









# **WELCOME**

Resources Link is an e-resource, provided by OCR, for teachers of Cambridge Technicals in Business. It provides descriptions of, and links to, a variety of teaching and learning resources that you may find helpful.

In Resources Link you will find details of OCR's own support materials along with information about publisher partner, endorsed and other independent resources.

Where appropriate, we have mapped the resources to the OCR specifications, and provided information about their cost and format.

If you know of other resources you would like to see included here, or discover broken links, please let us know. We would also like to hear from you if have any feedback about your use of these, or other, OCR resources. Please contact us at resourcesfeedback@ocr.org.uk

#### **Types of Resource**

#### **OCR Produced Resources**

These are resources devised and produced directly by the Resources Development Team at OCR.

#### **Publisher Partner Resources**

For many subjects OCR works with a publisher partner to ensure that good quality resources such as textbooks are available for first teaching.

Whilst the publisher partner has access to our subject experts and we quality check and endorse these resources they are produced by, and remain the property of, the publisher partner. There is no financial link between OCR and its publisher partners and we do not pay for the development of, or receive any royalties from, these resources.

#### **Endorsed Resources**

These resources were produced entirely independently of OCR, but we have quality checked them for their suitability as a resource to support our qualifications.

#### **Other Resources**

Unless specifically stated these resources are completely independently produced and are not endorsed by OCR. We have looked at them though, and we think they could be useful in supporting our specifications.

We leave it to you, as a professional educator, to decide if any of these resources are right for you and your students, and how best to use them.

You can now *click here*, if you want to see an index of all resources mapped to subject topics, or alternatively flick the bottom right-hand corner of the page to start browsing.













# Introduction to franchising



This BBC webpage shows a video clip introducing pupils to franchising as a form of business ownership.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 1

Cost: Free

Format: Website

http://www.bbc.co.uk/news/business-17192065

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

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## **Office for National Statistics**



This website gives the latest official government data on the UK economy.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 1

Cost: Free

Format: Website

www.ons.gov.uk/ons/key-figures/index.html

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at





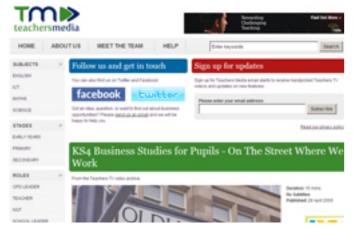








## On the street where we work



This website has a video which covers three different types of businesses all located on the same street. It looks at a sole trader, a private limited company and a social enterprise. It can be used in full (approximately 14 minutes in length), or split into the different business types.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 1

Cost: Free

Format: Website

www.teachersmedia.co.uk/videos/ks4-business-studies-for-pupilson-the-street-where-we-work

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# Primary, secondary and tertiary activity



This website explains the theory of primary, secondary and tertiary activities in business and links to a relevant case study.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 1

Cost: Free

Format: Website

http://businesscasestudies.co.uk/business-theory/strategy/primary-secondary-and-tertiary-activiry.html

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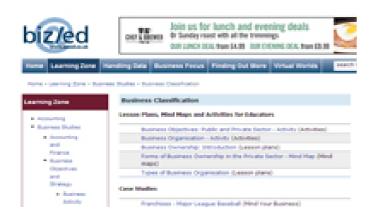








# **Business classification lesson plans** and worksheets



This website contains a range of resources to help students identify business classification and structure.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 1

Cost: Free

Format: Website

www.bized.co.uk/learn/business/strategy/classification/index.htm

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

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# **Internal organisation**



A webpage that explains how a business may structure itself internally.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 2

Cost: Free

Format: Website

http://businesscasestudies.co.uk/business-theory/strategy/internal-organisation.html

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













## **Quiz Busters**



This is a resource website managed by teachers for teachers. The purpose of this website is to provide teachers with quizzes to support their students' knowledge and understanding of business.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 2

Cost: Free

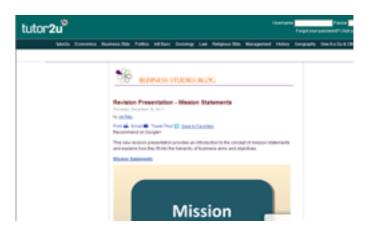
Format: Website

www.teachers-direct.co.uk/resources/quiz-busters/quiz-busters-game.aspx?game\_id=7274

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## **Mission statements**



This webpage contains a presentation to introduce students to the concept of mission statements and explains how they fit into the hierarchy of business aims and objectives.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 2

Cost: Free

Format: Website

http://tutor2u.net/blog/index.php/business-studies/comments/revision-presentation-mission-statements

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













## We're on a Mission



This webpage has an interactive drag and drop activity using mission statements of real businesses.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 2

