

## SSTC INSTITUTE FACILITIES

Take a look at our campus at HarbourFront Centre

### Our Campus

SSTC Institute is conveniently located at HarbourFront Centre, just 5 mins walk from HarbourFront MRT Station (NE1/CC29), Exit B.

It is accessible through an underground linkway from the HarbourFront MRT Station along the North East and Circle Line as well as public buses, making it convenient for learners to reach us from various parts of Singapore.

### Facilities

SSTC Institute is equipped with modern teaching materials such as a Smart Board and White Board Walls that allow students to express their creativity and interact freely in class with their teachers during lesson.

We also have a fully equipped science laboratory for Physics and Chemistry, a computer lab, collaborative labs, break-out rooms, a student pantry and a resource library, all to maximise our students' learning experience.



Entrance



Training Room



Collaborative-Lab



Science Lab



Pantry



Corridor



Computer Lab



# BUSINESS



## PEARSON BTEC INTERNATIONAL LEVEL 3 DIPLOMA LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS



Approved Centre



Cert No. : EDU-2-2049  
Validity : 08/05/2021 - 07/05/2025

SSTC Institute  
Reg. No. : 200402964R  
Validity : 20/05/2023 - 19/05/2027

**SSTC INSTITUTE**  
1 Maritime Square, #13-01 HarbourFront Centre  
Singapore 099253

+ 65 6235 5685 | info@sstc.edu.sg

www.sstc.edu.sg | www.facebook.com/sstcinstitute



# PEARSON BTEC INTERNATIONAL LEVEL 3 DIPLOMA IN BUSINESS

Qualification awarded by Pearson Education Limited

## WHO IS THIS COURSE SUITABLE FOR?

<b>AGE:</b> Applicants must be aged 16 years and above upon commencement.
<b>ACADEMIC:</b> At least 10 years of education or equivalent. For local students, 2 GCE O-Level passes or a Higher NITEC certificate is acceptable.
<b>ENGLISH PROFICIENCY:</b> A PASS in English Language subject at Year 10 or Level B2 in the Common European Framework of Reference (CEFR) for Languages or IELTS 5.5 or equivalent.
Candidates who do not fully meet the above requirements may be considered on a case-by-case basis.

## COURSE OVERVIEW

The Pearson BTEC International Level 3 Diploma in Business is awarded by Pearson Education Limited (Pearson) and is benchmarked against the corresponding qualification under the Regulated Qualifications Framework (RQF) of the Office of Qualifications and Examinations Regulation (Ofqual). Ofqual regulates qualifications, examinations and assessments in England. This qualification replaces the Pearson BTEC Level 3 Diploma in Business (QCF).

Developed in collaboration with employers and teaching professionals from around the world, Pearson BTEC International Level 3 qualifications are career-focused courses where learners apply knowledge and skills through real-life scenarios, giving them the confidence and employability skills to succeed in their professional lives.

Students enrolled in this programme undergo a variety of units covering the following content areas: business environments, marketing, finance, international business, and management.

## RECOGNITION

This course is broadly equivalent to two A-Level passes either for employment or admission into degree programme/pathway. A non-exhaustive list of university recognition of this qualification can be found at <http://bit.ly/btecil3-university-recognition>.

## DURATION

12 months Full Time  
18 months Part Time

## SUBJECTS

### Mandatory Units

- Exploring Business
- Research and Plan a Marketing Campaign
- Business Finance
- Managing an Event
- Business Decision Making

### Optional Units

Four units will be pre-selected by SSTC from the list below:

- International Business
- Principles of Management
- Human Resources
- Investigating Customer Service
- Business Ethics
- Sales Techniques and Processes

## GRADUATION CRITERIA

- At least achieve a PASS in all 5 (five) Mandatory units totalling 480 Guided Learning Hours (GLH), of which at least 2 (two) units are assessed using Pearson-Set Assignment,
- Completion of 4 Optional units totalling 240 GLH of which not more than 180 GLH are graded as Unclassified (U),
- Achieve a minimum of 72 Points Threshold.

