



SIXTH FORM

# OCR National Certificate in Business

## LEVEL 3

Two-year  
vocational  
course.

### WHY CHOOSE BUSINESS?

These new awards incorporate an extremely wide range of AS and A2 level units. Level 3 Nationals motivate young people and help to prepare them for further study and the challenges of adult and working life. They develop the knowledge, skills and understanding relevant to a broad vocational area. They are designed to lead to employment, further study at higher levels or training

### HOW USEFUL WILL IT BE?

The teaching, learning and assessment approaches associated with the Level 3 National encourage independent and active learning. In practical and relevant contexts students benefit from the opportunity to feel closer to the world of work and see the relevance of their studies.

The unit-based structure of Level 3 National and the balance between internal and external assessment allows students to manage their learning and achievement in stages. Skills and maturity are developed as students learn to plan their work, carry out research, organise visits, evaluate their outcomes and work effectively as part of a team. Increased motivation invariably leads to improved performance.

### WHAT WILL YOU NEED TO DO TO BE SUCCESSFUL?

Students will need a genuine interest and enthusiasm for the vocational area. They will also need to be able to manage their time wisely to ensure that they meet set deadlines. Level 3 Nationals depend on the ability of students to work as part of a team.

- A six unit award in Year 12 leads to the National Certificate which is the equivalent of an AS GCE Double Award.
- A 12 unit award which combines a six unit award in Year 12 and a six unit award in Year 13 leads to a National Diploma (which is equivalent to two A Levels).
- It is also possible to take a six unit award in Year 13.

We also strongly advise you to follow one of the wide range of language opportunities available to Sixth Form students to support your area of vocational study.

### ENTRY REQUIREMENTS

Four or more A\* - C grade GCSEs including grade C in English and Maths.

### WHAT WILL YOU STUDY ON THE COURSE?

Students will complete the following units:

**Unit 1 Investigating Business:** exploring different types of businesses.

**Unit 2: Customer Service:** exploring how businesses can deliver and benefit from quality customer service.

**Unit 3: Business Communication:** exploring different types of communication (written and IT) used within business.

**Unit 4: Finance in Business:** exploring how businesses raise funds and manage their finances.



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**Unit 5: Marketing in Business:** exploring how businesses market their products and services.

**Unit 17: Recruitment and Selection:** exploring the recruitment and interviewing processes used by business.

Six further units will be studied in Year 13: These will probably be:

**Unit 18: Training and Development**

**Unit 20: Motivating and Empowering**

**Unit 15: Human Resource Management**

**Unit14: E Business**

**Unit 21: Practical Administration**

**Unit 9: Career Planning**

### **HOW IS THE LEVEL 3 BUSINESS COURSE ASSESSED?**

All units are portfolio assessed and verified by an external moderator.