



Kimberley
School

Business

Sixth Form

**OCR Level 2
2017-2019**

**Business
Technicals**

What is Administration (Business Professional)?

This qualification provides candidates with a high quality, industry-recognised qualification and is a vocationally related qualification that provides valuable opportunities for individuals to develop skills and gain underpinning knowledge and understanding which will support entry into the business and administration workplace.

Who is it for?

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

With this in mind OCR Business Technicals can support progress towards any future career. It can also be used as a vehicle to step up to Advanced Level Studies the following year.

What will I study?

You will learn about the different functions that happen within business situations. This will include:

Businesses Purposes

Business Organisations

Financial forecasting for business

People in organisations

The marketing plan

Verbal and non-verbal communications in business context

Business communication through documentation

Training and employment in business

Personal selling in business

Customer relations in business

Business online

Some units will involve producing a portfolio of evidence, whilst others will offer you the opportunity to work in the business world as part of the work experience programme.

How will I be assessed?

All units will be internally assessed and externally moderated.

See Mrs. Stoddart for further details.