Business

Exam Board OCR
Qualification Level 3 Cambridge Advanced National Extended Certificate – equivalent to one A-level.
Entry Requirements Grade 4 in English and Maths

Content

Year 12

Unit 1: The Business Environment (External examination)
In this unit you will develop an understanding of how and why businesses operate in the way they do. You will look at a range of different types of business and business structures, and explore how the type of ownership and its objectives are interrelated. You will learn the importance of different functions within a business and how they work together. You will understand the legal, financial, ethical and resource constraints under which a business must operate and how these can affect business behaviour. You will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. You will appreciate the influence different stakeholders can have on a business, and you will learn how to assess business performance.

Unit 2: Working in Business (External examination)
This unit covers 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.

Year 13

Unit 4: Customers and Communication (Internal assessment)
In this unit you will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations. You will develop skills that will help you create rapport with customers and have the opportunity to practise and develop your communication skills.

Optional Units (Internal assessment) - One optional unit will be selected from the following:
Unit 3: Business Decisions
Unit 5: Marketing and Market Research
Unit 8: Introduction to Human Resources
Unit 11: Accounting Concepts
Unit 16: Principles of Project Management
Unit 17: Responsible Business Practices
Unit 19: International Business
Unit 20: Business Events
Unit 21: Being Entrepreneurial – evaluating viable opportunities

Assessment

50% external examination in Year 12
50% coursework in Year 13

Career Prospects

This qualification supports entry to a range of business and enterprise associated higher education (degree) courses, such as management, finance, entrepreneurship and economics when taken alongside other qualifications, as well as providing specialist skills and knowledge to support entry into apprenticeships, degree apprenticeships and employment.