



BUSINESS AND TECHNOLOGY EDUCATION COUNCIL

EXTENDED DIPLOMA in BUSINESS - LEVEL 3

International Qualification by PEARSON EDEXCEL

Period : June 2022 – June 2024

This programme was introduced in January 2017 for the purpose of providing a **professional curriculum** as an alternative but equivalent to the academic qualification of the Commerce Stream of the Advanced Level. As practical training is an integral part of a vocational curriculum, the School has signed a Memorandum of Understanding with one of the Multi-National Accounting firms, Ernst & Young Global Limited (Sri Lanka), to provide the necessary experience. The course is designed in a manner where the students continue to have the opportunity to take part in school activities. Accordingly the practical training will not clash with school events, sports or extra-curricular activities.

This programme is assignment based within the school. Students are assessed and verified by Pearson Edexcel once in six months. The course comprises of 1,080 hours of classroom learning, 500 hours of practical training at Ernst & Young Global Limited (EY) and 80 hours of research work (individual / group). It consists of 6 mandatory and 12 optional units in seven different pathways namely Accounting, Marketing, Human Resources Management, Administration, Transport & Logistics and General, with 10 credit points for each unit. Students who complete 180 credit points will receive a certificate of Extended Diploma which is the equivalent of 3 Advanced Level subjects.

Number of credits	Status	Equivalent to
Below 60	Unclassified	Failure
060 - 119	Ordinary Diploma	One A/L subject
120 - 179	Higher Diploma	Two A/L subjects
180 and above	Extended Diploma	Three A/L subjects

Students will have to cover 18 units to earn 180 credits in 7 trimesters. The units are independent of each other and there is no order in which they should be completed.

Career Path

At the completion of this programme, the students could choose one of the follow-up programmes stated overleaf, depending on their attainment of scores obtained from assignments.

OPTIONS FOR HIGHER STUDIES ON COMPLETION OF BTEC PROGRAMME

Institution	Qualification Awarded	Exemptions / Credits / Scholarships
1. Admission to SEGI or INTI universities in Malaysia / Chandigarh University in India	A degree in Business / Accounting / Management / Marketing / Banking / Finance (3-year programme)	Exemption of one year out of 3 years could be obtained.
2. Admission to most of the universities in US/UK/ Australia/ Canada	A degree in Business Management, Marketing, Finance, Banking or Social sciences.	3-year duration as in the case of those who have done A/L Art Stream. (One major with other optional units)
3. Admission to an affiliated institute in SL such as ICBT, ACBT, IIHE etc	Complete levels 4, 5 & 7. *Level 6 is not relevant for Business.	Completion of level 7 is considered equivalent to a degree in Business Management.
4. Opportunity for direct employment	Openings available at any business entity with 500 hours of practical training during the course at EY.	Professional enhancement through additional qualifications in HR, Marketing, Accounting, Banking, Finance etc.

FEE STRUCTURE

Payable to **LADIES' COLLEGE**:

New Entrants – 1 to 6

Others – 3 to 6 only

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| 1. Registration Fee | : Rs. 150,000/- |
| 2. PTA Membership | : Rs. 5,000/- |
| 3. Refundable deposit | : Rs. 85,000/- |
| (Refundable deposit will be released at the completion of the tenure of two years) | |
| 4. Tuition fee | : Rs. 90,000/- |

* Presently there are no taxes applicable.

Payable to **PEARSON EDEXCEL** through **LADIES' COLLEGE**:

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|------------------------------|--|
| 5. Student registration fee | : £210 (Full and Final) |
| 6. External verification fee | : Rs. 40,000/- per verification (in total 5) |

Please note - The fees mentioned above are subject to revision.

SELECTED UNITS IN THE BTEC EXTENDED DIPLOMA IN BUSINESS (Level 3)

No	<i>Mandatory Units:</i>	Credits
1	Unit 1 - Exploring Business	10
2	Unit 2 - Research and Plan a Marketing Campaign	10
3	Unit 3 - Business Finance	10
4	Unit 4 - Managing an Event	10
5	Unit 6 - Principals of Management	10
6	Unit 7 - Business Decision Making	10
 <i>Optional Units:</i>		
5	Unit 05 - International Business	10
6	Unit 08 - Human Resources	10
7	Unit 10 - Recording Financial Transactions	10
8	Unit 11 - Financial Statements for Public Limited Companies	10
9	Unit 12 - Financial Statements for Specific Businesses	10
10	Unit 13 - Cost and Management Accounting	10
11	Unit 17 - Digital Marketing	10
12	Unit 18 - Creative Promotion	10
13	Unit 21 - Training and Development	10
14	Unit 22 - Market Research	10
15	Unit 24 - Branding	10
16	Unit 29 - Health and Safety in the Workplace	10

A 60 Credit IT Diploma by Edexcel has been included in the programme in order for students to understand how organisations use information and develop the skills necessary to produce management information. This is to provide the opportunity for students to complete the course with 240 credits which is equivalent to 4 Advanced Level subjects. It is mandatory that the students follow the IT programme in the 1st year of study and then have the option to drop it from the second year onwards, if they so wish.

OUR TEACHING STAFF

We have qualified, renowned and experienced lecturers who have been working in the industry for a considerable period.

Name of Lecturer	Pathway
Ms. Udani Cooray	~ Accounting
Ms. Priya Nirmalan	~ IT Programme
Ms. Delukkshi.Giritharan	~ Humane Resources / Business Administration / Business Environment / Marketing

PRACTICAL TRAINING PROVIDER

Ernst & Young Global Limited (Sri Lanka)



Sectional Head : Mrs. Yasodha Hettiarachchi

BTEC Course Co-ordinator and Lead Internal Verifier: Ms. Damithri Gunasekara

British Advanced Level office - Ms. Neluka Jayatunga (Admin Executive)

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Minimum requirement :

- 3 'A' grades at the GCE O/Level Examination including English. Students whose GCE O/L results are pending will have to sit for an aptitude test, for which the date will be given later.

The following documents must be submitted with the application:

- A copy of the O Level results sheet (if available)
- A copy of the Leaving Certificate from the candidate's previous school.
- A copy of the National I.D. card or Passport
- Original Birth Certificate
- Original Baptism Certificate (only for Christian candidates)

A handwritten signature in blue ink, appearing to read 'Deepika Dassenaik', is written over a light blue horizontal line.

Mrs. DEEPIKA DASSENAIKE

Principal

25 February 2022