

Business

Qualification: OCR Cambridge Technicals Level 3 Extended Certificate in Business (2016 suite)

Speak to **Miss J Gavaghan** for more information.

What do students need to know or be able to do before taking the course?

The Cambridge Technicals course is an A-Level equivalent course.

Students completing the two-year course will receive the Level 3 Cambridge Technical Extended Certificate in Business. This equates to a full A-Level in terms of UCAS points.

Students who complete the first year only will receive the Level 3 Cambridge Technical Certificate. This equates to an AS-Level in terms of UCAS points.

This course consists of 3 mandatory units, 2 of which are exams and one mandatory piece of coursework. This will be done within Year 12.

The mandatory units are: The Business Environment, Working in Business and Customers & Communication.

Within Year 13 students can choose 2 optional units of coursework to complete, choices include Introduction to Human Resources, Accounting Concepts, Principles of Project Management, Responsible Business Practices, International Business and Business Events.

What will students learn on this course (skills and course content)?

Students will learn how a business might evolve. From a small start-up business to a large multinational organisation, students will consider a range of different business types and gain an understanding of how the choice of business type might affect the objectives that are set. Students will also look at the internal workings of businesses, including their internal structure and how different functional areas work together. Plus, by looking at the external constraints under which a business must operate, you will gain an understanding of the legal, financial and ethical factors that have an impact. Students will also explore ways in which businesses respond to changes in their economic, social and technological environment; and gain an appreciation of the influence different stakeholders can have upon a business.

The three mandatory units are:

Unit 1 – The Business Environment

In this unit students will develop an understanding of how and why businesses operate in the way they do. They will look at a range of different types of business and business structures, and explore how the ownership of a business and its objectives are interrelated. They will learn about the importance of different functions within a business and how they work together. They will understand the legal, financial, ethical and resource constraints under which a business must operate and how these can affect business behaviour. They will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. They will appreciate the



influence different stakeholders can have on a business, and they will learn how to assess business performance.

Unit 2 – Working in Business

This unit will cover the skills and understanding needed to work effectively within a business environment. This includes arranging meetings, working with business documents, making payments, prioritising business activities and communicating with stakeholders. The way that these activities are dealt with will vary according to the specific business protocols in place. Some of these will be specific to a functional area; however, many are common to almost all job roles.

Unit 4 – Customers and Communication

Repeat business is crucial for future revenue and financial certainty. Businesses depend on customer satisfaction and customer loyalty. To build this, businesses need to know who their customers are and what influences their behaviours. In this unit students will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations. They will develop the skills that will help them create a rapport with customers and have the opportunity to practice and develop their business communication skills. Students will also learn about the legal constraints, ethical and security issues that affect how businesses store, share and use information

What sort of student is this course suitable for?

- Students with an interest in business and the economy.
- Pupils completing this course will need to be organised & excellent attendance is essential to complete all require coursework.

What kind of work will students need to be able to do outside of lessons?

Students will be expected to do revision for practice mock tests in order to fully prepare for the 2 mandatory exams. Pupils will also be expected to complete elements of their coursework outside of lessons independently.

Pupils will be expected to keep up to date with the business news.

What is the course content and how is this assessed?

5 Units, 2 Mandatory Exams (25% each= 50%), 3 Coursework Units – one of which is mandatory, 2 of which are optional (these make up the other 50%)

What could students go on to do at the end of this course?

Cambridge Technicals Level 3 Extended Certificates are accepted in lieu of A-levels at almost all universities including Russell Group universities such as Bristol and Exeter. This would suit anyone looking to go into a degree course or employment in Business, Marketing, HR, Accounting.

<https://www.ocr.org.uk/Images/267335-cambridge-technicals-business-summary-brochure.pdf>

