



Kimberley  
School

**Business**

# Sixth Form

**Level 3**

2017-2019

**Cambridge  
Technical**

# What is the Cambridge Technical in Business?

The Cambridge Technicals Extended Diploma in Business offers you the opportunity to investigate how real businesses actually operate.

It allows you to study real businesses in their real working environment and apply your knowledge of the theory to real situations either through producing portfolios on specific organisations or through case studies in exam situations.

## Who is it for?

Every single one of us will end up working in a business of some description, be it in the public sector (say the NHS) or in a private business (such as Tesco). Some of you may even set up your own business.

With this in mind Business as a subject fits in with all other option choices and can support progress towards any future career.

You don't even need to have studied Business at GCSE in order to be able to begin this subject at post-16. Applied A-level Business really is for everyone!

## What will I study and how will I be assessed?

### **Unit 1: The Business Environment**

**2 hour written paper**

**Section A: multiple choice**

**Section B: Short answer questions**

**Section C: Extended questions**

In this unit you will develop an understanding of how and why businesses operate in the way they do. You will look at a range of different types of business and business structures, and explore how the ownership of a business and its objectives are interrelated. You will learn about the importance of different functions within a business and how they work together. You will understand the legal, financial, ethical and resource constraints under which a business must operate and how these can affect business behaviour. You will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. You will appreciate the influence different stakeholders can have on a business, and you will learn how to assess business performance.

### **Unit 4: Customers and Communications**

Internally assessed, externally moderated

In this unit you will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations. You will develop the skills that will help you create a rapport with customers and have the opportunity to practise and develop your business communication skills. You will also learn about the legal constraints, ethical and security issues that affect how businesses store, share and use information.

### **Unit 8: Introduction to Human Resources**

Internally assessed, externally moderated

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

**See Mrs. Stoddart for further details**