

CAMBRIDGE TECHNICALS LEVEL 3 BUSINESS

This course provides students with the opportunity through applied learning to develop the core specialist knowledge, skills and understanding required in the business sector.

OCR Level 3 Cambridge Technical Extended Certificate in Business

360 GLH - equivalent to one A level in terms of size.

Who is the OCR Level 3 Cambridge Technical extended Certificate in Business for?

This qualification is for students 16 years old or over who want to study business.

This qualification will provide students with the skills, knowledge and understanding to progress into Higher Education (HE) on a business-related programme such as Business, Business Management, Marketing, Business and Finance, Business and Economics, Accounting, and Certificate or Diploma in Human Resource Management. It will also allow students to choose non-business related degree programmes.

What does this qualification cover?

Students will take five units made up of three mandatory units and two optional units.

3 mandatory units:

- 1 x 120 GLH unit and 1 x 60 GLH unit – both externally examined,
- 1 x 60 GLH unit – centre-assessed and moderated by OCR.
- A choice of 2 further units, 2 x 60 GLH units which are either examined or centre-assessed and moderated by OCR.

All students will study the following mandatory units:

- **The business environment**
- **Working in business**
- **Customers and communication**

The mandatory externally assessed unit, "**The business environment**" will give students an understanding of the wider external contexts in which businesses operate and of internal business functions and their interdependencies. The unit will allow students to appreciate how legal, financial, ethical and resource constraints can affect business behaviour and the influence that different stakeholders can have and how businesses must respond.

The mandatory externally assessed unit, "**Working in business**" will give students an understanding of the type of critical skills needed when working in business, such as organisation, prioritisation and effective communication. The unit will allow students to learn how to use different business documents and about organisational protocols that most businesses would expect employees to follow.

The mandatory internally assessed unit, "**Customers and communication**" will allow students to appreciate how vital customers are to the success of a business. It will give students an understanding of how important it is for businesses to know their customers and what influences customer behaviour. In this unit, students will understand how to communicate with customers.

The optional units cover a wide range of topics to give students the opportunity to take a unit that is relevant to a specific aspect of business; for example marketing, accounting, human resources or business planning. Students will also develop transferable skills such as communication, planning, teamwork, research and analysis.

What prior learning is required?

This qualification is part of a suite of Cambridge Technicals in Business at Levels 2 and 3. Normally, learners would choose OCR Level 3 Cambridge Technicals in Business because they have successfully gained a Level 2 qualifications in a similar or related subject. Students should also have GCSE Maths and English to level 2 (grade A*-C)

