

Business

Level 3 National Certificate

Level 3 National Diploma

Level 3 National Extended Diploma

Introduction

The OCR Nationals have been designed to provide candidates with high quality, industry-recognised qualifications geared to the specific requirements of key sectors.

The OCR Level 3 National Certificate, National Diploma and National Extended Diploma in Business have been developed to recognise candidates' skills, knowledge and understanding of the health and social care sector and the settings, job roles, principles and values involved. They accredit candidates' abilities to carry out a range of tasks and have been designed to accredit candidates' achievements in a modern, practical way that is relevant to the workplace.

The OCR Level 3 National Certificate, National Diploma and National Extended Diploma in Business are qualifications that have been accredited by QCA to the National Qualifications Framework.

datasheet

Unit content

Mandatory units

Unit 1	Investigating business
Unit 2	Customer service
Unit 3	Business communications
Unit 4	Finance for business

Optional units

Non-specialist units

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

Personnel and Management specialist pathway

Unit 15	Human resource management
Unit 16	Strategic management
Unit 17	Recruitment and selection
Unit 18	Training and development
Unit 19	Employee relations
Unit 20	Motivating and empowering people

Business Systems specialist pathway

Unit 21	Practical administration
Unit 22	Quality systems
Unit 23	Production
Unit 24	Distribution

Approval and funding

The OCR Level 3 National Certificate, National Diploma and Extended Diploma in Business have been accredited at Level 3 of the National Qualifications Framework and are eligible for funding under the Learning and Skills Council's Section 96/97 arrangements.

Qualification structure

Candidates can be entered for the OCR Level 3 National Certificate, National Diploma and National Extended Diploma in Business in a variety of ways:

- **For a full qualification**
- **For an individual unit**

For the full OCR Level 3 National Certificate in Business, candidates **must** achieve the four mandatory units and two optional units*.

* Only one of the units 9 and 10 will count towards a full award

*** A maximum of six non-specialist units may be taken

For the full OCR Level 3 National Diploma in Business, candidates **must** achieve the four mandatory units and **complete eight optional units****.

For the full OCR Level 3 National Extended Diploma in Business, candidates **must** achieve the four mandatory units and **complete fourteen optional units*****.

For candidates attempting individual units, achievement will be individually certificated.

Specialist pathways in the National Diploma

If a candidate achieves a minimum Pass grade for at least four of the eight optional units from any one specialist pathway, the National Diploma will be endorsed with the pathway specialism.

To achieve an **OCR Level 3 National Diploma in Business (Enterprise)**, candidates must achieve:

- four mandatory units
- the four optional units from Units 11-14
- up to four different optional units

To achieve an **OCR Level 3 National Diploma in Business (Personnel and Management)**, candidates must achieve:

- four mandatory units
- the four optional units from Units 15-20
- up to four different optional units

To achieve an **OCR Level 3 National Diploma in Business (Business Systems)**, candidates must achieve:

- four mandatory units
- the four optional units from Units 21-24
- up to four different optional units

Form of assessment

All units are centre-assessed and externally moderated by an OCR Visiting Moderator. All units are graded: Pass, Merit, Distinction, Fail.

Full award certificates will be graded: Pass, Merit, Distinction.

** A maximum of five non-specialist units may be taken

Progression routes

Progression into employment

These qualifications are designed to enable candidates to enter employment at operative or trainee level within a wide range of sporting environments. Such candidates would normally enter employment through a work-related training programme.

Progression to further qualifications

These qualifications have been designed to develop the skills, knowledge and understanding required to enable progression to qualifications along the vertical and horizontal planes in the National Qualifications Framework.

Qualification support

The Centre Handbook offers centres a comprehensive guide to the structure and administration of these qualifications.

Our website, www.ocr.org.uk, contains all the most up-to-date and relevant information about the qualifications. This includes the Centre Handbook and sample assessment materials.

OCR runs regular programmes of training workshops for tutors to help centres maintain best practice in their delivery of these qualifications. For more details contact OCR Training on 0121 628 2950.

If in doubt over any aspect of the specification, assessment or administration for these qualifications, please contact OCR's Customer Contact Centre in Coventry where staff will help. Telephone 024 76 851509.

Fees

Centre approval	Free
Candidate entry	For current fees consult the Administrative Guide to OCR Nationals (A028)

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a

centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational.qualifications@ocr.org.uk**; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

OCR

1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

Facsimile 01223 553377



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