Cost: Free

Format: Website

http://bsonline.me.uk/y6coJL

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# **Functions in an organisation**



A webpage explaining functional areas within a business.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website

http://business case studies. co.uk/business-theory/strategy/functional-areas-within-the-business. html

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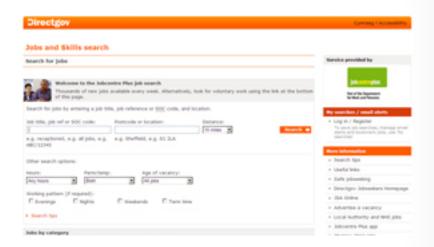








## **Jobcentre Plus**



This website allows you to search for a range of jobs and view the job description and term and conditions for various job titles.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website with printable documents

http://jobseekers.direct.gov.uk/homepage.aspx?sessionid=50b98ce6-

718b-4646-8754-857275e3adea&pid=3

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

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# **Chartered Institute of Personnel and Development (CIPD)**



This website gives you access to hundreds of factsheets and guides, including personnel recruitment and selection.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free - registration required

Format: Website with access to PDF documents

www.cipd.co.uk/hr-resources/factsheets/recruitment-overview.aspx

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at





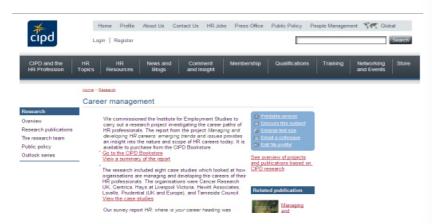








# **CIPD** career planning



This webpage contains eight case studies on the career planning of Human Resource (HR) professionals.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website with access to further PDF's on subject

www.cipd.co.uk/research/\_carman.htm

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## **Sector Skills Council**



A website that focuses on skills and employment systems in the UK.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website

www.sscalliance.org/

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













## **Careers link**



Next Step is a government website giving advice on future skills, careers and work choices.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website

https://nextstep.direct.gov.uk/Pages/home.aspx

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

resourcesfeedback@ocr.org.uk

# **Career planning template**



This webpage provides a template students may use to plan careers, including selfemployment.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website

www.businessballs.com/career-planner-template.htm

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













# Job analysis

Study Notes: People Management Idonolysis		Study materials about people management & HMM on the Success Studies Mag
The management of a busin	no need to determine what work needs to be done. All analysis to a key part of this need.	
of analysis consentrates on what jub holders are expected to dis. If provides the basis for a just description, which in box effections between basis on exceptiones, training, performance appropriat and relevant posterior. The is contained in a jub analysis?		Radated Study States ARRIV Strategy ARX 4014040501
HER INCHES		
pay brokens	Must is the just record to do: and how does this related to other parts of the business?	F845 S. Sult 400
		Organisational Structure
Job content	Sales and requirebilities	ting share
Accountabilities	Mut-works / outputs is the job holder responsible for?	Delayaring
Performance criteria	Prov. will the job holder's performance be resourced?	Spen of portrol
		Contraduction 6

This webpage explains the role of job analysis and its relationship to the job description.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free

Format: Website

http://tutor2u.net/business/people/recruitment\_jobanalysis.asp

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

resources feedback @ ocr. org. uk

## **Recruitment selection methods**



This webpage provides a summary of the selection methods used in recruitment. Further factsheets are available after registration.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 4

Cost: Free – register for free access

Format: Website

www.cipd.co.uk/hr-resources/factsheets/selection-methods.aspx

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# **Marketing concepts**



This website features an introduction to marketing concepts. Further links provide information on marketing activities such as analysis, segmentation and research.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

http://tutor2u.net/business/marketing/marketing\_concept.asp

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

resources feedback @ ocr. org. uk

# Writing a marketing plan



A webpage that introduces the concept of a marketing plan and how to write one.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

www.businesslink.gov.uk/bdotg/action/layer?topicId=1073869186

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













# What is marketing mix?



A website that describes what a marketing mix is, with access to more detailed resources after free registration.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

http://marketingteacher.com/lesson-store/lesson-marketing-mix.html

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# **Promotional planning**

Laying the Groundwork for Effective Promotional Tactics When you've deciding upon the best promotional strategy for reaching your target market, year and to - Do research - Empyour outcome is mind a De constitue Doing research includes activities such as studying your target market and finding out what other businesses in your industry are doing. A relatively quick way to bearn how your competitors communicate their marketing messages is to look in trade instructs. This will give you as idea of which features they believe are important and are emphasizing. Reging your natures is mind will help prevent warting your money and time on ineffective promotional activities. For example, it obviously won't help to advertise in the neverpaper if your target audience doesn't read it. Description of Premotional Tactics The major component to your Promotion Plan is the description (or listing) of the planned promotional taction you plan to size.

