



**OCR Cambridge Technicals  
Level 3 Extended Certificate**

# **Business**

**Transition Booklet  
(Year 11 to Year 12)**



## Welcome to OCR Cambridge Technicals Level 3 Business at SJBC!

Congratulations on choosing Level 3 Business, an exciting vocational qualification designed to help you to achieve your potential and progress to higher education, an apprenticeship or employment.

You will have 5 lessons per week and you will be expected to complete a further 7 hours a week of independent study. This includes completing set homework and coursework tasks; pre-reading; consolidating learning and revision; exam-style question practice; additional research; application to real-world business examples and stories in the news. Adopting good study routines and adhering to deadlines are vital from the outset as your first external exam is in January of Year 12.

Two units are assessed by examination:

- Unit 1: The Business Environment (first sitting January Year 12)
- Unit 2: Working in Business (first sitting Summer Year 12)

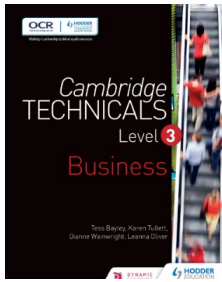
In addition, you are required to submit three extended pieces of coursework based on business scenarios:

- Unit 4: Customers and communication
- Unit 5: Marketing and market research
- Unit 16: Principles of project management

Your coursework is assessed through various forms of business communications that will help you prepare for your future careers: business reports written on Word, presentation slides on Powerpoint, questionnaires on Forms, charts and tables on Excel, emails on Outlook, promotional literature on Canva and videos of verbal communications.

You are required by the exam board to sign an authentication statement, stating that all your coursework is your own work. You must clearly reference all sources or tools used. Plagiarism or AI generated/refined work amounts to malpractice.

## Textbook



The textbook that you must use is OCR Cambridge Technicals Level 3 Business. It covers the core knowledge for the course and clearly links it to individual coursework tasks, making it the perfect starting point for you to undertake additional research. To utilise lesson time effectively, all students are expected to have completed set pre-reading and clear chapter notes **before** the lesson.

## Other Resources

The BusinessEd website has useful theory notes in a series of free slide shows that link closely to the OCR Business specification.

<https://businessed.co.uk/index.php/home/theory/cambtec/cambtec-l3-theory#unit-1-the-business-environment>

Tutor2u has a free reference library with a range of useful study notes, videos, presentations, case studies and quizzes.

<https://www.tutor2u.net/business/reference>

# Task 1

## Who's in the news?

You will be expected to stay up to date with what is happening in the business world by regularly reading business news. Most newspapers have Business sections, including:

<https://www.bbc.co.uk/news/business>

<https://www.ft.com/world-uk>

<https://www.standard.co.uk/business/business-news>

Start collecting – and analysing - a bank of Business news stories from reputable newspapers, TV news reports and podcasts. These could be articles about specific businesses, entrepreneurs or industries or they may be external factors that impact businesses (eg social, technological, economic, environmental, political, legal or ethical factors). Aim to collect at least three news stories per week over the Summer.

# Task 2

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

In September, we will begin with Unit 1: The Business Environment. Businesses don't exist in isolation. They are influenced not only by the people who own them and work for them, but also their suppliers, competitors, local communities, the government, and many other groups and individuals. In Unit 1, you will find out how businesses are run and the reasons why particular decisions are made. You will learn about different types of business and how they are structured. You will discover how different functions work together within a business and how businesses can respond to external factors in order to remain competitive. You will also find out how financial and performance information can help a business plan for success.

### **LO1 Understand different types of businesses and their objectives**

This transition booklet introduces you to the first learning outcome (LO1) of Unit 1.

LO1 covers:

- 1.1 different types of business activity
- 1.2 different sectors of operation
- 1.3 different forms of legal business ownership
- 1.4 factors which inform business ownership
- 1.5 differing business aims and objectives.

Conduct independent research to answer these questions in detail. The more you apply your knowledge to different businesses and industry sectors, the more you will develop your understanding of the business concepts.

Be mindful of the exam board's requirements for original work. Make sure all your sources are referenced and do not use AI tools to generate or refine your work.

### 1.1 Different types of business activity

Research different types of business activity and complete the table:

<b>Business Activity</b>	<b>Purposes</b>	<b>Key Features</b>	<b>Specific examples</b>
<b>Primary</b>			
<b>Secondary</b>			
<b>Tertiary</b>			

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### 1.2 Different sectors of operation

Complete the table:

Sector	Key Features	Named examples
Private sector		
Public sector		
Third sector		

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### 1.3 Different forms of legal business ownership

Prepare a Powerpoint presentation outlining the key characteristics, advantages and disadvantages of each of the following forms of business ownership:

- sole trader
- partnership
- private limited company
- public limited company
- government-owned
- charity
- Community Interest Company (CIC)

Research a range of contrasting businesses, based in the UK, across different industry sectors. Aim to have at least one of each form of ownership listed above. Add at least one slide for each of your chosen businesses to show:

- a brief introduction to the business including its activity
- its sector of operation and
- its form of legal business ownership

Before you start your Powerpoint, research what makes a good presentation. The Indeed Career Guide has handy tips: [How to create a professional PowerPoint presentation | Indeed.com UK](https://www.indeed.com/career-advice/finding-a-job/how-to-create-a-professional-powerpoint-presentation) .

### 1.4 Factors which inform business ownership

Using your slides for each of the businesses that you researched in 1.3, add an explanation of the the factors that may have influenced the choice of ownership. Consider:

- Legal status
- Liability
- Funding
- Control/decision making
- Legal/administrative requirements

### 1.5 Differing business aims and objectives

Using your slides for each of the businesses that you researched in 1.3, add an explanation of their main aim (survival, financial, growth, reputation or being enterprising).