

Dear Future Business Student,

Your essential kit is:

- Notebooks - we recommend at least 3 to get you started.
- Folders - we recommend 3 to get you started.
- Stationary kit including a calculator, pens, highlighters, and pencils.
- Bag to store your class work in.
- Professional dress for occasions such as industry days, presentations, work placement, and events.

Due to your course including elements of independent work which should be completed outside of college, we will issue all learners with a laptop at the start of the year. You will need to use a Microsoft package, but signing in with your college log-in will grant you a licence for these products, such as Word, PowerPoint, and Excel.

You are welcome to bring your own personal laptops or tablets in to complete your work in college, please note that this will be your responsibility and the college will not accept any liability for any loss or damage to these items.

Course books are available to you in the LRC and can be taken out at any time. We also have many digital copies of course textbooks available on the LRC online section of our website. However, there are a few revision books we can recommend you purchase and use if you are on a **level 3 BTEC business course**;

- Revision guide for all 4 exams across both years of the course - https://www.amazon.co.uk/Revise-National-Business-Revision-Guide/dp/1292230568/ref=bx_dp_sf19rbfo_d_sccl_3_3/260-2345057-7331968?pd_rd_w=Yw1oN&content-id=amzn1.sym.bc00e763-e2be-4cd5-b205-cc33263061df&pf_rd_p=bc00e763-e2be-4cd5-b205-cc33263061df&pf_rd_r=1SXEKN1025CH5F0XJF86&pd_rd_wg=pRDO9&pd_rd_r=d9d8da_fb-dde2-4413-8851-d4f0582784a9&pd_rd_i=1292230568&psc=1
- Practice Assessments for Unit 3 - https://www.amazon.co.uk/National-Business-Practice-Assessments-Nationals/dp/1292256672/ref=bx_dp_sf19rbfo_d_sccl_3_1/260-2345057-7331968?pd_rd_w=52Mb6&content-id=amzn1.sym.bc00e763-e2be-4cd5-b205-cc33263061df&pf_rd_p=bc00e763-e2be-4cd5-b205-cc33263061df&pf_rd_r=Q1EBAA38AJGH7RGW5REM&pd_rd_wg=hPDat&pd_rd_r=d25e6_ee4-dd23-4ad0-8651-25767ca84cc7&pd_rd_i=1292256672&psc=1