## INTAKES

### Full-Time/Part-Time

January, April, July, September

## TEACHER TO STUDENT RATIO

1 : 30

## PROGRAMME FEES (International Students)

(w.e.f. 01/01/2024)

Course Fee	S\$ 10,190.00
H&S Fee	S\$ 300.00
Administrative Fee	S\$ 600.00
Assessment Fee	S\$ 650.00
Course Materials Fee	S\$ 1,080.00
FPS	S\$ 160.25
Application Fee**	S\$ 600.00
GST	S\$ 1,222.22
<b>TOTAL</b>	<b>S\$ 14,802.47</b>

## PROGRAMME FEES (Local Students)

<b>TOTAL</b>	<b>S\$ 10,727.40</b>
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\*\*Non-refundable

Note: Fees are subject to change without prior notice

## AIMS

Designed for learners who wish to pursue a career in business, primarily via higher education to access graduate entry employment with businesses, or alternatively through junior business employment.

## PROGRAMME STRUCTURE

Full-time learners are required to take 3 course units in each term with 15 guided learning hours per week.

## MODE OF DELIVERY

Lecture, interactive tutorials, paired or group learning, practical lessons (if applicable) and other interactive activities in line with current best practices.

## ASSESSMENT

Learners can be assessed based on written assignment, projects, case studies, or demonstration of practical/technical skills using appropriate processes.

## ATTENDANCE CRITERIA

All students need to attend at least 75% of classes. Student's Pass holders must maintain an attendance of at least 90% as required by the Immigration and Checkpoints Authority.

## COMPLIANCE WITH FAA-N13

Students who enroll into this course for the purpose of joining the Financial Industry and provide financial advisory services must comply with the following additional terms and conditions:

1. **TOTAL GUIDED LEARNING HOURS (GLH):** At least 900 hours.

2. **ASSESSMENTS:** Learners are required to Pass the assignments for each unit in accordance with the stipulated Graduation Criteria section as well as all Formative Assessments in the form of Written Examinations covering at least 50% of each unit's learning outcomes.

3. Learners who fulfil the requirements as indicated in points 1 and 2 above will be awarded the Pearson BTEC International Level 3 Diploma in Business and will also be issued a **Statement of Results** for the Written Examination component as well as a **Certificate of Enrolment** to confirm their enrolment details and graduation status from the course.

Pearson's BTEC qualifications are recognised by leading universities, professional bodies and international employers.

### Real-life learning

BTEC is the perfect choice if you enjoy learning by doing practical assignments and tasks. It encourages communication and collaboration, and puts into practice the skills required for success in a 21<sup>st</sup> century business environment.

### Wide-ranging and well-regarded

You can choose from a wide range of vocational subjects and specialise in areas linked with a career you are interested in. BTECs are developed in close consultation with industry, and many graduates progress direct to the workforce.

### Engaging, inspiring and real

You will be assessed in-centre by the teacher, using both theory and practical assignments. These are often work-related such as film clips or business plans and proposals; and can take place within real work environments.

### Recognised the world over

BTEC qualifications demonstrate that you have achieved internationally set standards in skills, knowledge and behaviours. Colleges, universities and employers around the world welcome applications from candidates with BTEC qualifications.

## Degree Pathways from Pearson BTEC Qualifications

<https://hnglobal.highernationals.com/degree-finder>

## PEARSON BTEC LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS

18 months (Full-Time) or 24 months (Part-Time) at SSTC Institute, Singapore

Pearson BTEC International Level 3 Diploma in Business

1 Year (Full Time) or 1.5 Years (Part Time) at SSTC Institute, Singapore

Singapore-Cambridge GCE (Advanced Level)

24 months at SSTC Institute, Singapore

Singapore-Cambridge GCE (Ordinary Level)

16 months OR 24 months at SSTC Institute, Singapore

\*Potential learners must meet the respective entry requirements for each level/programme.

# PEARSON BTEC LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS

Qualification awarded by Pearson Education Limited

## WHO IS THIS COURSE SUITABLE FOR?

<b>AGE:</b> Applicants must be aged 17 years and above upon commencement.
<b>ACADEMIC:</b> At least 12 years of education or equivalent. For local students, minimum 1 GCE A-Level Pass (Grades A - D) or a Pass (Grade E) in more than 1 GCE A-Level subjects; or Pearson BTEC International Level 3 Diploma in Business; or other equivalent foundation programmes. A Pass (A* - C or equivalent) in GCSE Mathematics and English Language or equivalent qualifications.
<b>ENGLISH PROFICIENCY:</b> Learners who are non-native English speakers AND who have not carried out their final two years of schooling in English must demonstrate an English proficiency of IELTS 5.5 (with Reading and Writing scores of 5.5) or its equivalent.
<b>MATURE CANDIDATES:</b> (>= 30 years of age with 8 years work experience) will be considered on a case-by-case basis.
Candidates who do not fully meet the above requirements may be considered on a case-by-case basis.

