

Business: Cambridge Technical L3

Course Overview

- **Exam Board** – OCR
- **Usual Age Range** – 16-19
- **Qualification** – 1 L3 Extended Certificate (equivalent to 1 A Level)
- **Curriculum Time** – Five 50 minute lessons per week in class.
- **Assessment** – this curriculum is assessed via:
 - 2 x external exams
 - 3 x internally assessed assignments
- **Grading** – Pass to Distinction*
- **Full specification** - <https://www.ocr.org.uk/qualifications/cambridge-technicals/business/#level-3>

Curriculum Intent

The intent of the OCR Cambridge Technical L3 Business curriculum is to give UTC students an opportunity to develop their knowledge and understanding of the principles of business and the global economic environment at an advanced level. The intent is to ensure students have useful knowledge, understanding, and skills that can be applied in various business settings in their future careers, and are of particular use to students considering careers in entrepreneurship, management, and finance.

The further intent of the curriculum is to provide students with a comprehensive insight into the business sector as they investigate the pace of technological change, the infrastructure of business operations, the flow of information on a global scale, and important legal and ethical considerations.

Students are supported and encouraged to develop their love of reading and literacy skills on this course by reading related business news and articles and by completing regular extended writing activities, preparing them for higher education and professional communication.

Students are encouraged to develop their numeracy skills on this course by applying mathematical concepts relevant to financial planning, budgeting, and data analysis, which are crucial for business decision-making.

Suggested next step destinations after completion include relevant business degrees such as **Business Administration, Marketing, Finance, Accounting, International Business, and Management**. It also provides access to higher apprenticeship schemes and employment opportunities in business-related areas.

Related careers include working as a **business consultant, financial analyst, marketing manager, human resources specialist, and entrepreneur**. The intent of the curriculum is also to provide a strong baseline of knowledge, skills, and understanding for students who undertake an apprenticeship in business or pursue direct employment.

Remote Learning and Revision

Students will benefit from additional study of Business for the exam revision and also if they are absent from the UTC but well enough to complete remote learning.

- Seneca – <https://tinyurl.com/64b9fuz8>
- My revision notes – <https://tinyurl.com/mrzp7fcw>
- Practice Assessments and papers - <https://tinyurl.com/ykfscr82>
- BBC Bitesize: <https://www.bbc.co.uk/bitesize/examspecs/zhrphbk>

Some other useful websites:

- Revision - <https://tinyurl.com/rrdptx5e>
- Topic and module quizzes: <https://quizizz.com/>
- Unit 1 Flashcards and module tests: <https://tinyurl.com/yuest3h9>

Curriculum Overview

The learning in Business (1 GCSE) is sequenced as follows.

Note: the full Curriculum Plans are available on request to info@nef.tynecoast.academy

Key Topics

- The Business Environment
- Business Events
- Introduction to Human Resources
- Working in Business
- Customers and Communication

Year 12:

Half Term 1

- The Business Environment:
 - Different types of business activity
 - Different sectors of operation
 - Different forms of legal business ownership
 - Factors which inform business ownership
 - Differing business aims and objectives
 - Key tasks of functional areas of business
 - How business functions interrelate with other business functions
 - Different organisational structures
 - The use of organisational charts
- Business Events
 - The roles and accountabilities of staff involved in organising and running a business event
 - Who event organisers liaise with
 - How event organisers liaise with internal and external customers and suppliers
 - The factors influencing the effectiveness of business event management teams
 - How to identify event objectives and success criteria
 - How to plan for a business
 - How to produce guidance to help others resolve potential problems during the operation of a business event
 - How to prepare for a business event

Half Term 2

- The Business Environment:
 - Financial terms used to check the financial health of a business
 - How to calculate profit/loss and break-even point/output
 - How to interpret financial statements
 - Who the main stakeholders are and their objectives
 - The way in which different groups attempt to alter business behaviour
 - How businesses respond to the different and sometimes conflicting objectives of different stakeholders
 - The consequences to a business of not listening to its stakeholders
- Business Events
 - Provide support and help to resolve problems
 - Preparing support document for assignment

Half Term 3

- The Business Environment:
 - The factors which comprise the external business environment
 - Identify how the external environment can impact on a business and its stakeholders
 - How businesses can respond to changes in their external environment
 - Why do businesses plan?
 - Determining appropriate sources of finance for businesses
 - What may be included in a business plan
- Business Events
 - How to appraise own performance in supporting business events
 - How to gather feedback for a review
 - How to analyse feedback

Half term 4

- The Business Environment:
 - Factors affecting success or failure of a business
 - How to conduct a SWOT analysis
 - How to interpret business performance
- Business Events
 - Preparing for business event
- Introduction to Human Resources:
 - What are the key responsibilities of the human resources (HR) function?
 - Internal factors which influence human resources plans

Half Term 5

- The Business Environment:
 - Review and preparation for external assessment
- Business Events
 - Delivering business event

Half Term 6

- Introduction to Human Resources:
 - External factors which influence human resources plans
 - How does the human resources function link with other functions in a business?
 - Methods of training and developing employees
 - How to measure the effectiveness of training and development,
 - The benefits to a business of training and developing employees

Year 13:

Half Term 1

- Working in Business
 - Authority protocols
 - Confidentiality protocols
 - Constraints on document content
 - Checking protocols
 - IT security protocols
 - Factors that influence meeting arrangements
 - Factors that influence business travel arrangements
 - Factors that influence business accommodation arrangements
 - The purpose, interpretation and completion of business documents

- The purpose and interpretation of other business documents
- Introduction to Human Resources:
 - Motivational theories which study employee behaviour
 - Methods of employee motivation
 - Benefits to a business of having motivated employees
 - How a business measures the success of employee motivation

Half Term 2

- Working in Business
 - How to make payments, and the advantages and disadvantages of each payment method
 - Reasons for prioritising business tasks
 - Factors that influence task prioritisation
 - How to use information to inform prioritisation
 - Characteristics which inform the design of business communications
 - How the characteristics of business communications design impact on the use of resources
 - How and when to use different types of communication
 - How to review business communications to make sure they are fit for purpose
- Introduction to Human Resources:
 - How businesses monitor employee performance
 - Benefits and drawbacks of different performance management tools
 - Examples of confidential information and their sources
 - Methods of maintaining confidentiality
 - Why businesses maintain the confidentiality of documents and/or personal information

Half Term 3

- Working in Business
 - External examination
- Customers and Communication
 - Different types of customers
 - What influences customer behaviour
 - Actions businesses may take to manage the customer experience
 - Why customer service is important
 - Audience requirements
 - Purposes of communication in business situations
 - The advantages and disadvantages of various forms of communication
 - How to use appropriate business formats and styles for written communication layouts
 - The importance of corporate standards
 - The importance of managing corporate profile through media activity
 - Non-verbal skills
 - Verbal skills
 - Listening skills

Half term 4

- Customers and Communication
 - How messages can be structured to convey messages
 - Types of verbal and written business communications
 - Other considerations for conveying messages for business purposes
 - Legal constraints

- Ethical issues
- Security issues

Half Term 5

- Revision for any resit examinations
- Improvements for coursework as needed

Half Term 6

- External examination period