FAQs for Level 3 Cambridge Technicals in Business
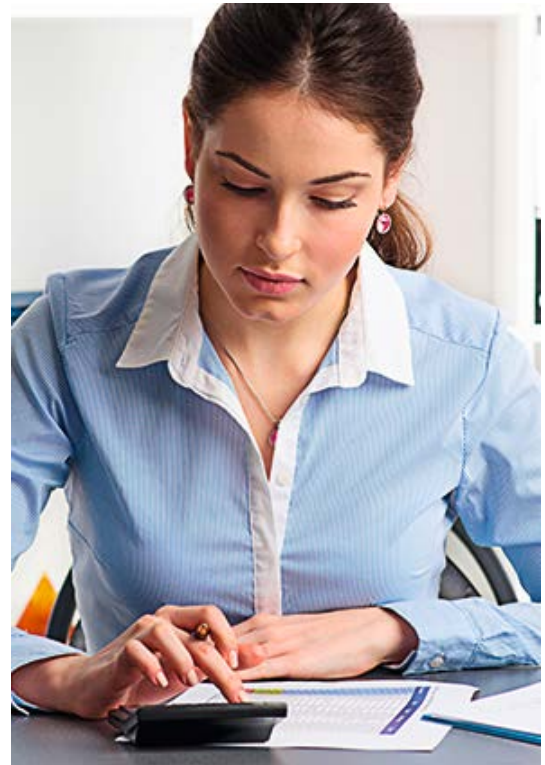
Externally Assessed Units

The Level 3 Cambridge Technicals in Business currently contains 4 externally assessed units:

Unit 1 – The business environment

- 120glh unit
- 2 hour exam
- 90 marks
- Multiple choice questions
- Short answer questions based on a pre-release research brief
- Mixture of extended response/short answers based on unseen scenario
- Available in both January and June series
- Paper-based

LO weightings:	
LO1	6-24%
LO2	3-14%
LO3	6-17%
LO4	6-17%
LO5	6-17%
LO6	6-17%
LO7	3-14%
LO8	3-14%

Unit 2 – Working in business

- 60glh unit
- 1 hour 30 minute exam
- 60 marks
- Sections of short answer questions based on in-tray exercises across the functions
- 2 longer questions, at least one of which will require an extended response
- Available in both January and June series
- Paper-based assessment only

LO weightings:	
LO1	8-25%
LO2	8-25%
LO3	8-25%
LO4	10-34%
LO5	10-34%

Unit 3 – Business Decisions

- 60glh unit
- 1 hour 30 minutes exam
- 60 marks
- Sections of short answer questions based on pre-release scenario
- 2 extended response questions based on pre-release scenario
- Available in both January and June series
- Paper-based assessment only

LO weightings:	
LO1	6-20%
LO2	6-20%
LO3	6-15%
LO4	8-25%
LO5	6-15%
LO6	20-40%

Unit 9 – Human resources

- 60glh unit
- 2 hour exam
- 90 marks
- Sections of short and medium response questions based on applied human resource scenarios following the theme of one business.
- Two extended response evaluative questions (12-16 m.
- Available in both January and June series
- Paper-based assessment only

LO weightings:	
LO1	6-24%
LO2	6-24%
LO3	6-24%
LO4	6-24%
LO5	3-22%
LO6	6-24%
LO7	10-30%
LO8	6-24%

Unit 10 – Economics for business

- 90glh unit
- 2 hour exam
- 90 marks
- Sections of short and medium response questions, based on scenarios which illustrate the economic environment of one business.
- Available in both January and June series
- Paper-based assessment only

LO weightings:	
LO1	15-35%
LO2	10-25%
LO3	10-25%
LO4	10-25%
LO5	10-25%

Unit 15 – Change management

- 60glh unit
- 1 hour 30 minutes exam
- 90 marks
- Two questions. First question split into two to four medium/longer response sub-questions based on short change management scenario. Two of which to be extended response.
- Second question split into one to three medium/longer response sub-questions based on data relating to Section 1 scenario. One question to require an extended response.
- Available in both January and June series
- Paper-based assessment only

LO weightings:	
LO1	6%- 14%
LO2	3-10%
LO3	30-54%
LO4	10-27%
LO5	20-37%

Extended Diploma update:

2 further examined units are being developed for the Extended Diploma qualification; working titles are:

- Unit 9 Human resource
- Unit 10 Economics for business

2 further examined units are being developed for the Extended Diploma qualification; working titles are:

- Unit 14 Resource management
- Unit 18 Business operations

Examined content:

In all externally assessed units you should be aware that:

- A direct question can be asked about any content in the unit that follows an i.e.
- However, a direct question may not be asked about any content that follows and e.g. and students are able to use their own examples.

Exam dates:

Exam timetables will be published here:
www.ocr.org.uk/i-want-to/key-dates-and-timetables/

Pass mark / grade boundaries:

All externally assessed units must be passed in order to achieve the full qualification.

The first examination series for Cambridge Technicals takes place January 2017. Once marking has taken place all marks with be attributed a unit grade of Pass, Merit or Distinction, depending on the candidates achieved mark out of the total marks for the question paper, for example XX/80 marks. The boundaries for this conversion will not be known until the first series has gone through a full awarding process.

Resits:

Students are able to have one resit opportunity for each externally assessed unit. If a student fails their re-sit attempt we will issue an unclassified for the full qualification.

However, students are able to re-enter for the full qualification.

