

Business

**ACADEMIC
& APPLIED**

**Level 3 Cambridge Technical
Specialist Vocational
Extended Certificate - Single Award**
Course Leader: Mr A Castlehouse

Entry requirements

- Grade 4 and above in both English and Maths - (no need to have studied Business at GCSE)
- An interest in the world of business and a desire to analyse current business issues and practices
- An excellent 'work ethic' so that all knowledge can be embedded for examined units and coursework deadlines are met for coursework units

Why choose this course?

Business is not just about selling products or services. It is about taking an idea, adding value and turning it into a successful business venture. However, Business is also as much about shaping and benefitting society as it about making profit.

This two year course is designed for students who wish to gain a broad understanding of business operations. Teaching and assessment is related to real business organisations and the course is suited to students who prefer a balance between coursework based assessment and examinations. The course will help students to develop their Key Skills, which are highly demanded by employers and universities e.g. essay writing and logical thinking.

After completing this course students may choose to pursue one of a large variety of Business and Economics related courses at both Further and Higher Education. You do not have to want to run your own business to do this course. This is an opportunity to gain a greater understanding of the dynamic world of business and how to successfully navigate through it both now and in the future!

Web Links

www.ocr.org.uk/qualifications/cambridge-technical-business-level-3-certificate-extended-certificate-foundation-diploma-diploma-05834-05837-2016-suite/

www.tutor2u.net

Course content

What does the course involve?

Unit 1 - The Business Environment

(Examination)

- Different types of business and business structures
- How the ownership of a business and its objectives are interrelated
- The importance of different functions within a business
- Ways in which businesses respond to changes in their economic, social and technological environment and the necessity for planning
- The influence that different stakeholders can have on a business and you will learn how to assess business performance

Unit 2 - Working in Business

(Examination)

- Working effectively within a business environment
- Arranging meetings, working with business documents, making payments, prioritising business activities and communicating with stakeholders

Unit 3 - Business Decisions

(Examination)

- How businesses make different types of decision
- The information needed, process adopted and criteria used for decisions
- The quality of decision making in businesses

Unit 4 - Customers and Communications

(Internally assessed, moderated by OCR)

- The purpose, methods and importance of communication in business and the appropriateness of different forms of communication
- The legal constraints, ethical and security issues that affect how businesses store, share and use information

Unit 5 - Marketing and Market Research

(Internally assessed, moderated by OCR)

- The role of market research and how it contributes to marketing decision-making
- Market research methods and the importance of market research methods for market research proposals

Possible career pathway

Students who successfully complete a Business course often aspire to careers in finance, business administration, human resources, marketing or retail. Study Business at Level 3 and you could be sat alongside the Dragons sooner than you think!

Note: This is our current offer which is subject to change