

eDistance Learning Course Brochure



A' LEVEL

BUSINESS STUDIES (FULL AS / A2) - AQA



AQA, OCR & Edexcel are recognised as awarding body's by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland

Course Information

COURSE OVERVIEW

A distance learning course is the ideal way to gain an A Level in Business Studies. Whether you're looking to go on to further education, improve your job prospects or expand your knowledge, distance learning A Level in Business Studies is a flexible and convenient course, which allows you to comprehensively prepare for the A Level Business Studies exam through home study. What's more, because the distance learning A' Level Business Studies (Full AS/A2) course is a fully comprehensive course, no prior knowledge is required.

FORMAT OF COURSE (Modules Overview)

AS BUSINESS STUDIES

Why choose Business Studies?

The course has been designed to provide students with an understanding of the following: how businesses work; how the world around them affects decision-making within a business; what leads to change and how businesses respond to these issues; and the range of perspectives that can be taken on business activities.

It also helps develop a range of important and transferable skills: data skills; presenting arguments and making recommendations on the basis of the available evidence; and problem solving.

The Course

The course is divided into two units, each of which is divided into several lessons. All of the lessons have references to the textbook and selected websites. At the end of each lesson is a set of self-check questions. After studying the lesson you should be able to answer these questions. If you struggle with any of them, go back and re-read the relevant section. There are also a number of assignments. At various points you will be asked to complete one of the assignments and send it to your tutor for marking.

Each unit corresponds to a unit as set out in the syllabus and an examination. The lessons also correspond to sections of the units in the syllabus. It is important that you will study the lessons in the right sequence. However you should be aware that business studies is very much an integrated subject – try and see the links between topics as you go along, and remember that this is certainly something the examiner will expect.

Unit 1- Planning and Financing a Business (BUSS1)

40% of AS, 20% of A Level

1 hour 15 minutes examination - 60 marks

Short answer questions and extended responses based on a mini case study.

Available January and June

Unit 2 - Managing a Business - BUSS2

60% of AS, 30% of A Level

1 hour 30 minutes examination - 80 marks

Compulsory, multi-part data response questions.

Available January and June

The full syllabus can be found on the AQA exam board website at www.aqa.org.uk, together with other useful material such as example exam papers.

Studying Business Studies

Business studies is a contemporary and “real world” subject. Business studies students can benefit greatly from drawing on experience of employment, experience as consumers and what they see in the media.

Students need to have gcse level mathematics skills to do well on the course. There is no difficult mathematics but there is a need to have a go at interpreting figures and performing simple calculations.

A2 BUSINESS STUDIES

The Course

The course is divided into two units, each of which is divided into several lessons. All of the lessons have references to the textbook and selected websites. At the end of each lesson is a set of self-check questions. After studying the lesson you should be able to answer these questions. If you struggle with any of them, go back and re-read the relevant section. There are also a number of assignments. At various points you will be asked to complete one of the assignments and send it to your tutor for marking.

A2 BUSINESS STUDIES – Cont...

The Course

Each unit corresponds to a unit as set out in the syllabus and an examination. The lessons also correspond to sections of the units in the syllabus. It is important that you study the lessons in the right sequence. However you should be aware that business studies is very much an integrated subject – try and see the links between topics as you go along, and remember that this is certainly something the examiner will expect. The knowledge and understanding contained in AS units is also assessed through the A2 course – do not see these AS units as wholly separate.

The Units are divided up as follows:

Unit 3 - Strategies for Success (BUSS3)

25% of A Level

1 hour 45 minutes examination - 80 marks

Questions requiring extended answers based on an unseen case study drawing upon knowledge from AS units.

Available January and June

Unit 4 - The Business Environment and Managing Change (BUSS4)

25% of A Level

1 hour 45 minutes examination - 80 marks

Pre-release research tasks leading to the first section of a two section examination. The second section will consist of choice of essays. All questions will be essay style and synoptic therefore drawing upon knowledge from all four units.

Studying Business Studies

Business Studies is a contemporary and “real world” subject. Business studies students can benefit greatly from drawing on experience of employment, experience as consumers and what they see in the media. Students need to have GCSE level mathematics skills to do well on the course. There is no difficult mathematics but there is a need to have a go at interpreting figures and performing simple calculations.

