

A woman with short dark hair, wearing a vibrant, multi-colored patterned sleeveless top, is seated at a desk in a creative studio. She is looking down at papers on the desk. The background features a wall covered in various fashion sketches and drawings, and a wooden shelving unit on the right side. A large red graphic element is overlaid on the left side of the image.

Cambridge
EMPLOYABILITY

CAREER MAPPING

MANAGING OWN BUSINESS

Mapping the role of Managing Own Business
with relevant qualifications from OCR

OCR 

You'll need excellent people skills

Successful businesses are run by individuals who get on with people from many different backgrounds. For example, your bank manager, your suppliers, your customers, your employees - all very important people to the success of your business.

Cambridge Progression English

Entry 1	Unit 04	Speak to provide information	Speaking
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading
Entry 2	Unit 10	Listen and respond to detail	Listen and respond
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences

Entry 3	Unit 16	Contribute to discussions	Discussion skills
Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Level 1	Unit 23	Develop discussions	Discussion skills
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 30	Manage discussions	Discussion skills
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Functional Skills English

Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and audience

GCSE English

J355	A652	Choosing content and adapting style and language to a range of forms. Speaking to communicate clearly and purposefully. Using a range of sentence structures for clarity
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AS English

H069	F651	The dynamics of speech
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Other qualifications

Level 2-3	201	Apprenticeships in Business and Administration Principles of personal responsibilities for working in a business environment
Level 2	10	OCR Level 2 Cambridge Technical in Business Customer relations in business



You'll need good communication skills

You'll need to adapt your style of communication depending on who you are talking (and listening) to. If you go to your bank to ask for a loan, your bank manager will expect you to be well prepared with your business plan which will detail how you intend to spend the loan. This is a very formal communication style. However, when you meet with potential suppliers you might be less formal (but no less important) and try to negotiate the best price.

Cambridge Progression English

Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading	Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences	Level 2	Unit 25	Read for implied purpose and meaning	Reading
				Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Functional Skills English

Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and audience

GCSE English

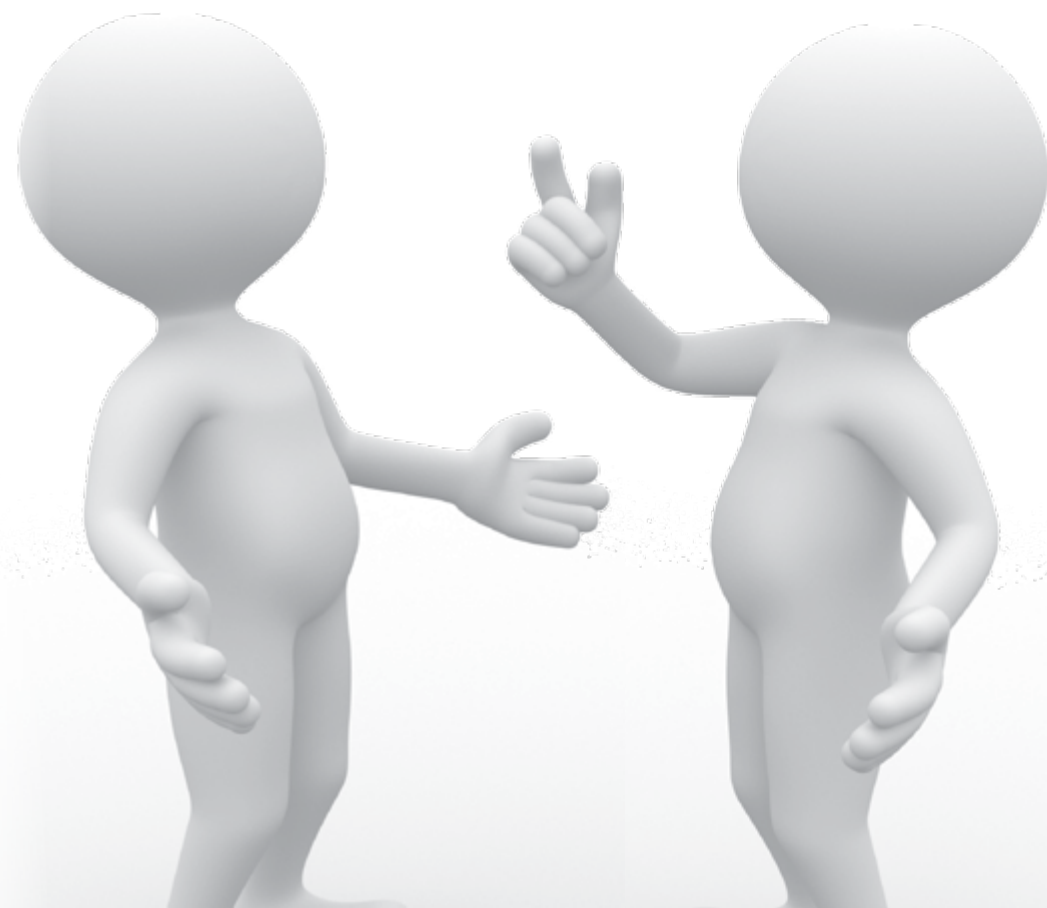
J355	A652	Choosing content and adapting style and language to a range of forms. Speaking to communicate clearly and purposefully. Using a range of sentence structures for clarity.
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AS English

