

Cambridge Technical in Business

Level 3 Certificate (05834) – Year 12

Course Handbook

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 Management, Marketing, Business and Finance and Accounting. It will also allow learners to choose non-business related degree programmes.

The qualification is designed to be taken as part of a study programme alongside other vocational qualifications, such as Cambridge Technical Level 3 in IT and A levels such as Economics, Geography, Computer Science or Psychology.

1 Units

The course is made up of five free-standing units

The OCR Cambridge Technical Level 3 Certificate in Business (equivalent to AS level) is made up of two units that you will complete in Year 12:

- Unit 1 The Business Environment (Mandatory Double Unit – Assessed by examination)
- Unit 5 Marketing and Market Research (Optional Single Unit – Assessed by coursework)

The OCR Cambridge Technical Level 3 Extended Certificate in Business (A level) course has three further units which you will complete in Year 13:

- Unit 2 Working in Business (Mandatory Single Unit – Assessed by examination)
- Unit 4 Customers and Communication (Mandatory Single Unit – Assessed by coursework)
- Unit 11 Accounting Concepts (Optional Single Unit – Assessed by coursework)

2 Assessment

2.1 Examination

Assessment for Unit 1 will be by examination

All Learning Outcomes are assessed through an externally set written examination paper worth a maximum of 90 marks and 2 hours in duration. The assessment comprises:

- Multiple choice questions
- Short answer questions to which responses should be based on businesses that learners have researched. The research brief will be pre-issued
- Short answer and extended answer questions based on a given business scenario. Some of the questions will require the skills of analysis and evaluation

Assessment for Unit 2 in Year 13 is by a 1½ hour exam of short answer and extended answer questions based on a given business scenario. Some of the questions will require the skills of analysis and evaluation.

2.2 Coursework

Assessment for Unit 5 is entirely through coursework tasks. Each task is designed to enable you to demonstrate one or more Learning Objective (LO). Each LO is subdivided into smaller sub-objectives that must all be covered in order to achieve the LO and thus pass. Your work will be marked based upon these sub-objectives

Most of these will be in the form of a structured investigation over a period of weeks in and out of lessons. The evidence will be: Formal Reports and Personal Presentations

You will be given advice and help on the structure of each of these assessment formats before the first time you are set them for assessment.

Units 4 and 11 will be taught and assessed in the same way in Year 13.

3 Preparation for Lessons

3.1 Tooling Up

Things you will need before you start the course

- Two folders (hard-cover ring-binders are fine)
- Two sets of ten dividers
- [Cambridge Technicals Level 3 Business](#) by Tess Bayley, Karen Tullett, Leanna Oliver, Dianne Wainwright, ISBN-10: 1471874796

3.1.1 Marketing Folder (Unit 5)

Unit 5 will be assessed by a portfolio of coursework. You will need to divide your Marketing Folder into:

- One section for each of the completed Assessed Tasks
- A section for classwork and other non-assessed tasks (split into Learning Objectives LO1, LO2, LO3 and LO4)

3.1.2 The Business Environment Folder (Unit 1)

Unit 1 will be assessed by an exam. You will need to divide your Business Environment folder into

- 8 sections for each Learning Objective (LO1 to LO8)
- a section for assessed past paper questions

3.2 What you need to bring to each lesson

- The folder for the unit being taught
- Normal school equipment (pens, pencil, ruler, calculator, lined paper etc.)
- Any preparation task set previously (e.g. research, homework)
- Functioning log-on details for your school Office 365 account

3.3 What you need to do between lessons

- Continue to work on Unit 5 assessment tasks (see timetable of assessments on page 4)
- Preparation tasks for next lesson (i.e. homework)
- Keep looking at business news and developments (through the BBC website etc.)

4 Lessons

Teaching will be split between lessons in a computer room working on Unit 5 and theory lessons in the main Sixth Form block preparing for the Unit 1 in May.

Theory will be taught using a variety of methods, such as case studies, investigations, discussion and role-play

Assessment lessons will involve you working on your own investigation. During the assessment lessons, you will have structured one-to-one meetings with your teacher to discuss issues specific to your portfolio work. These will take fifteen minutes and will occur on a regular cycle over the year

4.1 Catch-up sessions

There will be drop-in Catch-up sessions every Thursday lunchtime in B1. The purpose of these is for you to bring along any queries about assignments or teacher comments on your marked work.

If you have missed any deadlines you will be required to attend these sessions until the work is completed. If you fail to attend then you will be placed on the Sixth form disciplinary procedure.

5 Attendance, Punctuality and Work Deadlines

The purpose of this course is to prepare you for the world of work. One of the most important work-skills is reliability and personal responsibility. As such you will be managed as employees and will be expected to behave in a business-like way as if you were at work

5.1 Attendance

You are expected to attend every lesson. If you know in advance that you will miss a lesson you should use the standard sixth form procedure for agreed absence.

- If you are ill, you should email your tutor and CC Mr Daniels as well as Mrs Phillips. This will allow us to forward you any materials you have missed.
- If you miss a lesson without prior agreement or without informing Mr Daniels via email, you will be placed upon the disciplinary procedure (see below)
- If you miss three lessons, regardless of cause, you will be required to attend catch-up sessions on Thursday until the missed work is completed

5.2 Punctuality

You are expected to arrive on time for all lessons.

If you are persistently late to lessons (three late arrivals), you will be placed upon the disciplinary procedure.

If you are late by more than ten minutes this will be considered as an absence.