How is the course structured?

The A' Level Business Studies (Full AS/A2) course is divided into four comprehensive units:

AS BUSINESS STUDIES

Unit 1- Planning and Financing a Business

Starting and Business:

- Enterprise
- Generating and protecting business ideas
- Transforming resources into goods and services
- Developing business plans
- Conducting start up market research
- Understanding markets
- Choosing the right legal structure for the business
- Raising finance
- Locating the business
- Employing people

Financial Planning:

- Calculating costs
- Using Break-even analysis to make decisions
- Using cash flow forecasting
- Setting budgets
- Assessing business start- ups

Unit 2 - Managing a Business

Finance:

- Using budgets
- Improving cash flow
- Measuring and increasing profit

People in Business:

- Organisational structures
- Measuring the effectiveness of the workforce
- Developing an effective workforce
- Motivating employees

How is the course structured? – Cont...

The A' Level Business Studies (Full AS/A2) course is divided into four comprehensive units:

AS BUSINESS STUDIES

Unit 1- Planning and Financing a Business

Operations Management:

- Making operational decisions
- Developing quality
- Customer service
- Working with suppliers
- Using technology in operations

Marketing and the Competitive Environment:

- Effective marketing
- Designing the marketing mix
- Marketing mix: product
- Marketing mix: promotion
- Marketing mix: pricing
- Marketing mix: place
- Marketing and competitiveness

A2 BUSINESS STUDIES

Unit 3 - Strategies for Success

Functional Objectives and Strategies:

- Using objectives and strategies

Financial Strategies and Accounts:

- Understanding financial objectives
- Using financial data to measure and assess performance
- Interpreting accounts
- Selecting financial strategies
- Making investment decisions

Marketing Strategies:

- Understanding marketing objectives
- Analysing markets
- Selecting marketing strategies
- Developing marketing plans

Operational Strategies:

- Understanding operational objectives
- Operational strategies: scale and resource
- Operational strategies: innovation
- Operational strategies: location
- Operational strategies: lean production

Human Resource Strategies:

- HR objectives and strategies
- Developing and implementing workforce plans
- Competitive organisational structures
- Effective employee/employer relations

Unit 4 - The Business Environment and Managing Change

Corporate aims and objectives:

- Mission, Aims and Objectives

Changes in the Business Environment:

- Businesses and economics
- Businesses and the political and legal environment
- Businesses and the social environment
- Businesses and the technological environment
- Businesses and the competitive environment

Unit 4 - The Business Environment and Managing Change

Managing Change:

- Internal causes of change
- Planning for change
- Key influences on change
- Making strategic decisions
- Implementing and managing change

HOME STUDY SUPPORT

Your tutor will support you with your project formulation and give you guidance with appropriate topics and ideas.

You will be provided with comprehensive online materials designed to provide you with everything required to complete your course of study. You will have your own personal tutor helping you with your course work and with any questions you may have. Plus you can contact a Student Advisors by email or phone for all the practical advice you may need – so we really are with you 100%.

Your tutor will give you various resource sites to visit and there is extra material on the online student portal. In addition there are several supporting texts books for this course but again this depends on which approach you are following and which book best suits your individual needs

Further information can be obtained through AQA. The final assessment criteria and structure is the same regardless of which approach you choose.

COURSE RESOURCES

You will also require the following text books for your course:

Although the course material provides explanations of the whole syllabus you are strongly advised to purchase a copy of the following AS level textbook:

Hall, Jones and others, Business Studies, AS (AQA) 4th edition, (2008), Causeway Press. ISBN 978-1-4058-9220-9

Sections of the book will be set out as recommended reading in places within the course material.

COURSE ASSESSMENT

For each module there are two or three formal tutor-marked assessments which, when completed, should be sent to your tutor, via e-mail or conventional post. All of the information within the units is written in line with the requirements of the examination board specification and the demands of the examination.

All units are broken down into clear subject topics, and students should spend the amount of time studying for each topic as advised by their course tutor. Each topic module has been written for ease of understanding and topic coverage may be of different length and difficulty depending on the level of detail and information required. You will need to study the modules in the sequence provided.

