

## OCR Business

The OCR Level 3 Nationals in Business have been developed to recognise learners' skills, knowledge and understanding of business functions, environments and operations.

The learners carry out a range of tasks that have been designed to recognise their achievements in a modern, practical way that is relevant to the workplace.

They do not certificate competence on the job but are work-related qualifications which will support progression to an NVQ once a candidate is in the workplace.

### Specification aims

These qualifications specifically aim to:

- Develop learner's knowledge and understanding of the business sector and the chosen specialist pathway if selected.
- Develop learner's skills, knowledge and understanding in contexts that are directly relevant to employment situations, thereby enhancing their employability within the business sector.
- Develop learner's ability to work autonomously and effectively in a business context.
- Enable learners to develop knowledge and understanding in specialist areas of business, and demonstrate the skills needed to participate in the operation and development of real business organisations.
- Encourage progression by assisting in the development of skills, knowledge and understanding that learners will need to access further or higher education programmes or occupational training on a full-time or part-time basis.
- Encourage progression by assisting in the development of skills, knowledge and understanding that learners will need to enter employment or enhance their current employment status.
- Promote interaction between employers, centres and learners by relating teaching and assessment to real organisations.

### List of Unit Titles

#### Mandatory units

- Unit 1 Investigating business
- Unit 2 Customer service
- Unit 3 Business communications
- Unit 4 Finance for business

## **Optional units**

### **Non-specialist units**

- Unit 5 Marketing for business
- Unit 6 Practical sales skills
- Unit 7 Law in the business world
- Unit 8 Working in international business
- Unit 9 Career planning for business
- Unit 10 Work experience in business

### **Enterprise specialist pathway**

- Unit 11 Research, innovation, design and development
- Unit 12 Skills and the entrepreneur
- Unit 13 E-marketing
- Unit 14 E-business

### **Personnel and Management specialist pathway**

- Unit 15 Human resource management
- Unit 16 Strategic management
- Unit 17 Recruitment and selection
- Unit 18 Training and development
- Unit 19 Employee relations
- Unit 20 Motivating and empowering people

### **Business Systems specialist pathway**

- Unit 21 Practical administration
- Unit 22 Quality systems
- Unit 23 Production
- Unit 24 Distribution