

Cambridge TECHNICALS LEVEL 3

BUSINESS

MAPPING GUIDE

Version 4

Cambridge
TECHNICALS
2016

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INTRODUCTION

This document lists the current Cambridge Technicals units and Learning Outcomes (LO) and maps them to the new Cambridge Technicals Units and Learning Outcomes so that you can see where each learning outcome has remained, changed, moved or been removed.

We've also identified where the 2010 BTEC units map to the Cambridge Technicals 2012 and 2016 units.

BUSINESS

The Cambridge Technicals in Business have been developed to meet the changing needs of the sector, and prepare your students for the challenges they'll face in Higher Education or employment. Designed in collaboration with experts spanning the breadth of the sector, the Cambridge Technicals in Business focuses on the skills, knowledge and understanding that today's universities and employers demand. Your students will apply practical skills and knowledge in preparation for further study or the workplace.

When developing these qualifications we worked with universities, industry experts and employers to design the content and assessment of these qualifications – ensuring that your learners are prepared and have the skills to progress to degree level.

The Diploma has two specialist pathways that can be followed (Accounting and Marketing), to prepare your students to study relevant business degrees in a HE institution, to prepare them for employment or to move onto an apprenticeship programme in that area.

TEACHING AND LEARNING RESOURCES

New resources are being developed to support your teaching of this new qualification. These will include Delivery Guides, Resource Links, Lesson Elements, Project Approaches, a Rules of Combination Calculator and a Progress Tracker.

To find out more about this qualification please go to: <http://www.ocr.org.uk/qualifications/cambridge-technicals-business-level-3-certificate-extended-certificate-foundation-diploma-diploma-05834-05837-2016-suite/>



2016 Suite

- New suite for first teaching September 2016
- Externally assessed content
- Eligible for Key Stage 5 performance points from 2018
- Designed to meet the DfE technical guidance

MAPPING

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
1	The Business Environment (BTEC unit 1)	LO1	Know the range of different businesses and their ownership	These LOs are no longer stand-alone and have been divided and are now in multiple LOs	1	The business environment (Externally assessed)	LO1	Understand different types of businesses and their objectives	
		LO2	Understand how businesses are organised to achieve the purposes				LO5	Understand the relationship between businesses and stakeholders	
							LO2	Understand how the functional areas of businesses work together to support the activities of businesses	
							LO3	Understand the effect of different organisational structures on how businesses operate	

MAPPING

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
1	The Business Environment (BTEC unit 1)	LO3	Know the impact of the economic environment on business	This LO is no longer stand-alone and has been divided and is now in multiple LOs	10	Economics for business (Externally assessed)	LO1	Understand how microeconomic factors can impact on UK businesses	The economic factors have been included as part of the whole external environment
		LO4	Know how political, legal and social factors impact on business	This LO is covered in the new Technicals and has a different title			LO2	Understand how macroeconomic factors can impact on UK businesses	
							LO3	Understand how UK government policies can impact on UK businesses	
							LO4	Understand how the international economy can impact UK businesses	
							LO5	Understand how businesses might respond to changes in the local, national and international economic environment	
							LO6	Understand the external influences and constraints on businesses and how businesses could respond	

MAPPING

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
2	Business Resources (BTEC unit 2)	LO1	Know how human resources are managed	These LOs are no longer stand-alone and have been divided and are now in multiple units/LOs	1	The business environment (Externally assessed)	LO2	Understand how the functional areas of businesses work together to support the activities of businesses	
					2	Working in business (Externally assessed)	LO1	Understand protocols to be followed when working in business	
					8	Introduction to human resources (Internally assessed) (BTEC units 14 and 17)	LO1	Know the factors that are involved in human resources planning	
		LO2	Know the purpose of managing physical and technological resources		1	The business environment (Externally assessed)	LO2	Understand how the functional areas of businesses work together to support the activities of businesses	
					3	Business decisions (Externally assessed) (BTEC unit 26)	LO5	Be able to use resource, project and change management information to inform business decisions	
					14	Resource management (Internally assessed)	LO1	Understand how businesses obtain and manage physical resources	
						LO2	Understand factors that influence how physical resources are managed by businesses		
						LO3	Understand how resource management can contribute to business performance		

