

Cambridge TECHNICALS LEVEL 2

BUSINESS


Cambridge
TECHNICALS
2016

Mapping Guide

Version 1


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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 2012 BTEC units map to the Cambridge Technicals 2016 units.

BUSINESS

This qualification is for learners who are 16 years old or over, and want to apply their skills and knowledge in business administration.

It will equip them with the essential skills and knowledge required to progress onto a business administrator apprenticeship, or into an administration-related job role, such as an administrative assistant/officer in areas such as human resources, business finance, marketing and customer service. It will also enable learners to acquire a range of transferable skills and knowledge which are highly regarded by employers.

Learners will learn by applying their skills, knowledge and understanding to tasks or activities that happen in the business administration sector. We have worked with employers who have helped us include the transferable skills, knowledge and understanding that they are looking for in prospective applicants.

The qualification is designed to be taken as part of a study programme alongside other vocational qualifications, GCSE resits or A-Levels. There are no formal entry requirements for this qualification, but, ideally, learners will typically have or be working towards GCSEs at grade 4/grade C or above including maths and English.

TEACHING AND LEARNING RESOURCES

New resources are being developed to support your teaching of this new qualification. These will include Pathway Delivery Guides, a Qualifications Calculator and a Progress Tracker.

To find out more about this qualification please go to:

<https://www.ocr.org.uk/qualifications/vocational-education-and-skills/cambridge-technicals-business-level-2-2016-suite/>

2016 Level 2 Cambridge Technicals Suite

- **New suite for first teaching September 2017**
- **Externally assessed content**
- **Student focused internal assessment rules**
- **Eligible for Key Stage 5 performance points from 2019**
- **OCR visiting moderation providing centre feedback and support**
- **Designed to meet the DfE technical guidance**

Cambridge
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2016

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	Business purposes (BTEC unit 1)	LO1	Understand the purpose and ownership of business	This LO has a slight overlap with the new Technical unit	1	Principles of working in business administration	LO1	Know about organisational structures and functional areas of business	Related teaching content - 1.1.3
		LO2	Understand the business context in which organisations operate	This LO is not in any of the new Technical units					
2	Business organisations (BTEC unit 2)	LO1	Be able to set business aims and objectives		7	Support the organisation of an event	Assessment guidance		Assessment guidance for Unit 7 lists business objectives that may be related to the event to be organised
		LO2	Understand the main functional areas in business organisations	This LO has a slight overlap with the new Technical unit	1	Principles of working in business administration	LO1	Know about organisational structures and functional areas of business	Related teaching content - 1.2
3	Financial forecasting for business (BTEC unit 3)	LO1	Know about costs, revenue and profit in a business organisation	These LOs are not in any of the new Technicals units					
		LO2	Be able to prepare a break even analysis						
		LO3	Be able to create a cash-flow forecast						
4	People in organisations (BTEC unit 4)	LO1	Know about job roles and their functions in organisations	This LO has a slight overlap with the new Technical unit	1	Principles of working in business administration	LO1	Know about organisational structures and functional areas of business	Related teaching content - 1.1
		LO2	Be able to produce documentation for specific job roles	These LOs are not in any of the new Technicals units					
		LO3	Be able to prepare for employment and plan career development						

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
5	The marketing plan (BTEC unit 19)	LO1	Understand marketing concepts used by businesses	These LOs are not in any of the new Technicals units					
		LO2	Be able to plan marketing and promotion						
6	Verbal and non-verbal communication in business contexts (BTEC unit 7)	LO1	Be able to use non-verbal communication skills	This LO has a slight overlap with the new Technical unit	6	Communicate in a business environment	LO3	Be able to communicate appropriately in meetings when face to face with internal and external colleagues	Related teaching content - 3.1
		LO2	Understand the purpose of verbal communication in business contexts	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO3	Know about communication, teamwork and deadlines	Related teaching content - 3.2.2
					2	Understand the role of an administrator	LO2	Understand the characteristics of business communications and their appropriate uses	Related teaching content - 2.1.2
		LO3	Be able to use verbal communication in business contexts	A similar LO is in the new Technical units	6	Communicate in a business environment	LO2	Be able to communicate by telephone	
7	Support the organisation of an event				LO3	Be able to communicate appropriately in meetings when face to face with internal and external colleagues			
							LO3	Be able to make and confirm event arrangements with related parties	

