



Pearson BTEC Level 3 International Extended Diploma in Business

This programme specification is a summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if they take full advantage of the learning opportunities provided. More detailed information can be found in the Student Handbook and the Pearson BTEC International Level 3 qualification specification.

1. Summary of Programme Details

Awarding Body	Pearson Education Ltd
Teaching Institution	Al Tief Educational Institute FZ LLC
Centre Number	98333
Pearson Programme Number	HXPJ1
Final Award Qualification Framework	Pearson BTEC Level 3 International Extended Diploma in Business RQF Level 3 (equivalent to A-Levels/pre-university qualification)
Total Guided Learning Hours (GLH)	1,080 GLH
Language of Study and Assessment	English
Mode of Study	Full-time
Programme Duration	24 months
Assessment Model	Assignment-based; no final examinations
Location of Delivery	Al Tief Educational Institute, Al Burooj St., Block 13, Office G26, Dubai Knowledge Park, Dubai, UAE
Regulatory Body	Knowledge and Human Development Authority (KHDA), Dubai

2. Programme Aims

The Pearson BTEC Level 3 International Extended Diploma in Business aims to:

- Provide post-IGCSE learners with a practical, assignment-based introduction to core business disciplines as an alternative or complement to traditional A-Levels.
- Prepare learners for direct progression into higher education (Foundation year, University Year 1, or a Level 4 Higher National Certificate) or into junior business roles.
- Develop applied skills across marketing, finance, event management, HR, project management, and entrepreneurial practice through vocationally contextualized assignments.
- Build the study, research, and communication skills learners need to succeed at Level 4 and above.

3. Distinctive Features of the Programme

- No terminal examinations – all units are assessed through coursework and assignments, allowing learners to build a portfolio of applied work.
- Broad coverage across 15 units spanning core business functions, giving learners a strong general foundation before choosing a specialization at Level 4-5.
- Direct, structured progression route into Level 4 HNC and Level 5 HND in Business, allowing continuous study at the same centre.

4. Entry Requirements

This programme is designed for post-IGCSE students (or equivalent secondary-level qualification). Applicants are assessed at interview by the Head of Centre, where prerequisite academic background and English language level are confirmed prior to enrolment, in line with AEI's Admissions & Enrolment Policy.

5. Programme Structure

All mandatory core units are delivered over 24 months, one unit at a time.

Unit No.	Unit Title	Level	GLH
1	Exploring Business	3	90
2	Research and Plan a Marketing Campaign	3	90
3	Business Finance	3	90
4	Managing an Event	3	90
6	Principles of Management	3	60
7	Business Decision Making	3	120
5	International Business	3	60
8	Human Resources	3	60
9	Team Building in Business	3	60
18	Creative Promotion	3	60
19	Pitching for a New Business	3	60
20	Business Ethics	3	60
21	Training and Development	3	60
29	Health and Safety in the Workplace	3	60
31	Effective Project Management	3	60

6. Teaching, Learning, and Assessment

- **Assessment methods:** Assignments, reports, plans, and project-based tasks aligned to each unit's learning outcomes – no formal written examinations.
- **Grading:** Each unit is graded Fail, Pass, Merit, or Distinction.
- **Internal quality assurance:** Assignment briefs and assessment decisions are internally verified in line with AEI's Assessment Policy and Internal Verification Policy.
- **External quality assurance:** Subject to Pearson Standards Verification as part of the centre's annual sampling visit.

7. Progression Opportunities

On successful completion, learners may progress to:

- An International Foundation programme or University Year 1 (institution-dependent).
- Direct entry to Level 4 Higher National Certificate in Business, or Level 5 HND in Business.
- Junior administrative or business support roles.

8. Student Support

Learners on this programme have access to the same support framework described in the Student Handbook, including academic guidance, welfare and personal support, reasonable adjustments and special consideration, and RPL/credit transfer where applicable.

9. Related Policies

As with all AEI programmes, this qualification operates under the current versions of: Assessment Policy, Internal Verification Policy, RPL Policy, Reasonable Adjustments and Special Consideration Policy, Equal Opportunities and Diversity Policy, Academic Honesty & Misconduct Policy, Complaints, Grievances and Appeals Policy, Learner Support Policy, and Learner Certification Policy.