

## Pearson BTEC Level 3 Subsidiary Diploma in Business

The Pearson BTEC Level 3 Subsidiary Diploma in Business is 60 credits and 360 guided learning hours qualification, it consists of four mandatory units plus optional units that provide for a combined total of 60 credits.

The units for the BTEC qualifications in this specification are available on our website ([www.edexcel.com](http://www.edexcel.com)).

Pearson BTEC Level 3 Subsidiary Diploma in Business			
Unit	Mandatory units	Credit	Level
1	The Business Environment	10	3
2	Business Resources	10	3
3	Introduction to Marketing	10	3
4	Business Communication	10	3
<b>Optional units – choose any two units from those below</b>			
<b>Accounting Pathway Optional units</b>			
5	Business Accounting	10	3
6	Financial Accounting	10	3
7	Management Accounting	10	3
8	Accounting Systems	10	3
<b>Marketing Pathway Optional units</b>			
9	Creative Product Promotion	10	3
10	Market Research in Business	10	3
11	Relationship Marketing	10	3
12	Internet Marketing in Business	10	3
<b>Human Resources Pathway Optional units</b>			
13	Recruitment and Selection in Business	10	3
14	Aspects of Employment Law	10	3
15	Development Planning for a Career in Business	10	3
16	Human Resource Management in Business	10	3
<b>Management Pathway Optional units</b>			
17	Training in the Business Workplace	10	3
18	Managing a Business Event	10	3
19	Developing Teams in Business	10	3
20	Managing Physical Resources in a Business Environment	10	3
<b>Law Pathway Optional units</b>			
21	Aspects of Contract and Business Law	10	3
22	Aspects of Civil Liability for Business	10	3
23	Aspects of the Legal System and Law-making Process	10	3
24	Aspects of Criminal Law Relating to Business	10	3
<b>Administration Pathway Optional units</b>			
25	Supporting Business Activities	10	3
26	Managing Business Information	10	3
27	Understanding Health and Safety in the Business Workplace	10	3
28	Business Project Management	10	3

<b>Pearson BTEC Level 3 Subsidiary Diploma in Business</b>			
<b>Unit</b>	<b>Retail Pathway Optional units</b>	<b>Credit</b>	<b>Level</b>
29	Understanding Retailing	10	3
30	Visual Merchandising in Retail	10	3
31	Fashion Retailing	10	3
32	Food Retailing	10	3
<b>General Optional units</b>			
33	The Impact of Communications Technology on Business	10	3
34	Website Design Strategy	10	3
35	Supply Chain and Stock Management	10	3
36	Starting a Small Business	10	3
37	Understanding Business Ethics	10	3
38	Business and the Economic Environment	10	3
39	International Business	10	3
40	Computer Applications for Financial Management	10	3
41	Business Markets and the Economy	10	3
42	Quality Management Systems in Logistics	10	3
<b>Logistics Pathway Optional units</b>			
43	Transport Planning	10	3
44	Operational Management of Road Transport	10	3
45	Transport Systems and the Environment	10	3
46	Supply Chain Organisation	10	3

## Pearson BTEC Level 3 90-credit Diploma in Business

The Pearson BTEC Level 3 90-credit Diploma in Business is a 90 credit qualification that consists of **four** mandatory units plus optional units that provide for a combined total of 90 credits (where at least 68 credits must be at Level 3 or above).

The units for the BTEC qualifications in this specification are available on our website ([www.edexcel.com](http://www.edexcel.com)).

Pearson BTEC Level 3 90-credit Diploma in Business			
Unit	Mandatory units – 40 credits	Credit	Level
1	The Business Environment	10	3
2	Business Resources	10	3
3	Introduction to Marketing	10	3
4	Business Communication	10	3
<b>Optional units – choose any five units from those below – 50 credits*</b>			
<b>Accounting Pathway Optional units</b>			
5	Business Accounting	10	3
6	Financial Accounting	10	3
7	Management Accounting	10	3
8	Accounting Systems	10	3
<b>Marketing Pathway Optional units</b>			
9	Creative Product Promotion	10	3
10	Market Research in Business	10	3
11	Relationship Marketing	10	3
12	Internet Marketing in Business	10	3
<b>Human Resources Pathway Optional units</b>			
13	Recruitment and Selection in Business	10	3
14	Aspects of Employment Law	10	3
15	Development Planning for a Career in Business	10	3
16	Human Resource Management in Business	10	3
<b>Management Pathway Optional units</b>			
17	Training in the Business Workplace	10	3
18	Managing a Business Event	10	3
19	Developing Teams in Business	10	3
20	Managing Physical Resources in a Business Environment	10	3
<b>Law Pathway Optional units</b>			
21	Aspects of Contract and Business Law	10	3
22	Aspects of Civil Liability for Business	10	3
23	Aspects of the Legal System and Law-making Process	10	3
24	Aspects of Criminal Law Relating to Business	10	3
<b>Administration Pathway Optional units</b>			
25	Supporting Business Activities	10	3
26	Managing Business Information	10	3
27	Understanding Health and Safety in the Business Workplace	10	3
28	Business Project Management	10	3

