



**Are you interested in studying business in a more practical way?**

**Then this may be a good course for you.**

### Qualities

The OCR Cambridge Technical Level 3 Business Extended Certificate will suit those students who enjoy a more hands-on approach to learning. It will introduce candidates to some of the skills, technical knowledge and understanding business at KS5 as well as equipping them with some of the skills they will need to be successful in the workplace or in further education or training. The study programme is less theoretical than an A Level Business course and greater emphasis is placed on the acquisition of a full range of skills through the study of realistic business contexts, including: personal organisation and time-management; written and oral presentation skills; personal skills such as initiative, creativity and perseverance; interpersonal skills such as team-working, leadership and discussion; and cognitive skills such as problem solving, planning and decision making.

### Course Outline

The course gives you the opportunity to learn about many aspects of how a business operates. During the course you will learn about a range of key business functions and areas

The extended certificate is a single award and counts as an equivalent to one A Level. In addition to studying three mandatory units, you will also study two optional units.

Mandatory units include Business Environment, Working in Business and Customers & Communication allowing students to gain an in depth insight into how a business works. The additional modules focus on human resources and marketing, helping students to identify the strategies that a successful business will employ to attract and retain staff and also to appeal to customers.

Studied over two years, two modules (50%) of the course are externally examined (exam) so that the academic rigour of the qualification is guaranteed. The other three modules (50%) are focused on coursework, allowing students to investigate a real business and develop sophisticated research and application skills, rewarding the diligent, organised and hands-on student. Coursework units are internally assessed and moderated by an external OCR assessor.

### Future Pathways and complementary subjects

The Ctec Business course uses a combination of assessment styles to give students confidence that they can apply their knowledge to succeed in the workplace – and have the study skills to continue learning on higher education courses throughout their career. The range of assessments (both practical and written) mean that students can showcase their learning and achievements to best effect when they take their next step, whether that's supporting applications to higher education courses or potential employers. The CTEC Level 3 qualification attracts the same UCAS points as A Levels. This qualification could also support you when applying for jobs in business related careers such as accounting, administration, customer service, finance, IT, human resource management, marketing or sales.

CTEC Business works well with many other subjects particularly; IT, Geography, design based options and humanities.