

### This course is for you if...

- ... You're unsure about what you want to do
- ... You want to go onto a next level courses, an apprenticeship or employment
- ... You want to develop practical, transferable skills

### What will I be doing?

You'll get the opportunity to try more than one vocational area and gain an insight into college life. You'll complete tasks that focus on demonstrating what you can do and what you have learned.

## COURSE INFORMATION LEAFLET

The core units are the same across all our Vocational Studies courses, which will help you develop your skills within your chosen vocational area. If you need to change to a different course, you can transfer the units studied on this course to your next one, if needed.

The core units you will follow:

- Being organised
- Developing a progression plan
- Working with others
- Researching a topic

The ICT and Business units may include:

- Developing digital information using IT
- Using digital communication technologies
- Creating a spreadsheet to solve problems
- Creating a website
- Organising a meeting
- Branding a product
- Presenting a business idea
- Contribute to running an event
- Recording income and expenditure
- Communicating with customers

You'll be assessed through assignments, tasks and practical assessments and you'll achieve:

BTEC Level 1 Diploma in Vocational Studies

### [Skills Activities](#)

[Maths and English](#) (if you haven't achieved a grade C or above at GCSE level)

Other relevant qualifications to enhance your skill set

### **What is expected of me?**

There are no formal requirements. However, an interest in learning about the different vocational areas is necessary.

You'll need to be motivated, hardworking and willing to try new things in the vocational areas. There will be an expectation that you practise skills and techniques in realistic work



## COURSE INFORMATION LEAFLET

environments within college, allowing you to build on your employability skills. Attendance and punctuality for all sessions is a compulsory requirement of this course.

### What comes next?

You could continue your studies at Level 2 in a vocational area of your choice

You could progress onto an apprenticeship

You could get a job in your chosen field

### Additional information

You'll be expected to purchase kit to ensure your safety when undertaking the practical elements. Additional costs could occur during the year for educational visits.

Apply online at [www.coleggwent.ac.uk](http://www.coleggwent.ac.uk)

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