

STEP UP TO 6TH FORM

KIMBERLEY SCHOOL TRANSITION INFORMATION

Business Studies Cambridge Technicals

COURSE DETAILS

The Business Environment

Develop an understanding of how businesses operate and for what purpose;

- Structures, Ownership
- Business objectives
- Business functions within business
- The legal financial, ethical and resource constraints businesses face
- How businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan.

Working in business

- Understanding the need to work effectively within a business environment.
- Arranging meetings, working with business documents, making payments, prioritizing business activities and communicating with stakeholders.
- How these activities apply to specific business protocols in place or their general use and transferable skills.



Customers & Communication

- Purpose, methods and importance of communication in business
- Appropriateness of different forms of communication for different situations.
- Develop the skills for creating a rapport with customers
- Practice and develop your business communication skills
- Legal constraints, ethical and security issues that affect how businesses store, share and use information.

Principles of Project Management (Coursework)

- Understanding the purpose of project management.
(Examples of business projects are running an event, launching and marketing)
- Preparing and managing the project
- Stages of project management
- Necessary project managing skills
- Monitoring progress
- Effectively plan and execute the project.



EXAMS

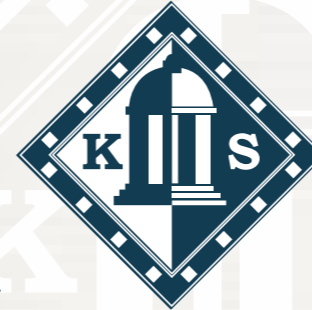
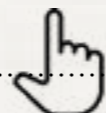
Unit 1 2hr
Unit 2 1hr30min



LINK TO THE SPECIFICATION

See a detailed document of what we will cover in this course:

www.ocr.org.uk/qualifications/cambridge-technicals/business/#level-3



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Introduction Human Resources (Coursework)

- In this unit you will gain an overview of the HR function and learn about factors affecting human resources planning.
- You will understand the importance of motivating and training employees to achieve their potential and be able to assess the effectiveness of training and development.
- You will learn how to measure employee performance.
- You will also understand how and why confidentiality is important for the HR function

Work you can do to prepare for A Level study

During the course we will use examples of a lot of big businesses – It's recommend to know a bit about the following people/companies and key they may strategies use:

Jeff Bezos – Amazon
Richard Branson – Virgin
Mark Zuckerberg – Facebook
McDonalds

It's also recommend that you research some local businesses e.g the local fish and chip shop, your local newsagent or independently driven online outlets such as Etsy.

BOOKS



Any entrepreneur's autobiography
(Alan Sugar for example)
Black Box Thinking by Matthew Syed

FILM & TV



Wall Street
The Big Short
The Founder
The Social Network
Inside the factory – BBC Iplayer
Coldfusion- Youtube channel

USEFUL RESOURCE LINKS

www.beebusinessbee.co.uk
<https://techcrunch.com>
www.theguardian.com/uk/business

