

SUBJECT : Business	2016 - 18
EXAM BOARD : OCR	SPECIFICATION: LEVEL 1/2 CAMBRIDGE NATIONAL CERTIFICATE IN BUSINESS AND ENTERPRISE (120 GLH)

Yr11	<p>Unit R062: Planning for Work</p> <p>Coursework</p> <p>25% of overall grade</p>	<p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Understanding job roles in business, what competencies and characteristics are needed, and how businesses recruit. • Taking part in a recruitment process, which will provide an invaluable insight into entering the world of work and includes preparing a CV, completing application forms and preparing for interviews. • Creating a plan for future employment, including self-evaluation and producing a personal career plan.
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<p>Yr10 /11</p>	<p>Topics:</p> <p>Unit R063: Setting up and running an enterprise</p>	<p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Planning an enterprise activity, including initial research, business planning, analysis of ideas and the operational factors that need to be considered. • Providing students with the skills to contribute to enterprise activity implementation including: organisational skills such as conducting meetings, business communication skills, promotional and marketing activities. • Students taking responsibility for the running of an enterprise activity. • The review and evaluation process in business, which will include reviewing activity evidence, comparing outcomes to objectives, evaluating own contribution and recommending improvements.
<p>Yr11</p>	<p>Topics:</p> <p>Unit R061: Introduction to Business</p> <p>1 hr exam</p> <p>25% of overall grade</p>	<p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Developing an understanding of different forms of business ownership, the characteristics of each and its suitability for the business's trading requirements. • Understanding the need for business objectives, why they are needed, their purpose and different types of objective. • Understanding key concepts relating to four key functional areas of a business (finance, marketing, production and human resources) • Building knowledge of the range of external factors that can affect a business, from the economy and the environment to politics and social changes.