Results:

Your students' outcome grade will be distributed to centres in:
- January series – March
- May/June series - August

Resources to support external assessment:

On each qualification page you'll find a variety of support materials for each externally assessed unit.
- Sample Assessment Material (SAM)
- Unit Delivery Guides
- Lesson Elements
- Resource Links

Once we've gone through our first live series we'll be able to start producing additional support materials:
- Examiner Report (on results day)
- Past Paper and Mark Scheme (on results day)
- Past Paper and Mark Scheme with Commentary (to follow)

Internally Assessed Units

The choice of internally assessed units will depend on the size of qualification or pathway your student is undertaking. Please refer to the Centre Handbook for more information.

Each internally assessed unit within the qualification must be passed in order for your students to achieve the full qualification.

Evidence:

Internally assessed units can be evidenced via whatever format the centre/learner deems suitable unless a specific format is stated in the Assessment Guidance section of the unit.

Holistic delivery:

Where possible, we would recommend you consider a holistic approach to delivery and assessment, covering a range of units/Learning Outcomes/Assessment Criteria through a task or project.

We will provide a project approach to delivery resource to help facilitate this.

Meaningful Employer Involvement (MEI):

Where possible, centres should engage employers in the delivery and assessment of the units and record how/when this occurred.

This can include work placements, guest lecturers etc. Ideas for Meaningful Employer Involvement are given in each of the unit documents.

MEI is a mandatory requirement for qualifications submitted to the DfE in the Tech Level category.

It's a good idea to read our MEI page on the website.

Synoptic learning and assessment:

Centres should consider synoptic learning and assessment during the delivery and assessment of the qualification. Each unit document highlights where opportunities are for synoptic learning/assessment.

A Model Assignment for Unit 20 Business Events or Unit 22 Delivering a Business Project for specific groups which will allow centres to assess all qualification sizes/pathways in a synoptic way. It is therefore strongly recommended that centres use this Model Assignment to assess Units 20 and 22, and that Units 20 and 22 are assessed towards the end of the learners' study programme.

Resources to support delivery:

We've produced a range of teaching and delivery resources for the qualifications including:

- Delivery Guides
- Lesson Elements
- Resource Links
- Project Delivery Approach

Our Guide to Resources will provide you details of all the materials to support Cambridge Technicals:
www.ocr.org.uk/Images/275035-a-guide-to-resources.pdf

Text Books:

Hodder Education is developing a text book specifically for the Cambridge Technicals in Business which will be available in August 2016.

Resources to support internal assessment:

We have a number of resources to support the assessment of internal units:

- Model Assignments
- Command Verbs Definitions
- Unit Recording Sheets
- Witness statement
- Candidate Authentication

Model Assignments

We are in the process of creating a model assignment (MA) for each mandatory unit within the specification. These can be found on the subject page:

You don't have to use the MA if you don't want to, or you could opt to change it to meet your local area needs. There's detail in the MA and Centre Handbook about this.

Or you could create your own MA for you students to use.

If you'd like us to check your MA for you we can do that too. There's a charge for this optional service and can found on our CPD Hub:

www.cpdhub.ocr.org.uk/DesktopDefault.aspx?e=fjefcbdbhgnidcpoonia&CATN_ID=3

Unit Recording Sheets
Each unit has a Unit Recording Sheet that must be used to record the assessment decisions of your students. These must be included with the students' portfolio of evidence.

Command Verbs Definitions
This will help you and your students gain a better understanding of the command verb in the Assessment Criteria.

Both of these support resources can be found on the Internal Assessment section of the qualification page.

Internal Standardisation:
To help you and colleagues with internal standardisation it's a good idea to read our generic guide.

There's also more information about Internal Standardisation in the Cambridge Technicals Centre Handbook.

Administration processes

You should read the Centre Handbook in order to assist with the administration of the Cambridge Technicals:

We also have a range of support materials and training to support you.

Moderation:

You'll receive two free visits per subject area per academic year. If required, you may request additional moderation visits – these will be charged at the standard visit fee, as described in the OCR Fees List.

If your students require their Cambridge Technical results in time for university entrance or to coincide with GCSE results release, we strongly recommend the latest date for a moderation visit is 30 June. To make sure your moderation visit is completed by this date please book it by 1 June.

Please note that your moderation visit cannot take place between the last two weeks of August.

It's a good idea to
1. Watch the Internal Assessment video:
   www.cpdhub.ocr.org.uk/DesktopDefault.aspx?e=eeefkacmhhpiblncfgpfbpepipilgfojgcdoedcbkofjonlkjl
2. Attend our Live Webinar Training for Internal and External Assessment Processes/Administration - processes – please see the CPD hub for further detail.
3. Read our PowerPoint slides to support the training.

These will help you understand the moderation process and how it works.

As Cambridge Technicals uses moderation visits rather than a purely external quality assurance model, all students that you want certification for at a visit must be in a 'claim' on OCR Interchange. There is not Accredited Centre Status/Direct Claim Status available so all learners (that you want certification for at that point) must be submitted in a claim in advance of the moderation visit. Details of the certification claims process can be found on our website.

Re-submission of internally assessed units:

After the result for an internally assessed unit has been confirmed, your students are still able to resubmit the unit again at a higher grade (once further or revised work has been produced for the unit). This would require a new claim for the unit at a later moderation visit but will not require a new entry nor attract an additional fee.

When allowing students to revise work for resubmission after certification, the guidelines on feedback in Section 8 of the centre handbook should still be applied.

To find out more **http://www.ocr.org.uk/cambridgetechnicals**
call our Customer Contact Centre on **02476 851509**
Alternatively, you can email us on vocational.qualifications@ocr.org.uk