The AS and A2 modules link together and assessment is all done by examination as there is no coursework option.

What's Included

Learning documentation, Online Resources and Tutor support for 2 years.

Students are required to arrange and pay for examinations, students should note exam dates for the syllabus via the exam board website. Details of examination dates and examination enrolment deadlines are included in the 'Student Welcome Pack'.

HOME STUDY ENTRY REQUIREMENTS

Basic English reading and writing skills, as full tutor support is given. This course is openly available to anyone wishing to learn more about Business Studies and would like to take part in a highly rewarding home study course. We believe that everyone should have the opportunity to expand their knowledge and study further, so we try to keep our entry requirements to a minimum.

You have the freedom to start the course at any time and continue your studies at your own pace for a period of up to 24 months from initial registration with full tutor support.

COURSE FEES

The enrolment fee for the A' Level Business Studies (Full AS + A2) home study course is £393.75 (inc VAT), though for a limited time we are offering you the opportunity to pay only £315 (inc VAT) which is a 20% discount if you enrol online and pay in full.

You can also opt for our Easy Payment Plan and enrol online today by paying a deposit of £78.75 and then 4 equal payments of £78.75 per month. The first instalment is paid about a month after you receive your course.

QUALIFICATION

AS/A2 - A level in Business Studies. Both AS and A2 level courses and examinations must be successfully completed to gain a full A level.

Specification: AQA (Full A Level) 2130, AQA (AS) 1131 and AQA (A2) 2131

www.aqa.org.uk

FURTHER INFORMATION

Please note that included in your course fee is your registration to the online student community, and a licence to print your study materials. Please also be aware that the licence is for one print only, so ensure that you have enough paper and ink to print the full course materials if required.

You will need to have one of the following packages to access your online course:

Windows:

Windows 98, 2000, XP, Vista, Windows 7 - Acrobat Reader 4.0 and above

Macintosh:

Mac OS X, Mac OS 9.2 - Acrobat Reader 4.0 and above

In the student 'On Campus' you are also able to take part in the student chat room and forums as part of our online student community.

After enrolling online you will receive your username and password to access the On Campus area within 5 working days. You will also receive your personal student number via email.

Students are required to arrange and pay for their examinations and manage the course work element if the subject requires this. Students must check the relevant examination board website for further information and final examination sitting dates for the specification.

POSTAGE & PACKING

Get FREE UK delivery when purchasing distance learning courses online. We will deliver your course materials direct to your door upon enrolment so you can get started straight away and plan your studies around your other commitments.

Frequently Asked Questions

Q. How does distance learning work?

A. To ensure studying is flexible and convenient, most of our courses are divided into sections. You work through each section at your own pace and time. Once completed, send the test paper back to your personal tutor for marking. You will then move onto the next section once successfully completing the previous section. The support period is dependent on the type of course you choose; our minimum support period is one year.

Q. When can I start the course?

A. The answer is simple, when YOU want; you can start the course at any time we do not have any set enrolment dates. Most of our courses don't require any previous experience or qualifications. All you need is a desire and motivation to succeed. You can even start right now - call and speak to one of our Professional Course Advisors.

Q. How long do the courses take?

A. This is dependent upon your choice of course and how fast you want to learn. A full breakdown of the course is available in your course literature. We do provide estimated number of study hours; ask our course advisors for details.

Q. I want to buy a course that is not on the course list. What do I do?

A. Our website has an excellent list of the most popular courses on the market. However, we do have access to a more in-depth portfolio should you not find the course you are looking for. You can call our course advisors and discuss the course you are interested in.

Q. Do the courses have tutorial support?

A. Yes, You will be allocated an experienced tutor who will guide you through the course, mark your assignments and generally help you with any problems you may have. Your tutors can be contacted via email and post.

Q. If I fail an assignment can I retake it?

A. Yes, your tutor will ask you to resubmit your assignment and give you support as to where you could improve.

Q. How do I get help with my course work?

A. You can get help 7 days a week by email, or post from your dedicated tutor, you just email your assignments for marking. You have to send your assignments one at a time so the tutor can mark one and give you the feedback.

