



**Qualification title:** OCR Level 3 Cambridge Technical Extended Certificate in Business

**Qualification number:** 601/7699/4

**Who is the OCR Level 3 Cambridge Technical Extended Certificate in Business for?**

This qualification is for you if you're 16 years old or over and want to study business.

This qualification will provide you with the opportunity to develop the core specialist knowledge, skills and understanding required in the business sector through applied learning.

There are no formal entry requirements for this qualification, but, ideally, you will typically have or be working towards GCSEs at grade 4/grade C or above including maths and English.

**What does this qualification cover?**

You will take five units: three mandatory units and two optional units:

Everybody will study the following mandatory units:

- The business environment
- Working in business
- Customers and communication

The business environment will give you an understanding of the wider external contexts in which businesses operate and of internal business functions and their interdependencies. The unit will allow you to appreciate how legal, financial, ethical and resource constraints can affect business behaviour and the influence that different stakeholders can have and how businesses must respond.

Working in business will give you an understanding of the type of critical skills needed when working in business, such as organisation, prioritisation and effective communication. The unit will allow you to learn how to use different business documents and about organisational protocols that most businesses would expect employees to follow.

Customers and communication will allow you to appreciate how vital customers are to the success of a business. It will give you an understanding of how important it is for businesses to know their customers and what influences customer behaviour. In this unit, you will understand how to communicate with customers.

The optional units cover a wide range of topics to give you the opportunity to take a unit that is relevant to a specific aspect of business; for example marketing, accounting, human resources or business planning.

## What could this qualification lead to?

This, combined with other qualifications, will provide you with the skills, knowledge and understanding to progress into Higher Education (HE) on a business-related programme such as Business, Business Management, Marketing, Business and Finance, Business and Economics and Accounting. It will also allow you to choose non-business related degree programmes or take you into employment where you will still continue to study.

You will develop transferable skills that are valued by HE and employers such as:

- communication
- planning
- teamwork
- research
- analysis.

## Is this qualification right for me?

This qualification is part of a suite of Cambridge Technicals at Levels 2 and 3.

You would take an OCR Level 2 Cambridge Technical qualification if you're 16 years old or over and you are looking for a qualification that will enable you to progress into employment in a specific job role.

You would take one of the OCR Level 3 Cambridge Technicals in Business if you wish to progress onto a qualification in the same subject area at a higher level in Higher Education (HE).

Normally, you would choose one of the OCR Level 3 Cambridge Technicals in Business qualifications because you have an interest in the subject area and/or have successfully gained Level 2 qualifications in a similar or related subject.

The qualification is designed to be taken as part of a study programme alongside other vocational qualifications, such as Cambridge Technicals in IT, Laboratory Skills or Sport and Physical Activity and A levels including subjects such as Economics, Maths, Geography, Computer Science, Sociology or Psychology.

There are five sizes of qualification available in the Level 3 Cambridge Technicals in Business suite:

- OCR Level 3 Cambridge Technical Certificate in Business
- **OCR Level 3 Cambridge Technical Extended Certificate in Business**
- OCR Level 3 Cambridge Technical Foundation Diploma in Business
- OCR Level 3 Cambridge Technical Diploma in Business
- OCR Level 3 Cambridge Technical Extended Diploma in Business

This qualification is the same size as one A Level so you will have the flexibility to achieve other qualifications alongside it. You'll take units which provide the breadth of knowledge, understanding and skills to prepare you to study in a Higher Education Institution either on a business-related degree course or to support an application for a range of other degree courses.

You would take the Certificate, which is the same size as an AS Level, if you were looking for a smaller qualification that could complement the main subjects in your study programme and prepare you for further study.

The Foundation Diploma is similar in size to one and a half A levels and will give you a broad understanding of business without specialising in a specific business function. It would also prepare you to study relevant business degrees in a HE institution.

The Diploma is a larger qualification, similar in size to two A levels, which gives you the flexibility to take other qualifications, vocational or academic. The Diploma allows you to tailor your learning to a specific area in the business sector by selecting a specialist pathway (marketing or accounting), to prepare you to study relevant business degrees in a HE institution. It would also prepare you to move onto an apprenticeship programme in business where you could continue to study.

The Extended Diploma is the largest qualification and is similar in size to three A levels. It can be taken in two years and will form your complete study program. This will give you the breadth of business knowledge, subject specific skills, understanding and transferable skills to progress to a business degree programme in HE. It would also prepare you to move onto an apprenticeship programme in business where you could continue to study.

### **Who supports this qualification?**

The following Universities support this qualification:

Arden University

University of Buckingham

Coventry University

Leeds Beckett University

University of Sheffield

Staffordshire University

University of Wolverhampton

Details of this support can be found on the OCR website:

<http://www.ocr.org.uk/qualifications/by-type/vocational-education-and-skills/16-19-performance-table-reform/cambridge-technicals-2016-suite/>

### **Further information**

This is an Applied General qualification.

To find out more about the OCR Level 3 Cambridge Technical Extended Certificate in Business please refer to the centre handbook available on the OCR website.

If you have any other queries please contact [vocational.qualifications@ocr.org.uk](mailto:vocational.qualifications@ocr.org.uk)

### **About us**

OCR is a leading UK awarding body. We provide qualifications which engage people of all ages and abilities at school, college, in work or through part-time learning programmes.

Our general and vocational qualifications equip you with the knowledge and skills needed for the future, helping you to achieve your full potential.