

Business (OCR Level 3)

Cambridge Technical Extended Certificate in Business



About the Subject

This qualification will provide learners 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
- Certificate or Diploma in Human Resource Management

It will also allow learners to choose non-business related degree programmes.

Course Content

Learners will take five units made up of three mandatory units and two optional units: The 3 mandatory units are:

The business environment – externally assessed. This unit will give learners an understanding of the wider external contexts in which businesses operate and of internal business functions and their interdependencies. The unit will allow learners 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.

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

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

The optional units cover a wide range of topics including; marketing, accounting, HR and business planning. Learners develop transferable skills such as communication, planning, teamwork, research and analysis.

Entry Requirements

5 A* - C GCSE grades including English and Maths.

Career Paths

You could go on to gain a role in an organisation, start your own business or become a specialist in a particular area such as: Marketing and Advertising, Finance and Accounting, Retail and Sales, Personnel Development or Administration.