Q. Will I get a qualification at the end?

A. Yes, for all our courses, you will receive a diploma or a recognised qualification from the awarding body of your course.

Q. Is the course work done online or sent via the internet?

A. No, the work is done offline using your PC or for paper based courses working through your course folder. All the assignments are in the course manual so there are no online costs incurred.

Q. Is there a time limit or any deadlines?

A. We do like you to complete the course within the tutor support period but we can extend this for a small charge (currently £35 for 12 months). If you follow the recommended study hours, this will give you a good guide.

Q. Will I have to sit an examination?

A. Most of our paper based courses do not require you to sit examinations, only continual assessments. Where there are examinations required, you will receive all the information you need to make your own exam arrangements. Please note exam fees are not included in your course fee, unless otherwise stated.

Q. How quickly will I receive my course material?

A. Once your payment has been received and cleared your enrolment should be processed within two days and your course materials delivered within 5 days, for customers who choose to pay in instalments this can take longer as we need a signed agreement back from you before we send the course materials.

Q. Do I have to buy any other materials?

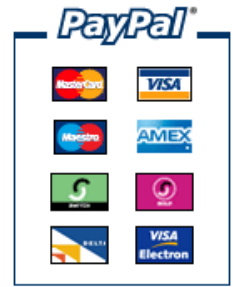
A. Our comprehensive course materials are designed to be self-contained with all the relevant information you require to complete the course and gain the relevant certification. However some of our students undertake additional reading via relevant textbooks/study guides and/or the Internet to add value to their studies.

Q. I'm not sure of what course I should take? Can you help?

A. Yes we can, it is important that you pursue a course which you will enjoy. Although we cannot make this decision for you, we employ a team of dedicated Professional Course Advisors, who will guide you towards making the right choice. Whether you want specific information, or just a chat about what's available, call us now on 0844 357 1110.

Q. Why choose eDistance Learning?

A. The breadth and depth of our portfolio of courses means that we will have a course to interest you. We are committed to your success, and offer advice and support through every step of the process. We have a dedicated team of Professional Course Advisors that can give you access to career and recruitment advice, whilst offering excellent value and quality courses.



Enrolment Form

STUDENT INFORMATION

Title	First Name	Last Name	
Date of Birth	Phone No	Mobile No	
Billing Address (If paying by card, please provide the address the card is registered to)			
Post Code	City	County / Country	
Primary Email Address			
Delivery Address (if different from above)			
Post Code	City	County / Country	

COMPANY INFORMATION

(IF APPLICABLE)

Company Name		
Company Address		
Post Code	City	County / Country
Phone	E-mail	Fax
Company Contact Name	Position	Direct Line

COURSE INFORMATION

Course Name	Course Code	
If paying by instalments – please complete below	Support Period: 12 Months 24 Months 36 Months	
Deposit £	Four (4) Monthly Payments of £	UK Post & Packing Free
International Delivery + £40 ☐	Next Day UK Delivery + £30 ☐	Insurance + £10 (Optional) ☐

PAYMENT INSTRUCTIONS

Payment in full – This can be made online at www.edistancelearning.co.uk and you can get up to a 20% discount.

☐ **CHEQUE** ☐ **POSTAL ORDER** ☐ **CREDIT / DEBIT CARD** ☐ **BACS** ☐ **PAYPAL**

CHEQUE / POSTAL ORDER – Please post your cheque /postal order to **eDistance Learning** and send us this completed form.

BACS - Please make payment to **eDistance Learning** | A/C No: **43037728** | Sort Code: **09 06 66** and send us this completed form.

PAYPAL - Please make payment online

CREDIT / DEBIT CARD – Please provide your credit/debit card details below or complete online

Card Number – 16 Digits		Card Type (e.g. VISA)	Security No (CSC) – 3 Digits
If you are paying by instalments are they to be taken by this card? YES ☐ NO ☐	Card Valid From Date 	Card Expiry Date 	Please confirm the amount to be taken from this card if paying in full. £

Name as it appears on card (Please Print Name)

I the credit / debit cardholder authorise eDistance Learning to take the amount specified from my credit/debit card as detailed above. I the student agree to the general terms and conditions of enrolment and the conditions of the monthly payments (if paying by instalments) as set out in this agreement.