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
2	Business Resources (BTEC unit 2)	LO3	Know how to access sources of finance	These LOs are covered in the new Technicals and have different titles	1	The business environment (Externally assessed)	LO7	Understand why businesses plan	
		LO4	Be able to interpret financial statements				LO4	Be able to use financial information to check the financial health of businesses	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
3	Introduction to Marketing (BTEC unit 3)	LO1	Know the role of marketing in organisations	These LOs are no longer stand-alone and have been divided and are now in multiple units/LOs	1	The business environment (Externally assessed)	LO2	Understand how the functional areas of businesses work together to support the activities of businesses	
					5	Marketing and market research (Internally assessed)	LO1	Understand the role of marketing in businesses	
					LO2	Know the constraints on marketing			
		7	Marketing campaign (Internally assessed)		LO2	Understand the elements of the marketing mix			
		LO2	Be able to use marketing research and marketing planning		3	Business decisions (Externally assessed) (BTEC unit 26)	LO1	Understand factors to be taken into account when making business decisions	
					LO4	Understand how marketing information informs business decisions			
					5	Marketing and market research (Internally assessed)	LO3	Be able to carry out market research for business opportunities	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
3	Introduction to Marketing (BTEC unit 3)	LO3	Understand how and why customer groups are targeted	This LO is covered in the new Technicals and has a different title	6	Marketing strategy (Internally assessed) (BTEC unit 33)	LO1	Understand the purpose of marketing strategies	
		LO4	Be able to develop a coherent marketing mix	This LO is no longer stand-alone and has been divided and is now in multiple units/LOs	6	Marketing strategy (Internally assessed) (BTEC unit 33)	LO5	Be able to use business tools to propose marketing strategies	
					7	Marketing campaign (Internally assessed)	LO5	Be able to plan marketing campaigns	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
4	Business Accounting (BTEC unit 5)	LO1	Understand the purpose of accounting and the categorisation of business income and expenditure	This LO is no longer stand-alone and has been divided and is now in multiple LOs	11	Accounting concepts (Internally assessed) (BTEC unit 8)	LO1	Understand why businesses keep accurate accounting records	
		LO2	Be able to prepare a cash flow forecast	These LOs are covered in the new Technicals and have different titles	13	Management accounting (Internally assessed)	LO5	Be able to prepare and use cash flow forecasts	The use of cash flow data for decision making is in Unit 3 Business decisions
		LO3	Be able to prepare profit and loss accounts and balance sheets		12	Financial accounting (Internally assessed)	LO3	Be able to prepare final accounts for sole traders	
		LO4	Be able to review business performance using simple ratio analysis				LO4	Use ratios to assess the performance of businesses	The use of profitability ratios for decision making is in Unit 3 Business decisions

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
5	Human Resource Management in Business (BTEC unit 16)	LO1	Know the factors that are involved in human resource planning in organisations	These LOs are no longer stand-alone and have been divided and are now in multiple units/LOs	9	Human Resources (Externally assessed)	LO1	Understand the responsibilities of human resources function and the factors that affect it	The use of workforce planning information for decision making is in Unit 3 Business decisions
					8	Introduction to human resources (Internally assessed) (BTEC units 14 and 17)	LO1	Know the factors that are involved in human resources planning	
		LO2	Know how organisations motivate employees		9	Human Resources (Externally assessed)	LO3	Understand how and why businesses motivate employees	
						9	Human Resources (Externally assessed)	LO2	Understand how and why businesses motivate employees and how the effectiveness of motivation strategies can be measured
		LO3	Understand how to gain committed employee cooperation	This LO is covered in the new Technicals and has a different title	9	Human Resources (Externally assessed)	LO4	Understand factors influencing employee engagement within a business	
		LO4	Understand the importance of managing employee performance at work	This LO is no longer stand-alone and has been divided and is now in multiple LOs	8	Introduction to human resources (Internally assessed) (BTEC units 14 and 17)	LO4	Understand the importance of monitoring and managing employee performance at work	The use of workforce performance data for decision making is in Unit 3 Business decisions
				9	Human Resources (Externally assessed)	LO5	Understand how business organisations monitor and manage employee performance		