5.3 Work Deadlines

All assignments have non-negotiable deadlines (see page 5). You must ensure that you have completed work of sufficient quality by the deadline.

All assignments have deadlines that will give you enough time to complete them. If you are having difficulties understanding the assignment you should speak to your teacher in good time. Catch-up sessions on Thursday can also be used to ask Mr Daniels for help.

If you miss a deadline you will be required to attend Catch-up sessions until you have completed the overdue work

6 Disciplinary Procedure

If you have

- Attended a lesson inadequately prepared or without equipment
- Missed a lesson without valid reason or notice
- Missed a Catch-up session when required to do so
- Failed to submit an assessed assignment by the deadline (see back page)
- Failed to submit work of sufficient quality
- Been persistently late to lessons

You will move further on the disciplinary procedure

Stage 1 Verbal Warning

You will be told by Mr Daniels that you need to improve your conduct

If your conduct achieves the improvement required, you will be taken off the disciplinary procedure. The review of conduct will take place one calendar month after the warning

Stage 2 Written Warning

You will be required to attend Business Catch-up on Thursday after school

You will receive an email stating what work we expect you to do and by which deadline.

The email will be CCd to your tutor, Mrs Nurton and Mrs Black and to your parent/guardian

If you have achieved the expectation by the date set, you will move back to the verbal warning stage and a review of your conduct will take place a further month on.

Stage 3 Formal Cause for Concern

You will be placed upon the main Sixth Form system for cause for concern system

7 Teaching Schedule: Year 12

You will have five taught lessons a fortnight on Unit 1 (examined) three taught lessons a fortnight on Unit 5

Unit 1 has 8 Learning Objectives, which will be taught in the following order:

LO1	Different types of Business: purpose, ownership and objectives
LO5	Understanding the relationship between businesses and stakeholders
LO6	External influences and constraints on businesses and how businesses could respond
LO2	Functional areas of business
LO3	Organisational structures
LO4	Using financial information to check the financial health of businesses
LO7	Business planning and sources of finance
LO8	Assessing the performance of businesses to inform future business activities

You will sit the external examination for this unit in the summer term of Year 12

8 Handing Unit 5 Coursework in

- You will work on documents Mr Daniels has shared with you on Office 365
- Work will be checked for completion at 3:30pm on the deadline day (always Friday Odd week)
- If it is not complete you will be required to attend the Business catch-up session on Thursday

Week	First Draft Deadline	Task	Resubmission Deadline
3	18/09/2020	Task 1.1 The role of the Marketing Function (P1)	18/12/2020
5	02/10/2020	Task 1.2.1.1 Market structure (P2)	18/12/2020
7	16/10/2020	Task 1.2.1.2 Marketing strategy (P2)	18/12/2020
9	06/11/2020	Task 1.2.1.2 Market segmentation (P2)	18/12/2020
11	20/11/2020	Task 1.2.2 Explain Domino's Pizza marketing campaigns (P3)	12/02/2021
13	04/12/2020	Task 1.2.2 Explain another business' marketing campaigns (P3)	12/02/2021
15	18/12/2020	Task 1.2.3 Analyse the impact of a campaign (M1)	12/02/2021
17	15/01/2021	Task 2 Marketing Constraints (P4)	12/02/2021
19	28/01/2021	Task 3.1 Market Research proposal (P5)	30/04/2021
21	12/02/2021	Task 3.2 Complete Market Research (P6)	30/04/2021
23	05/03/2021	Task 4.1 Present the findings of the research (P8)	28/05/2021
25	19/03/2021	Task 4.2 Recommend a Marketing Mix for Office Lunches (D2)	28/05/2021
27	02/04/2021	Task 3.3 Assess effectiveness of research plan (M2)	11/06/2021
29	30/04/2021	Task 3.4.1 Assess validity of the research (P7)	11/06/2021
31	14/05/2021	Task 3.4.2 Recommend improvements to research plan (M3)	11/06/2021
34	11/06/2021	OCR External Verification: Final deadline for full Unit 5 Portfolio	11/06/2021

The Assignment - with full details of each task - can be found [here](#)

You will be provided with a similar schedule for Year 13 Units at the end of Year 12.

Notes

1. The deadlines given are for the First Draft. The work will then be assessed within 2 weeks.
 - If the work submitted needs to be improved (i.e. from **Not achieved** to **Pass, Merit** or **Distinction**) you will also be given comments on how to improve.
 - If you miss this deadline you will not have the first draft assessed and will not get advice on how to improve.
 - There will be no extension of the first draft deadline

Work may be improved with your responses to the comments clearly visible (e.g. highlight or in red font)

You must leave the comments on the document when resubmitting work

No resubmitted work will be marked without the original teacher comments in place

Resubmissions will be marked and returned within two weeks of the resubmission date

2. The Final drafts must be completed before the dates in the table
 - **Any work not completed (i.e. with all requirements at Pass level or better) by 11th June will not be submitted**
 - This means you will fail the entire course

9 OCR Links

9.1 Course overview

<https://www.ocr.org.uk/qualifications/cambridge-technicals/business/#level-3>

9.2 Unit Guides

Unit 1 [The Business Environment](#)

Unit 5 [Marketing and Market Research](#)

9.3 Unit 1 Past Papers

<https://www.ocr.org.uk/qualifications/cambridge-technicals/business/assessment/#level-3>

10 Textbook

There is a textbook for this course, which you will need to purchase.

[Cambridge Technicals Level 3 Business](#) by Tess Bayley, Karen Tullett, Leanna Oliver, Dianne Wainwright,
ISBN-10: 1471874796