

## OCR Level 2 Cambridge Technical Extended Certificate in Business (600/4223/0)

### Overview

This qualification is suitable for students aged 16 years old or above, who are looking to develop an understanding of business, and how the main functions work together, including marketing, sales, customer liaison and product development.

In order to take this qualification students do not need any specific knowledge or skills. However, they should be aged 16 years or over.

This qualification has been designed so that it can be delivered in one year.

### What does this qualification cover?

All students will take one of the five core units which will enable them to demonstrate their understanding of a key functional area within businesses, such as finance, people or marketing.

In addition to the core units, there are a number of optional units and students will need to complete a minimum of three units in addition to their core unit. These units cover a range of relevant topics including customer relations, personal selling and bookkeeping.

This qualification will also enable students to develop other desirable skills. Depending on their choice of optional units, this could include critical thinking, communication, leadership, and motivating others.

The school or college delivering this qualification is encouraged to build relationships with local employers and involve them in the delivery of the learning programme and, if appropriate, offer opportunities for work-based training.

We've designed this qualification so that schools and colleges can work with employers to create assignments for students to demonstrate they can put their skills and knowledge to use. For example, this may be to create something, solve a problem or find ways to improve something that would be typical of what happens in jobs in business. Employers can also get involved in teaching, from explaining the theories behind business practice and how they apply to the work they do, to talking about what to think about before dealing with basic accounts.

### What could this qualification lead to?

Students may choose to seek employment in a number of roles, such as administrative assistant, retail assistant or HR assistant.

This qualification will provide students with the opportunity to progress on to a Business and Administration Apprenticeship at an Intermediate and/or Advanced level.

If the student is taking a three year study programme, this qualification can be taken in the first year and complement a range of Tech Level qualifications at Level 3 that the student might go on to take in the second and third years, such as Tech Levels in administration occupations.

This qualification is part of a larger suite of Level 2 Cambridge Technicals in Business. The suite consists of this Extended Certificate and a Diploma. Both qualifications are designed to be taken alongside other qualifications.

Students should take the Extended Certificate to gain an introduction to the business sector. The Extended Certificate takes 180 guided learning hours to deliver. This means it is a similar size to one and a half GCSEs or one AS level and if delivered in one year takes about one third of the academic year to complete. This gives the student the flexibility to take a range of other qualifications whether vocational or academic in preparation for further study or employment in the sector.

The Diploma takes 360 guided learning hours to deliver. This means it is a similar size to three GCSEs or one A level and if delivered in one year it takes about two thirds of the academic year to complete. This can help students to choose where they would like to specialise within the industry and inform further study or career choices.