

Sixth Form Subject Information

Business Studies



Qualification	OCR Technical Extended Certificate Level 3	
Exam Board	OCR	
Course Leader	Mrs Curran / Miss Kirk	
Course summary	This course is designed to give students the opportunity to study many of the aspects involved in setting up and running a business. This is done through investigative work based on real life business examples	
What will students learn?	Year 12 content	<p>Unit 1 – The Business Environment (120GLH)</p> <ul style="list-style-type: none"> • Aims and objectives • Functions, organisation and structure • Finance • Stakeholders • The external environment <p>Unit 11 – Accounting Concepts (60 GLH)</p> <ul style="list-style-type: none"> • Purpose of accounting and the accounting equation • Financial documents and recording financial transactions • Accounting concepts
	Year 13 content	<p>Unit 2 – Working in Business (60 GLH)</p> <ul style="list-style-type: none"> • Business protocols • Business meetings • Business documents • Communicating with stakeholders • Prioritising business tasks <p>Unit 4 – Customers and Communication (60 GLH)</p> <ul style="list-style-type: none"> • Customers and their importance to the business • Customer service and communication • Written, verbal and non-verbal communication • Communication constraints and issues <p>Unit 16 – Principles of Project Management (60 GLH)</p> <ul style="list-style-type: none"> • Skills and stages of project management • Prepare a project plan • Monitor a project plan
How will students be assessed?	Units 1 and 2 are externally assessed via examination (January) All other units are Coursework internally assessed units Grades are issued at Pass, Merit and Distinction and Distinction* levels.	
Differentiation	Students can target specific tasks to achieve their expected grade on every piece of coursework. This allows them to concentrate on a task that is suitable to their level of ability and also challenge themselves to achieve higher than expected	

Resources

Most resources are based around the companies that are selected for study that year, however the following sites are always good resources for theoretical work:

www.tutor2U.com

www.bized.co.uk

We do not require students to have a text book , however the Business Studies text book can be purchased for Cambridge Technicals Level 3 Business by Bayley, Tullett, Wainwright & Oliver (Hodder Education)