Terms & Conditions – (<http://www.edistancelearning.co.uk/t-cs>)

Payment & Delivery – (<http://www.edistancelearning.co.uk/payment-delivery>)

Price Guarantee – (www.edistancelearning.co.uk/pricematch)

Privacy Policy – (<http://www.edistancelearning.co.uk/privacy-policy>)

Signature of Cardholder	Date
Signature of Student	Date

A' Level Business Studies AQA (Full AS/A2)

For more information or to enrol on this course visit:

<http://www.edistancelearning.co.uk/a-level-business-studies-asa2>

Contact Us

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Website: www.edistancelearning.co.uk

Email: info@edistancelearning.co.uk

GENERAL TERMS & CONDITIONS

APPLICABLE TO CUSTOMERS PAYING IN INSTALMENTS

1. Definitions

In this Agreement unless otherwise stated:

- (i) "Distance Learning Package" shall mean the course(s) identified and all related Materials, support and tuition where applicable;
- (ii) "Materials" shall mean the learning materials and books for the Distance Learning Package or any part of them (and shall include any replacement training materials and books in the event that you transfer Distance Learning Package in accordance with Clause 5);
- (iii) Your "Support Period" depends on which course you choose to study and will be between one and three years unless otherwise stated in your course materials.
- (iv) singular words shall include the plural and vice versa; and
- (v) headings are included for convenience only and shall not affect the construction or interpretation of this Agreement.

2. Payments

- (i) We agree to sell and you agree to buy the Distance Learning Package for the Total Cost/Cash Price and on the terms set out on this page and in the agreement we send you.
- (ii) Under no circumstances shall we be deemed to have received payment until payment has actually been received by us in full and cleared.
- (iii) All course material remains the property of the eDistance Learning until the final payment has been received by us and cleared.

3. Care of the Materials

- (i) We will reserve all the Materials in your name and store them at the eDistance Learning Centre.
- (ii) We will release the Materials to you in compact learning units as you progress through the Distance Learning Package to enable you to work systematically through the core material.
- (iii) You will inspect each set of materials promptly following delivery. You will tell us about any omission as soon as it is reasonably possible.

4. Services

- (i) During the Support Period, we will provide you with support and tuition as set out in [the promotional Materials & website].
- (ii) If requested, we may at our sole discretion, extend the Support Period for an agreed fee.
- (iii) If you are sitting an external examination at the end of your Distance Learning Package, we will provide you with such information as we have in our possession to assist you in making such examination arrangements. In all other respects, you will be solely responsible for making arrangements to enable you to sit the examination and for any and all fees in relation thereto.
- (iv) If we, at our sole discretion, assist you in making your examination arrangements by providing you with information about the time and location of local examinations or reserving an examination place for you, you acknowledge that we shall not be responsible for any losses incurred by you as a result of inaccurate information provided in connection with any such arrangement except such losses, excluding business losses, caused by failure to act with reasonable care and skill.

5. eDistance Learning Course Transfer Facility

- (i) If you wish to transfer to a different course, we may at our sole discretion agree to such transfer.
- (ii) Unless you are paying under a Credit Agreement, if we agree that you may transfer to a different course, we will transfer the fees paid for the Distance Learning Package you wish to discontinue towards the amount payable for the new course PROVIDED THAT we receive payment from you for the balance of fees due in respect of the new course (if more expensive than the discontinued Distance Learning Package) and an agreed transfer fee will be payable to cover our tuition and/or administrative costs.

6. Warranties and Limitation of Liability

- (i) We warrant that the Materials will be of satisfactory quality but do not warrant that the Materials will be error free.
- (ii) We warrant that we will perform any services provided hereunder with reasonable skill and care.
- (iii) We intend to rely on the written terms set out here and on the other side of this document. If you require any changes, please ensure you ask for these to be put in writing. In that way, we can avoid any problems surrounding what we, and you, are expected to do.
- (iv) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for: (a) losses that were not foreseeable to both parties when this Agreement was made; (b) losses that were not caused by any breach on our part; or (c) business losses and/or losses to non-consumers.
- (v) Our liability for direct losses arising out of our negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the total price paid for the Distance Learning Package as quoted overleaf.
- (vi) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for any indirect or consequential loss or damage whatsoever (including without limitation any loss of profits, loss of revenue, loss of opportunity or your liabilities to third parties) which you may suffer arising out of or in connection with this Agreement.

