

Business and ICT



The OCR Nationals in Business level 3 at Airedale offer students a more in-depth look at Business in the modern workplace, and gives an insight into its role in specialist careers. As an alternative to Applied GCE, or similar exam-based courses, these qualifications provide ongoing learning and assessment of the practical skills and knowledge required to succeed in Business related careers.

Qualification Structure

OCR National in Business at level 3 are offered as three separate qualifications to accommodate a range of learning styles and requirements.

National Certificate - Students take mandatory units 1-4 plus two optional units (only one of the units 8 and 9 will count towards a full award).

National Diploma - Students take mandatory units 1-4 plus eight optional units (a maximum of five non-specialist units may be taken).

National Extended Diploma - Students take mandatory units 1-4, plus fourteen optional units (a maximum of six non-specialist units may be taken).

Specialist pathways in the National Diploma

By choosing optional units from specific groups, students can have an Business endorsement of their National Diploma:

National Diploma in Business (Enterprise Pathway)

National Diploma in Business (Personnel and Management Pathway)

National Diploma in Business (Business Systems Pathway)

OCR Level 3 Nationals	Number of Units	Mandatory Units	Guided Learning Hours	Qualification of same size and level
Certificate	6	4	360	1 A level
Diploma	12	4	720	2 A Levels
Extended Diploma	18	4	1080	3 A levels

Assessment

All units are internally assessed, and then externally moderated by an OCR Visiting Moderator. There are no external tests or exams, and ongoing assessments and moderation can take place at any time

Certification

All individual units are graded as Pass, Merit or distinction. Awards and certificates are graded in the same way. For students taking individual units, each unit is certificated separately. Full award certificates will be issued where appropriate.

OCR Nationals in Business Level 3 - Unit breakdown

Mandatory Units:

Unit 1 - Investigating Business

Unit 3 - Business Communications

Unit 2 - Customer Service

Unit 4 - Finance for Business

Optional Units: non-specialist

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

Optional Units: Enterprise Specialist Pathway

Unit 11 - Research, innovation, design and development

Unit 12 - Skills and the entrepreneur

Unit 13 - E-Marketing

Unit 14 - E-Business

Optional Units: Personnel and Management Specialist Pathway

Unit 15 - Human resources management

Unit 16 - Strategic management

Unit 17 - Recruiting and selection

Unit 18 - Training and development

Unit 19 - Employee relations

Unit 20 - Motivating and empowering people

Optional Units: Business Systems Pathway

Unit 21 - Practical administration

Unit 22 - Quality systems

Unit 23 - Production

Unit 24 - Distribution