



2021-22 Course Details

Cambridge Technical Level 3 Extended Certificate in Business

You may choose to study the Cambridge Technical Level 3 Business programme to help support further study in Further Education or Higher Education business related programmes.

You may be looking to gain a Level 3 qualification to support continued study in Further Education or Higher Education in any other sector or subject area. It will give you the opportunity to develop an understanding of the business environment and to focus on specific aspects of business through applied learning.

Qualities and qualifications needed

No formal entry requirements are needed for this qualification other than the entry requirements into our Sixth Form.

How will the course be assessed?



Students will be assessed through externally set examinations which are marked externally.

Your teachers will mark the other units that you are required to study and this work will be externally moderated by the awarding body. You will have one opportunity to re-sit each examination unit before you complete the qualification.



Course content

You will study a variety of different business related topics as part of this qualification. You will consider legal, financial, ethical and resource constraints that can affect business behaviour and will consider the influence that different stakeholders have and how businesses must respond.

You will develop a number of different transferable skills that are highly valued by Higher Education institutions including communication, planning, teamwork and research and analysis skills.

Unit One	Business Environment (Examination)
Unit Two	Working in Business (Examination)
Unit Four	Customers and Communication (Coursework)
Unit Five	Marketing and Market Research (Coursework)
Unit Eight	Introduction to HR (Coursework)



Examinations

You will sit two external examinations as part of the Cambridge Extended Certificate Business course.



Unit One **Business Environment**

This is a two-hour examination that will be marked externally by the awarding body.



Unit Two **Working in Business**

This is a 1 hour 30 minutes examination that is marked externally by the awarding body.

Students will get two attempts at the external examination for Unit 1 (May 2020/Jan 2021) and Unit 2 (January/May 2020). The best score will count towards their overall grade.

Methods of teaching and learning

You will develop a confidence with the subject matter through learning in a variety of different ways including by carrying out independent research on chosen business organisations. You will work through a variety of student activities and past examination papers to help you prepare for the examination units. Work will be marked by your teachers but you will also peer assess to help with the learning process.

A variety of teaching styles will be used to help you produce both coursework and to prepare for external examination including the use of guest speakers, use of student activities and examination preparation material and educational visits to local business organisations.