

### 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.



Collaborative-Lab



Pantry



Corridor



Entrance



Training Room



Science Lab



Computer Lab



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



Approved Centre

**SSTC INSTITUTE**

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

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

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



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

Cert No. : EDU-2-2049  
Validity : 08/05/2025 - 07/05/2029

## PEARSON BTEC INTERNATIONAL LEVEL 3 DIPLOMA IN BUSINESS

Qualification awarded by Pearson Education Limited

### WHO IS THIS COURSE SUITABLE FOR?

**AGE:** Applicants must be aged 16 years and above upon commencement.

**ACADEMIC:** At least 10 years of education or equivalent.

For local students, 2 GCE O-Level passes or a Higher NITEC certificate is acceptable.

**ENGLISH PROFICIENCY:** 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)

(effective from 01/12/2025)

Course Fee	\$ 11,190.00
H&S Fee	\$ 300.00
Administrative Fee	\$ 600.00
Assessment Fee	\$ 650.00
Course Materials Fee	\$ 1,080.00
FPS	\$ 172.75
Application Fee**	\$ 600.00
GST	\$ 1,313.35
<b>TOTAL</b>	<b>\$ 15,906.10</b>

### PROGRAMME FEES (Local Students)

<b>TOTAL</b>	<b>\$ 10,727.40</b>
--------------	---------------------

\*\*Non-refundable

Note: Fees are subject to change without prior notice

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



## Degree Pathways from Pearson BTEC Qualifications

<https://hnglobal.highternationals.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



Inthasone Souphaksone  
Pearson BTEC Level 5 HND Diploma in Business

\*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?

**AGE:** Applicants must be aged 17 years and above upon commencement.

**ACADEMIC:** 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.

**ENGLISH PROFICIENCY:** 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.

**MATURE CANDIDATES:** (>= 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

Face-to-Face

### 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.

### DURATION

18 months Full Time  
24 months Part Time

### SUBJECTS

#### Mandatory Units

- Business and the Business Environment
- Marketing Processes and Planning
- Human Resource Management
- Leadership and Management
- Accounting Principles
- Managing a Successful Business Project\*
- Research Project\*
- Organisational Behaviour

Level 4  
Level 4  
Level 4  
Level 4  
Level 4  
Level 4  
Level 5  
Level 5

#### Optional Units

- Seven units will be pre-selected by SSTC from the list below, inclusive of two Level 4 units:
- Entrepreneurial Ventures
  - Recording Financial Transactions
  - Business Strategy
  - Business Information Technology Systems
  - Strategic Human Resource Management
  - Planning for Growth
  - Understanding and Leading Change
  - Global Business Environment
  - Principles of Operations Management
  - Human Resources - Value and Contribution to Organisational Success

Level 4  
Level 4  
Level 5  
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)

Course Fee	\$ 13,142.00
H&S Fee	\$ 600.00
Administrative Fee	\$ 600.00
Assessment Fee	\$ 876.00
Course Materials Fee	\$ 1,500.00
FPS	\$ 208.98
Application Fee**	\$ 600.00
GST	\$ 1,577.43
<b>TOTAL</b>	<b>\$ 19,104.41</b>

### PROGRAMME FEES (Local Students)

<b>TOTAL</b>	<b>\$ 13,056.60</b>
--------------	---------------------

\*Pearson Set Assignment

\*\*Non-refundable

Note: Fees are subject to change without prior notice.