This webpage explains product promotional planning and the promotional tools available that businesses may use.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

www.smallbusinessnotes.com/marketing-your-business/promotion-plan.html

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













# **Cambridge Satchel Company**



An example of the success of a small business, setup by a mother and daughter in 2008.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Guardian article

www.guardian.co.uk/lifeandstyle/2011/jun/03/british-satchel-maker-fashion-world

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# **Advertising**



This website contains a collection of short YouTube video clips from and about the advertising industry.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

www.theadclass.com/education/using-youtube-to-teach-advertising-creativity

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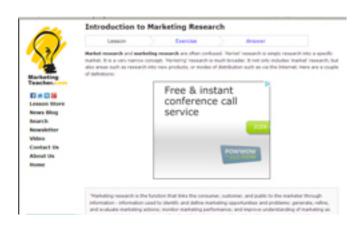








# **Marketing research**



A website that describes marketing research - learn about primary and secondary mthods, with access to more detailed resources after free registration.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

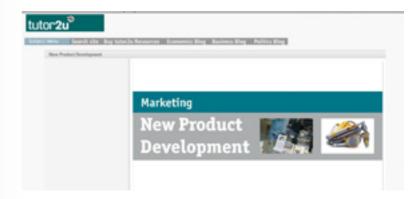
Format: Website

http://marketingteacher.com/lesson-store/lesson-marketing-research.html

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

resources feedback @ ocr. org. uk

# **New product development**



A webpage that contains a two minute presentation on new product development.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website

http://tutor2u.net/business/presentations/marketing/newproductdevelopment/default.html

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at













# How to analyse your business sales



A Chartered Institute of Marketing guide to analysing business sales.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Free

Format: Website to a factsheet

www.cim.co.uk/filestore/resources/10minguides/8020rule.pdf

If you know of any resources that you think should appear here, or if you identify broken links please let us know. We would also like to hear from you with your feedback about your use of any of the resources listed here. Please contact us at

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## **Textbook**



Marketing Concepts and Strategies
Dibb S, Simkin L, Pride W M and Farrell O C – (Houghton Mifflin (Academic),2005)
ISBN 061853203X

This textbook covers the processes and associated concepts of strategic marketing.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Approximately £49.00

Format: Textbook

www.amazon.co.uk/Marketing-Concepts-Strategies-C-Ferrell/dp/061853203X

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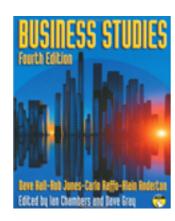








## **Textbook**



Business Studies, 3rd Edition Hall D, Jones R and Raffo C – (Causeway Press Ltd, 2004) ISBN 1902796837

This textbook contains case studies, exercises and scenarios to aid students' understanding of key business concepts.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Approximately £13.00

Format: Textbook

www.amazon.co.uk/s/ref=nb\_sb\_noss?url=search-alias%3Dstripbooks&field-keywords=+ISBN+1902796837

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## **Textbook**



Essentials of Marketing Research Proctor T – (FT Prentice Hall, 2005) ISBN 0273694944

This textbook introduces the major concepts of marketing research. It contains information on new developments, particularly in the areas of qualitative data analysis and marketing decisions support systems.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Approximately £48.00

Format: Textbook

www.amazon.co.uk/Essentials-Marketing-Research-Tony-Proctor/dp/0273694944/

ref=sr\_1\_1?s=books&ie=UTF8&qid=1330939210&sr=1-1

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## **Journals**

Business Review Magazine (Phillip Allan Publishers)

**Campaign** (Haymarket Business Subscriptions)

**Marketing** (Haymarket Business Subscriptions)

Marketing Week (Centaur Communications Ltd)

Subscription magazines that contain topical articles on current business issues. Some contain specially written case studies for students.

Supports: OCR Level 2 Cambridge Technical Certificate in Business - Unit 5

Cost: Various subscription fees

Format: Journal

http://magazines.philipallan.co.uk/Magazines/Business-Review.aspx

http://www.campaign-magazine.co.uk

http://www.haymarketbusinesssubs.com/magazine/MKP/marketing/

http://www.marketingweek.co.uk/

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## **Resources Index**

click on a resource to go to the appropriate page.

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- On the street where we work
- Primary, secondary and tertiary activity
- Business classification lesson plans and worksheets

#### **Unit 2 - Business organisations**

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- Quiz busters
- Mission statements
- We're on a mission

#### **Unit 4 - People in organisations**

- Functions in an organisation
- Jobcentre Plus
- Chartered Institute of Personnel and

Development (CIPD)

- CIPD career planning
- Sector skills council
- Careers link
- Career planning template
- Job analysis
- Recruitment selection methods









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click on a resource to go to the appropriate page.

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- Promotional planning
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- New product development
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