7. Other Terms

- (i) No relaxation or indulgence which we may extend to you shall affect our rights under this Agreement.
- (ii) If any part of this Agreement is held to be unenforceable the remaining terms and conditions shall continue in force.
- (iii) All liabilities or obligations arising under this Agreement shall be enforceable against you after termination of this Agreement.
- (iv) You will notify us immediately in writing of any change in your address and other contact details. Any notices required to be served under this Agreement, or in accordance with the Act will be deemed properly served if sent by way of prepaid first class post to your last known address.
- (v) This Agreement shall be governed and construed in accordance with the laws of [England] and you hereby agree to submit to the non-exclusive jurisdiction of the [English Courts].

8. Cancellation

- (i) Your statutory right under the consumer protection (Distance Selling) Regulations 2000, allows you seven working days from the day after receipt of materials in which to make a written request for cancellation. Unless the parties have agreed otherwise, you will not have the right to cancel by giving notice of cancellation for the supply of computer software if they are unsealed by you or for the supply of online courseware which has been accessed by you.

9. Instalment Payments

- (i) You will pay the Deposit shown online when you enrol and the outstanding balance of the total cash price by the instalments and on the dates specified in our welcome letter.
- (ii) It is a fundamental term of the agreement that all payments should be made promptly and on time
- (iii) If you fail to comply with any terms of this Agreement, we shall be entitled to recover from you the reasonable costs and losses incurred by us as a result of locating you, communicating with you and collecting any unpaid sums. Such sums are payable on demand. In the event of legal action for breach of payment, you will be responsible for all costs allowable by the court if an award is made in our favour.
- (iv) Failure to return your instalment agreement within 30 days will invalidate this agreement and you will forfeit your initial deposit payment.

10. Discretionary waiver

- (i) If, at any time during the course of the Agreement, you notify us that you no longer wish to pursue the Distance Learning Package we may, in our absolute discretion, agree to waive our rights to the sums payable under Clause 12 upon payment by you of all sums due under Clause 12 and an administration fee of £75.00, upon condition that you waive all rights to delivery of any and all Materials which we have not yet released to you in accordance with Clause 3(ii) and you assign to us all title and interest in such Materials.
- (ii) If you wish to be considered for a discretionary waiver, you should contact us by letter or telephone.

11. Termination

- (i) If: (a) you fail to pay any amount due under this Agreement; (b) you breach any of the other terms and conditions, express or implied, of the Agreement; or (c) any information provided by you in the making of this Agreement proves to be incomplete or inaccurate, we shall be entitled, after the expiry of a Default Notice served on you, to terminate this Agreement.
- (ii) If this Agreement is terminated you will pay us the unpaid balance of the Balance Payable, less any applicable rebate, plus all expenses, charges and costs in accordance with Clause 10.

12. Warranty

- (i) eDistance Learning shall not be obliged to replace free of charge any Materials pursuant to Clause 6(vi) if any monthly instalments or other sums are due and unpaid under this Agreement as at the date of the claim.

Data Protection (see our Privacy Policy for details)

IMPORTANT: USE OF YOUR INFORMATION This privacy statement applies to any personal data you may give eDistance Learning. We collect any personal data you may give us when you begin your course. We will also collect contact details from prospective students. We maintain data on your transactions with us as well as your use of our services. We would like to use your personal data to provide you with further information about our products and services, please indicate if you do not want to be contacted by mail, email or telephone.

Access to your Personal Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details on this agreement.

We will not pass on your details to any third party. To receive a copy of the full privacy statement or to access or modify your information or change your preferences, please contact us.

PLEASE ALWAYS REFER TO OUR WEBSITE FOR THE LATEST COURSE INFORMATION, PRICING AND TERMS AND CONDITIONS.

End of Agreement