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
6	Business Communication (BTEC unit 4)	LO1	Understand different types of business information	These LOs are no longer stand-alone and have been divided and are now in multiple units/LOs	2	Working in business (Internally assessed)	LO5	Understand how to communicate effectively with stakeholders	The use of information is in Unit 3 Business decisions
					4	Customers and communication (Internally assessed) (BTEC unit 11)	LO4	Be able to convey messages for business purposes	
		LO2	Be able to present business information effectively		2	Working in business (Internally assessed)	LO5	Understand how to communicate effectively with stakeholders	The use of information is in Unit 3 Business decisions
					4	Customers and communication (Internally assessed) (BTEC unit 11)	LO4	Be able to convey messages for business purposes	
		LO3	Understand the issues and constraints in relation to the use of business information in organisations	This LO is covered in the new Technicals and has a different title	4	Customers and communication (Internally assessed) (BTEC unit 11)	LO5	Know the constraints and issues which affect the sharing, storing and use of information for business communications	
		LO4	Know how to communicate business information using appropriate methods	This LO is no longer stand-alone and has been divided and is now in multiple units/LOs	2	Working in business (Internally assessed)	LO5	Understand how to communicate effectively with stakeholders	
					4	Customers and communication (Internally assessed) (BTEC unit 11)	LO4	Be able to convey messages for business purposes	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
7	Financial Accounting (BTEC unit 6)	LO1	Know the impact of accounting legislation and concepts on organisations' accounting policies and procedures	These LOs are covered in the new Technicals and have different titles	12	Financial accounting (Internally assessed)	LO1	Understand the impact of legislation, concepts and principles on accounting processes	
		LO2	Understand the impact of the regulatory framework on a limited company's accounting policies and procedures				LO2	Understand the reporting requirements of private limited companies and public limited companies	
		LO3	Be able to make appropriate adjustments to accounting information	This LO is partially covered in the new Technicals and has a different title			LO3	Be able to prepare final accounts for sole traders	
		LO4	Understand a cash flow statement for a limited company	This LO is covered in the new Technicals and has a different title			LO2	Understand the reporting requirements of private limited companies and public limited companies	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
8	Management Accounting (BTEC unit 7)	LO1	Understand how production costs are determined and used to calculate prices	This LO is partially covered in the new Technicals and has a different title	13	Management accounting (Internally assessed)	LO1	Understand business costs and pricing methods used by businesses	The use of costs and revenues are also referred to in Unit 3 Business decisions
		LO2	Be able to use break-even analysis	These LOs are covered in the new Technicals			LO2	Be able to use break-even analysis	The use of break-even analysis for decision making is in Unit 3 Business decisions
		LO3	Be able to use appropriate statistical information to review and predict business performance		12	Financial accounting (Internally assessed)	LO4	Use ratios to assess the performance of businesses	The use of profitability ratios for decision making is in Unit 3 Business decisions
		LO4	Be able to use budgetary techniques		13	Management accounting (Internally assessed)	LO3	Be able to calculate budgets using budgetary techniques	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
9	Creative Product Promotion (BTEC unit 9)	LO1	Know the constituents of the promotional mix	These LOs are no longer stand-alone and have been incorporated into other LOs	7	Marketing campaign (Internally assessed)	LO2	Understand the elements of the marketing mix	
		LO2	Understand the role of promotion within the marketing mix						
		LO3	Understand the role of advertising agencies and the media				LO4	Understand the role of Public Relations (PR), advertising and digital marketing agencies in business	
		LO4	Be able to create a simple promotional campaign				LO5	Be able to plan marketing campaigns	Learners are required to plan and pitch a marketing campaign