H049	F653	Culture, language and identity
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Other qualifications

Level 1/2	R061	OCR Level 1/2 Cambridge National Business Award Introduction to Business
Level 2	5303	OCR Level 2 Cambridge Technical in Business Verbal and Non-verbal Communications



You'll need good observation skills

Keeping an eye on the business market you are in is essential. You'll need to know what your competitors are doing, what products or services they are offering - or you could lose your market share. You'll also need to ensure that your employees are happy and doing a good job for you, so meeting with your staff on a regular basis is also very important.

Cambridge Progression English

Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading	Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences	Level 2	Unit 25	Read for implied purpose and meaning	Reading
				Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond



You'll need to be able to answer questions

In order for your business to be successful you must be extremely knowledgeable about the products or services you offer. No-one will promote your business better than you!

Cambridge Progression English

Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences

Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Functional Skills English

Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and audience

GCSE English

J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect
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Other qualifications

Level 2-3	Apprenticeship in Business Administration	
	201	Principles of personal responsibilities for working in a business environment
	203	Principles of managing information



You'll need to be able to offer advice

Sometimes you'll be asked for your advice, especially as you become more and more successful. Others will want to know how you have achieved your success, so be prepared to offer others advice.

Cambridge Progression English

Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences

Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Level 2	Unit 25	Read for implied purpose and meaning	Reading
Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Functional Skills English

Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and audience

GCSE English

J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect
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You'll need to be able (and happy) to work as part of a team

Whilst many businesses start with just one individual, they usually need more people as the business grows. This 'team' need to know their roles and responsibilities and understand how working together will make the business even more successful.

Cambridge Progression English

Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading	Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences	Level 2	Unit 25	Read for implied purpose and meaning	Reading
				Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond

Other qualifications

Level 1/2		OCR Level 1/2 Cambridge National in Business	
	R061	Principles of personal responsibilities for working in a business environment	
Level 3		OCR Level 3 Cambridge Technical in Business	
	5303	Verbal and Non-verbal Communication	



You'll need to be able to deal with emotionally charged situations

If you employ people in your business, there are bound to be times when your employees have personal situations which impact on their work. There could also be times when people who work for you don't get on. These types of situations require you (as the 'boss') to help resolve the problems so that your employees are happier and your business remains successful.