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
7	Business communication through documentation (BTEC unit 8)	LO1	Know the purpose of communication in business contexts	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO3	Know about communication, teamwork and deadlines	Related teaching content - 3.1.1
					2	Understand the role of an administrator	LO2	Understand the characteristics of business communications and their appropriate uses	Related teaching content - 2.1.1
							LO4	Understand the appropriate uses of different business documents and how to complete them	Related teaching content - 4.1.1 & 4.1.2
		LO2	Be able to complete and use business documents for internal and external communication in an organisation	A similar LO is in the new Technical units	2	Understand the role of an administrator	LO4	Understand the appropriate uses of different business documents and how to complete them	Related teaching content - 4.1.1 & 4.1.2
					5	Follow administrative practices and create procedures	LO1	Be able to produce and distribute business documents	Related teaching content - 1.1
							LO3	Be able to support business meetings	Related teaching content - 3.2
		6	Communicate in a business environment	LO1	Be able to communicate in writing following business etiquette	Related teaching content - 1.1, 1.2 & 1.3			
LO3	Know the importance of using appropriate methods of written communication depending on audience	This LO has a slight overlap with the new Technical unit	2	Understand the role of an administrator	LO4	Understand the appropriate uses of different business documents and how to complete them	Related teaching content - 4.1.7		

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
8	Training and employment in business (BTEC unit 9)	LO1	Know the rights and responsibilities of the employee and employer	This LO is not in any of the new Technical units					
		LO2	Understand how employees can be motivated	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO3	Know about communication, teamwork and deadlines	Related teaching content - 3.3
					2	Understand the role of an administrator	LO3	Understand the importance of teamwork and deadlines in business administration	Related teaching content - 3.1
		LO3	Understand the importance of training and performance review	This LO is not in any of the new Technical units					
9	Personal selling in business (BTEC unit 10)	LO1	Understand the role of sales staff	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO1	Know about organisational structures and functional areas of business	Related teaching content - 1.2
		LO2	Be able to demonstrate personal selling skills and processes	This LO is not in any of the new Technical units					
10	Customer relations in business (BTEC unit 11)	LO1	Know how customer service is provided in business	These LOs are not in any of the new Technical units					
		LO2	Be able to apply appropriate presentation and interpersonal skills in customer service situations						
		LO3	Understand how consistent and reliable customer service contributes to customer satisfaction						
		LO4	Know how to monitor and evaluate customer service within an organisation						

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
11	Business online (BTEC unit 12)	LO1	Understand different online business activities	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO5	Know about technology used in business administration	Related teaching content - 5.2
					3	Use of social media for business purposes	LO3	Be able to use social media to communicate for business purposes	Related teaching content - 3.1
		LO2	Understand the issues relating to doing business online	This LO has a slight overlap with the new Technical unit	3	Use of social media for business purposes	LO1	Be able to interpret social media policy for business purposes	Related teaching content - 1.2
		LO3	Be able to create webpages or a website for a stated business need	These LOs are not in any of the new Technicals units					
LO4	Know the impact of an online business presence								
12	Business ethics (BTEC unit 14)	LO1	Understand the difference between business values and ethical values	These LOs are not in any of the new Technicals units					
		LO2	Understand current ethical issues in business						
		LO3	Be able to design an ethical policy for a chosen business						
13	Bookkeeping for business (BTEC unit 15)	LO1	Be able to use financial documents to record transactions	This LO has a slight overlap with the new Technical units	1	Principles of working in business administration	LO6	Know about using business documents and stationery	Related teaching content - 6.1.2
					2	Understand the role of an administrator	LO4	Understand the appropriate uses of different business documents and how to complete them	Related teaching content - 4.1.2
		LO2	Be able to create trading and profit and loss accounts and a balance sheet	These LOs are not in any of the new Technicals units					
LO3	Know the impact of fraud on a business								

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