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
10	Market Research in Business (BTEC unit 10)	LO1	Understand the main types of market research used to make marketing decisions	These LOs are no longer stand-alone and have been incorporated into another LO	5	Marketing and market research (Internally assessed)	LO3	Be able to carry out market research for business opportunities	
		LO2	Be able to plan research						
		LO3	Be able to carry out research						
		LO4	Be able to interpret research findings	This LO is covered in the new Technicals			LO4	Be able to validate and present market research findings	Learners are required to validate and present their market research findings

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
11	Internet Marketing in Business (BTEC unit 12)	LO1	Know what role internet marketing has within a modern marketing context	These LOs are not in any of the new Technical units, but relevant content has been used in one LO	7	Marketing campaign (Internally assessed)	LO3	Understand how businesses use digital marketing and the impact it has on businesses and their customers	Employers now refer to digital marketing as an overarching term
		LO2	Understand the benefits of internet marketing to customers						
		LO3	Understand the opportunities offered to businesses by internet marketing						
		LO4	Understand the challenges faced by businesses using internet marketing						

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
12	Recruitment and Selection in Business (BTEC unit 13)	LO1	Know the processes involved in recruitment planning	These LOs are no longer stand-alone and have been incorporated into another LO	9	Human Resources (Externally assessed)	LO6	Understand why and how businesses manage conflict in the workplace	
		LO2	Understand the implications of the regulatory framework for the process of recruitment and selection						
		LO3	Be able to prepare documentation involved in the selection and recruitment process						
		LO4	Be able to participate in a selection interview						

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
13	Development Planning for a Career in Business (BTEC unit 15)	LO1	Know how to access career-related information	These LOs are not in any of the new Technicals units	2	Working in business (Externally assessed)			Employers were clear that there should be a unit which developed transferable skills
		LO2	Be able to develop a personal career development plan						
		LO3	Be able to develop a range of transferable business skills at the appropriate level	This LO is no longer stand-alone but elements of it now appear in another unit					
		LO4	Understand methods of professional development and training	This LO is partially covered in the new Technicals and has a different title					

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
14	Managing a Business Event (BTEC unit 18)	LO1	Understand the role of an event organiser	This LOs is partially covered in the new Technicals and has a different title	20	Business events (Internally assessed)	LO1	Be able to prepare for a business event	
		LO2	Be able to plan a business event	These LOs are covered in the new Technicals and have different titles			LO2	Be able to support the running of a business event	
		LO3	Be able to run a business event				LO3	Be able to review and evaluate if the business event met its objective	
		LO4	Be able to follow up after a business event						

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Cambridge Technicals in Business 2012 units				Cambridge Technicals in Business 2016 units					
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
15	Developing Teams in Business (BTEC unit 19)	LO1	Know the importance of teams	These LOs are not in any of the new Technical units					
		LO2	Understand team development						
		LO3	Understand leadership attributes and skills						
		LO4	Be able to work effectively in a team						

Cambridge Technicals in Business 2012 units				Cambridge Technicals in Business 2016 units					
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
16	Aspects of Contract and Business Law (BTEC unit 21)	LO1	Understand the legal requirements for a valid contract	These LOs are not in any of the new Technical units					
		LO2	Understand the meaning and effect of terms in a standard form contract						
		LO3	Understand the impact of statutory consumer protection on the parties to a contract						
		LO4	Know the remedies available to the parties to a contract						

