

BTEC First in Business (Old) / BTEC First in Business (New) - unit mapping

Rationale

When developing the new units and qualifications, content from the old units was reviewed and altered to reflect more accurately the sector requirements by aligning the content closer to the National Occupational Standards (NOS).

To address the volume of content, sometimes cited as being 'over specified', the new units have been design to give more flexibility for the user, centre and learner by careful use of 'egs' within the unit content.

A quick overview is included to give the reader a summary of the relationship between the old and new units, followed by a more detailed review.

BTEC First in Business (Old) / BTEC First in Business (New) - unit mapping overview

Old Units	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10
New Units										
Unit 1	P									
Unit 2				P						
Unit 3			P							
Unit 4				P						
Unit 5					P					
Unit 6				P		P				
Unit 7							P			
Unit 8								P		
Unit 9									P	
Unit 10									P	

KEY

P - Partial Mapping (Some topics from the old unit appear in the new unit)

BTEC First in Business (Old) / BTEC First in Business (New) - unit mapping in depth

New Units		Old Units		Mapping/Comments	
Number	Name	Number	Name		
Unit 1	Exploring Business Purposes	Unit 1	Introduction to Business Activity	P	Majority of unit content remains the same. Management processes replaced with knowledge of functional areas of business. Focus of unit is now understanding the primary purpose of businesses and the functional areas that support the structure of these businesses.
Unit 2	Developing Customer Relations	Unit 4	Business Communication	P	The new Unit 2 has more of a focus on establishing good customer relations with external customers rather than developing good communications with internal colleagues.
Unit 3	Investigating Financial Control	Unit 3	Investigating Financial Control	P	The majority of the content remains the same. New unit has less emphasis on fraud detection and more emphasis on understanding profitability and researching local businesses.
Unit 4	Business Communication	Unit 4	Business Communication	P	Most of content remains the same. New unit has more of a global perspective and less emphasis on preparing for a business meeting and developing verbal skills. It also encourages learners to develop a range of formal and informal communication skills in a variety of business contexts in order to gain more of an understanding of the communication systems of global businesses.
Unit 4	Business Communication	Unit 6	Introduction to Business Administration	P	Understanding confidentiality/security of information and exploring different methods of communication are the elements taken from the old Unit 6.
Unit 5	People in Organisations	Unit 5	Employee Contribution to Working Conditions	P	New unit aims to help the learner develop a more organisation-wide perspective - to understand what makes an effective infrastructure within an organisation. There is less emphasis on detailed recruitment procedures and more specific content on preparing for employment and constant development of skills.

Unit 6	Providing Business and Administration Support	Unit 4	Business Communication	P	Procedures for preparing for a business meeting from the old Unit 4 are now one of the learning outcomes for the new Unit 6.
Unit 6	Providing Business and Administration Support	Unit 6	Introduction to Business Administration	P	Most of the content remains the same. New unit contains less specific and structured outcomes and has more focus on developing the skills to operate office systems and equipment in preparation for employment replacing health and safety in the workplace from the old unit.
Unit 7	Personal Selling	Unit 7	Sales and Customer Service	P	Organising a sales promotion from old unit replaced with an emphasis on understanding the purpose of sales personnel. New unit encourages learners to develop an this understanding from a variety of perspectives: from the view of the customer, the employee and the business. The content has been reduced slightly and structured into more defined elements.
Unit 8	Doing Business Online	Unit 8	Business Online	P	Most of the content remains the same but the new unit contains more structured outcomes. Exploring the potential disadvantages of an online business presence outcome from old unit has been replaced with knowledge of the operation of an online business.
Unit 9	Exploring Business Enterprise	Unit 9	Starting up a New Business	P	Identifying personal qualities of a business person has been removed from new unit and the financial aspects of starting a business have been expanded upon. The element of identifying possible new business ventures is now part of the new Unit 10.
Unit 10	Starting a Small Business	Unit 9	Starting up a New Business	P	Identifying new business ventures in the self-employment industries is taken from the old Unit 9. A little of the old unit content regarding the financial and legal aspects of setting up a business are in the new unit as well as an emphasis on the importance of marketing research. Learners are required to put together a less detailed new business proposal in the new unit rather than a detailed business plan.