<b>Pearson BTEC Level 3 90-credit Diploma in Business</b>			
<b>Unit</b>	<b>Retail Pathway Optional units</b>	<b>Credit</b>	<b>Level</b>
29	Understanding Retailing	10	3
30	Visual Merchandising in Retail	10	3
31	Fashion Retailing	10	3
32	Food Retailing	10	3
<b>General Optional units</b>			
33	The Impact of Communications Technology on Business	10	3
34	Website Design Strategy	10	3
35	Supply Chain and Stock Management	10	3
36	Starting a Small Business	10	3
37	Understanding Business Ethics	10	3
38	Business and the Economic Environment	10	3
39	International Business	10	3
40	Computer Applications for Financial Management	10	3
41	Business Markets and the Economy	10	3
42	Quality Management Systems in Logistics	10	3
<b>Logistics Pathway Optional units</b>			
43	Transport Planning	10	3
44	Operational Management of Road Transport	10	3
45	Transport Systems and the Environment	10	3
46	Supply Chain Organisation	10	3
<b>Level 3 Meeting Local Needs – 10 credits</b>			
	Any other L3 unit (s) to a maximum of 10 credits can be imported from other BTEC L3 qualifications to meet local needs.	10	3

If learners complete all the units in a pathway they can get an endorsement in the qualification title.

## Pearson BTEC Level 3 Diploma in Business

The Pearson BTEC Level 3 Diploma in Business is a 120 credit and 720 guided learning hours qualification, it consists of four mandatory units plus optional units that provide for a combined total of 120 credits. \*See over

The units for the BTEC qualifications in this specification are available on our website ([www.edexcel.com](http://www.edexcel.com)).

Pearson BTEC Level 3 Diploma in Business			
Unit	Mandatory units	Credit	Level
1	The Business Environment	10	3
2	Business Resources	10	3
3	Introduction to Marketing	10	3
4	Business Communication	10	3
<b>Optional units – choose any eight units from those below*</b>			
<b>Accounting Pathway Optional units</b>			
5	Business Accounting	10	3
6	Financial Accounting	10	3
7	Management Accounting	10	3
8	Accounting Systems	10	3
<b>Marketing Pathway Optional units</b>			
9	Creative Product Promotion	10	3
10	Market Research in Business	10	3
11	Relationship Marketing	10	3
12	Internet Marketing in Business	10	3
<b>Human Resources Pathway Optional units</b>			
13	Recruitment and Selection in Business	10	3
14	Aspects of Employment Law	10	3
15	Development Planning for a Career in Business	10	3
16	Human Resource Management in Business	10	3
<b>Management Pathway Optional units</b>			
17	Training in the Business Workplace	10	3
18	Managing a Business Event	10	3
19	Developing Teams in Business	10	3
20	Managing Physical Resources in a Business Environment	10	3
<b>Law Pathway Optional units</b>			
21	Aspects of Contract and Business Law	10	3
22	Aspects of Civil Liability for Business	10	3
23	Aspects of the Legal System and Law-making Process	10	3
24	Aspects of Criminal Law Relating to Business	10	3
<b>Administration Pathway Optional units</b>			
25	Supporting Business Activities	10	3
26	Managing Business Information	10	3
27	Understanding Health and Safety in the Business Workplace	10	3
28	Business Project Management	10	3

<b>Pearson BTEC Level 3 Diploma in Business</b>			
<b>Unit</b>	<b>Retail Pathway Optional units</b>	<b>Credit</b>	<b>Level</b>
29	Understanding Retailing	10	3
30	Visual Merchandising in Retail	10	3
31	Fashion Retailing	10	3
32	Food Retailing	10	3
<b>General Optional units</b>			
33	The Impact of Communications Technology on Business	10	3
34	Website Design Strategy	10	3
35	Supply Chain and Stock Management	10	3
36	Starting a Small Business	10	3
37	Understanding Business Ethics	10	3
38	Business and the Economic Environment	10	3
39	International Business	10	3
40	Computer Applications for Financial Management	10	3
41	Business Markets and the Economy	10	3
42	Quality Management Systems in Logistics	10	3
<b>Logistics Pathway Optional units</b>			
43	Transport Planning	10	3
44	Operational Management of Road Transport	10	3
45	Transport Systems and the Environment	10	3
46	Supply Chain Organisation	10	3

\*For the Pearson BTEC Level 3 Diploma in Business, one specialist pathway title can be added to the qualification title if all the four units in that pathway have been completed. If more than one specialist pathway is completed, the learner must choose which one of the two titles to add. For example, if Units 1-12 inclusive are completed by a learner, that learner can either choose the title Pearson BTEC Level 3 Diploma in Business (Accounting) or Pearson BTEC Level 3 Diploma in Business (Marketing). Learners do not have to select a complete pathway. The optional units can be selected from any of the Units 5-46.