## COURSE OVERVIEW

The purpose of Pearson BTEC Higher National Diploma in Business is to develop students as independent-thinking professionals who can meet the demands of business employers and adapt to a constantly changing world. The qualification aims to widen access to higher education and improve the career prospects of those who hold this qualification.

## AIMS

The aims of the Pearson BTEC Level 5 Higher National Diploma in Business are:

To give students the opportunity to specialise in a business-related occupational area and to progress to degree-level study.

To prepare students to move on to specific areas of business at Level 6 or to enter employment with the qualities and abilities necessary for roles that require personal responsibility and decision-making.

To enable students to develop and apply their own ideas to their studies, to deal with uncertainty and complexity, to explore solutions, demonstrate critical evaluation and use both theory and practice in a wide range of business situations.

To equip students to have a sound understanding of the principles in their area of specialist study and will know how to apply those principles more widely in the business world.

## PROGRAMME STRUCTURE

Full-time learners are required to take 4 course units in each trimester with 15 guided learning hours per week.

## MODE OF DELIVERY

Asynchronous eLearning (50%), Face-to-Face (50%)

## ASSESSMENT

Written assignments, class presentations, written projects.

## ATTENDANCE CRITERIA

All students need to attend at least 75% of classes. Student's Pass holders must maintain an attendance of at least 90% as required by the Immigration and Checkpoints Authority.



Inthasone Souphaksone

Pearson BTEC Level 5 HND Diploma in Business

Studying the Higher National Diploma at SSTC Institute was a pleasurable experience. Every session was a combination of a good and enjoyable atmosphere and practical learning, which allowed most of the students in my BTEC Level 5 class to accomplish the benchmark of the work that they possibly could. The teaching around the subject was really comprehensive for students, with adequate interaction between the class and the teacher, allowing all our questions and queries to be answered when needed.

## DURATION

18 months Full Time  
24 months Part Time

## SUBJECTS

### Mandatory Units

1. Business and the Business Environment	Level 4
2. Marketing Processes and Planning	Level 4
3. Human Resource Management	Level 4
4. Leadership and Management	Level 4
5. Accounting Principles	Level 4
6. Managing a Successful Business Project*	Level 4
7. Research Project*	Level 5
8. Organisational Behaviour	Level 5

### Optional Units

Seven units will be pre-selected by SSTC from the list below, inclusive of two Level 4 units:

1. Entrepreneurial Ventures	Level 4
2. Recording Financial Transactions	Level 4
3. Business Strategy	Level 5
4. Business Information Technology Systems Management	Level 5
5. Strategic Human Resource Management	Level 5
6. Planning for Growth	Level 5
7. Understanding and Leading Change	Level 5
8. Global Business Environment	Level 5
9. Principles of Operations Management	Level 5
10. Human Resources - Value and Contribution to Organisational Success	Level 5

## GRADUATION CRITERIA

To graduate, a student must have:

- Completed units equivalent to 120 credits at level 5;
- Achieved at least a Pass in 105 credits at level 5;
- Completed units equivalent to 120 credits at level 4;
- Achieved at least a Pass in 105 credits at level 4.

## INTAKES

### Full-Time

January, May, September

## TEACHER TO STUDENT RATIO

1 : 30

## PROGRAMME FEES (International Students)

(w.e.f. 15/04/2024)

Course Fee	S\$ 12,142.00
H&S Fee	S\$ 600.00
Administrative Fee	S\$ 600.00
Assessment Fee	S\$ 876.00
Course Materials Fee	S\$ 1,500.00
FPS	S\$ 196.48
Application Fee**	S\$ 600.00
GST	S\$ 1,486.30
<b>TOTAL</b>	<b>S\$ 18,000.78</b>

## PROGRAMME FEES (Local Students)

<b>TOTAL</b>	<b>S\$ 13,056.60</b>
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\*Pearson Set Assignment

\*\*Non-refundable

Note: Fees are subject to change without prior notice.