Cambridge Progression English

Entry 1	Unit 03	Construct simple sentences	Construct Sentences	Entry 3	Unit 17	Listen and respond to specific information	Listen and respond
Entry 1	Unit 04	Speak to provide information	Speaking	Level 1	Unit 18	Read for purpose and meaning in texts on a variety of topics	Reading
Entry 1	Unit 05	Listen and respond to simple phrases	Listen and respond	Level 1	Unit 22	Speak to communicate information, ideas and opinions	Speaking
Entry 2	Unit 06	Read for purpose and meaning in straightforward texts	Reading	Level 1	Unit 23	Develop discussions	Discussion skills
Entry 2	Unit 09	Speak to provide and request information	Speaking	Level 1	Unit 24	Listen to actively respond in dialogue	Listen and respond
Entry 2	Unit 10	Listen and respond to detail	Listen and respond	Level 2	Unit 25	Read for implied purpose and meaning	Reading
Entry 3	Unit 11	Read for purpose and meaning in straightforward continuous texts	Reading	Level 2	Unit 29	Speak to communicate information, ideas and opinions	Speaking
Entry 3	Unit 12	Understand meaning in compound sentences	Understanding sentences	Level 2	Unit 30	Manage discussions	Discussion skills
Entry 3	Unit 15	Speak to communicate information, ideas and opinions	Speaking	Level 2	Unit 31	Listen to respond in a constructive manner	Listen and respond
Entry 3	Unit 16	Contribute to discussions	Discussion skills				

Functional Skills English

Level 1	1R4	Identify suitable responses to texts
Level 1	1W3	Use language, format and structure for purpose and meaning

GCSE English

J355	A652	Speak to communicate clearly, effectively and imaginatively. Use a range of sentence structures for clarity, purpose and effect
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Other qualifications

Level 1/2	OCR Level 1/2 Cambridge National in Business Enterprise
R061	Introduction to Business



Managing numbers, including money

Most important! Your business exists to sell a product or a service so making a profit is very important. So, you'll need to make sure that any bank loan is well spent and repayments are on time, your prices are right and your staff are paid.



Cambridge Progression Maths

Entry 1	Unit 01	Numbers from 0 to 10	Using number	Entry 3	Unit 14	Calculations with whole numbers	Using calculation
Entry 1	Unit 02	Add and subtract whole numbers	Using calculation	Entry 3	Unit 16	Extract and interpret data	Handling data
Entry 1	Unit 03	Money and time	Using money and time	Level 1	Unit 19	Fractions, decimals and percentages and direct proportion	Decimals, percentages
Entry 1	Unit 05	Compare and order items by measurement	Decimals, percentages and fractions	Level 1	Unit 21	Calculations with whole numbers, simple ratio and direct proportion	Using calculation
Entry 1	Unit 06	Extract and sort data	Handling data	Level 1	Unit 22	Interpret data and the outcomes of events	Handling data
Entry 2	Unit 07	Add, subtract and multiply whole numbers	Using calculation	Level 1	Unit 23	Calculate with money without a calculator	Using money and time
Entry 2	Unit 08	Time and date formats and simple money calculations	Using money and time Using measure and time	Level 2	Unit 24	Compare and interpret data and record probability	Handling data
Entry 2	Unit 10	Simple fractions and common units of measurement	Decimals, percentages and fractions	Level 2	Unit 25	Fractions and decimals	Decimals, percentages and fractions
Entry 2	Unit 11	Extract, sort and present data for interpretation	Handling data	Level 2	Unit 26	Calculation with whole numbers, ratio and direct proportion	Using calculation
Entry 3	Unit 12	Simple fractions	Decimals, percentages and fractions				
Entry 3	Unit 13	Decimals in money and length	Using money and time				

Functional Skills Maths

Level 1	N1	Understand and use whole numbers and understand negative numbers in practical contexts
Level 1	N3	Understand and use equivalences between common fractions, decimals and percentages
Level 1	G4	Construct geometric diagrams, models and shapes
Level 1	S4	Use data to assess the likelihood of an outcome

GCSE Maths

J562	A051	Data Handling, Problem Solving, Functions and Graphs, Breaking down complex calculations
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AS Maths

7891	Probability and Statistics
S4, 4735	Algebra and Graphs, Representing Data
S1 4732	
C3 4723	

Other qualifications

Level 2		Employability Skills
	15	Learning to manage finance
Level 2		OCR Level 2 Cambridge Technical in Business
	3	Financial forecasting for business



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Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

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