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
17	Understanding Health and Safety in the Business Workplace (BTEC unit 27)	LO1	Understand how health and safety legislation and regulations affect a business working environment	This LO is partially covered in the new Technicals and has a different title	1	The business environment (Internally assessed)	LO6	Understand the external influences and constraints on businesses and how businesses could respond	
		LO2	Know the requirements for healthy, safe and productive working conditions	These LOs are not in any of the new Technical units					
		LO3	Understand the role and responsibilities of key personnel						
		LO4	Be able to assess and manage risk						

MAPPING

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
18	Business Project Management (BTEC unit 28)	LO1	Understand the purpose, aims and objectives of a project	This LO is partially covered in the new Technicals and has a different title	16	Principles of project management (internally assessed)	LO1	Understand the stages of project management	
		LO2	Be able to prepare a project plan	This LO is covered in the new Technicals and has a different title			LO4	Be able to prepare project plans	
		LO3	Be able to run a project	This LO is partially covered in the new Technicals and has a different title			LO3	Understand how and why projects are monitored and factors that influence a project	
		LO4	Be able to report project outcomes	This LO is not in any of the new Technical units					

Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
19	Website Design Strategy (BTEC unit 34)	LO1	Know the purposes of a range of websites	These LOs are not in any of the new Technical units					
		LO2	Understand the main elements in web design for usability and visual appeal						
		LO3	Be able to plan the development of a website for an organisation						

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
20	Understanding Business Ethics (BTEC unit 37)	LO1	Understand the meaning and importance of ethics in the business world	These LOs are partially covered in the new Technicals and have different titles	17	Responsible business practices (Internally assessed)	LO1	Understand how businesses operate responsibly	
		LO2	Understand the implications of businesses operating ethically				LO3	Be able to review the impact of responsible business practices on different stakeholders	
		LO3	Know the social implications of business ethics				LO2	Understand the importance of adopting responsible business practices	
		LO4	Understand ethical concerns facing different communities				LO4	Understand the difficulties and potential conflicts businesses face when implementing responsible business practice(s)	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
21	Business and the Economic Environment (BTEC unit 38)	LO1	Understand the impact on businesses of changes in the economic environment	This LO is no longer stand-alone and has been divided and is now in multiple units/LOs	15	Economics for business (Externally assessed)	LO1	Understand how businesses might respond to changes in the local, national and international economic environment	
					10	Change management (Externally assessed)	LO5	Understand the drivers of change	
		LO2	Know how government spending impacts on businesses	These LOs are covered in the new Technicals and have different titles	10	Economics for business (Externally assessed)	LO3	Understand how UK government policies can impact on UK businesses	
		LO3	Understand fiscal and monetary policies and the effects on spending						
		LO4	Know how the international economy affects UK businesses and competition	This LO is no longer stand-alone and has been divided and is now in multiple units/LOs	10	Economics for business (Externally assessed)	LO4	Understand how the international economy can impact UK businesses	
					19	International business (Internally assessed)	LO3	Understand the international trading environment in which businesses operate	

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Cambridge Technicals in Business 2012 units					Cambridge Technicals in Business 2016 units				
Unit no.	Unit title	LO no.	LO title	THE CHANGE	Unit no.	Unit title	LO no.	LO title	Other comments
22	International Business (BTEC unit 39)	LO1	Understand the international business environment	These LOs are covered in the new Technicals and have different titles	19	International business (Internally assessed)	LO3	Understand the international trading environment in which businesses operate	
		LO2	Know how cultural differences affect international business				LO2	Understand the opportunities and challenges that businesses face when operating internationally	
		LO3	Know how international business is financially supported	This LO is partially covered in the new Technicals and has a different title			LO3	Understand the international trading environment in which businesses operate	
		LO4	Understand the strategies used by international businesses	This LO is no longer stand-alone and has been divided and is now in multiple LOs			LO2	Understand the opportunities and challenges that businesses face when operating internationally	
							LO4	Understand different international expansion strategies used by businesses	



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