

Cambridge Technical Extended Certificate in Business Level 3



Course Details and Assessment

The Qualification is designed to cover refreshing and exciting content, that's up to date, engaging, fit for purpose and suitable for the needs of all students interested in Business Studies. The pathway focuses on the development of a range of key skills, knowledge, analysis & interpretation, problem solving and evaluation to succeed in all Business Sectors.



The course will cover the following topic areas:

Unit 1 - Business Environment

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 ownership of a business and its objectives are interrelated. You will learn about 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 affect business.

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.

Unit 8 - Introduction to Human Resources

People are the most valuable resource to any organisation or business and in order to obtain the greatest value from them, they need to be managed and supported. It is the human resources (HR) function in a business that has a significant role in ensuring this happens. The human resources function will work with other key functions to ensure the success of the business. You will gain an overview of the HR function and learn about factors affecting human resources planning.

Unit 16 - Principles of Project Management

In this unit you will learn about the stages of project management, and the type of skills a project manager should have. You will also learn why you need to monitor the progress of projects as it is vital to their successful completion and implementation. You will plan a project, and prepare a project plan. You will learn about the different planning tools available for project planning.

How is the course assessed?

Year One

Unit 1 - Business Environment

2 hours - Exam

Section A - Multiple choice questions

Section B - Short answer questions based on pre-released research brief.

Unit 2 - Working in Business

90 minutes - Exam

Short answer and extended answer questions based on a given 4 scenarios based on 1 Business scenario.

Grading - Pass, Merit, Distinction or Distinction*

Year Two

Unit 4 - Compulsory Coursework Unit

These units are internally assessed and externally moderated by OCR

Unit 8 - Introduction to Human Resources - Coursework

These units are internally assessed and externally moderated by OCR.

Unit 16 - Principles of Project Management - Coursework

These units are internally assessed and externally moderated by OCR. You will plan a project, and prepare a project plan.

Grading - Pass, Merit, Distinction or Distinction*

“Business equips you with the tools to succeed in any business organisation.”

Cambridge Technical Extended Certificate in Business Level 3



Where can Level 3 Business lead me?

Careers in Management, Accountancy, Retail and Marketing are clear pathways as well as it being the preparation for setting up your own business. Students can study the subject at university and specialise in certain aspects of the business course or continue with a full Business Studies degree. Some students have opted to take Economics as a degree as there is a clear overlap between Business Studies and Economics.

Possible careers include:

Business - Economics - HR
Project Management - Marketing - Accountancy - Retail

What key skills do I need?

The skills needed to complete this course are:

- Good organisation
- Time management
- Literacy and numeracy
- Basic ICT skills
- An ability to work independently outside of the lesson on course work



Entry Requirements

To be able to study Level 3 Business, you must achieve:

- 5 GCSEs at Grade 4, including:
 - GCSE grade 4 in Maths
 - GCSE grade 4 in English



Exam Board

OCR

Still got questions?



Speak to Mrs Rens for more information

S.Rens@deyeshigh.co.uk