



| Year 12  | Overview of learning outcomes  |
|--|--|
| Unit 1: The business environment (examination and double weighted) | <ul style="list-style-type: none"> <li>• Understand different types of businesses and their objectives</li> <li>• Understand how the functional areas of businesses work together to support the activities of businesses</li> <li>• Understand the effect of different organisational structures on how businesses operate</li> <li>• Be able to use financial information to check the financial health of businesses</li> <li>• Understand the relationship between businesses and stakeholders</li> <li>• Understand the external influences and constraints on businesses and how businesses could respond</li> <li>• Understand why businesses plan</li> <li>• Be able to assess the performance of businesses to inform future business activities</li> </ul> |
| Unit 4: Customers and communication (coursework)                   | <ul style="list-style-type: none"> <li>• Understand who customers are and their importance to businesses</li> <li>• Understand how to communicate with customers</li> <li>• Be able to establish a rapport with customers through non-verbal and verbal communication skills</li> <li>• Be able to convey messages for business purposes</li> <li>• Know the constraints and issues which affect the sharing, storing and use of information for business communications</li> </ul>  |

| Year 13  | Overview   |
|--|--|
| Unit 2: Working in business (examination)          | <ul style="list-style-type: none"> <li>• Understand protocols to be followed when working in business</li> <li>• Understand factors that influence the arrangement of business meetings</li> <li>• Be able to use business documents</li> <li>• Be able to prioritise business tasks</li> <li>• Understand how to communicate effectively with stakeholders</li> </ul> |
| Unit 5: Marketing and market research (coursework) | <ul style="list-style-type: none"> <li>• Understand the role of marketing in businesses</li> <li>• Know the constraints on marketing</li> <li>• Be able to carry out market research for business opportunities</li> <li>• Be able to validate and present market research findings</li> </ul>   |

|  |  |
|--|--|
| Unit 16: Principles of project management (coursework) | <ul style="list-style-type: none"> <li>• Understand the stages of project management</li> <li>• Understand the skills project managers need to have</li> <li>• Understand how and why projects are monitored and factors that influence a project</li> <li>• Be able to prepare project plans</li> </ul> |
|--|--|

### What can I use to help me prepare for OCR Business

- GCSE revision guides - use to ensure you have the foundation knowledge needed.
- <http://www.bbc.co.uk/education/subjects/zpsvr82> - online GCSE study notes and revision guide
- [https://www.cgpbooks.co.uk/Student/books\\_gcse\\_business\\_studies.book\\_BUER41](https://www.cgpbooks.co.uk/Student/books_gcse_business_studies.book_BUER41) - specific revision guide for Edexcel GCSE Business
- OCR website <http://www.ocr.org.uk/qualifications/vocational-education-and-skills/cambridgetechnicals-business-level-3-certificate-extended-certificate-foundation-diploma-diploma-05834-05837-2016-suite/> – if you want to find out more about what you’ll be studying and how you will be assessed.

### Useful Websites

Though not an exhaustive list, these are some of the websites which you might find useful:

- <http://www.s-cool.co.uk/a-level/business-studies> - Revision website.
- <https://revisionworld.com/a2-level-level-revision/business-studies-level-revision> - Revision website.
- <https://www.tutor2u.net/business> - Study notes.

### Independent Study Tasks

#### Task 1 (Unit 1, LO1)

Research the definitions to the following types of ownership and state the advantages and disadvantages to each one:

| Type of ownership | Definition | Advantages | Disadvantages |
|-------------------|------------|------------|---------------|
| Sole trader       |            |            |               |

|                                    |  |  |  |
|------------------------------------|--|--|--|
| Partnership                        |  |  |  |
| Private limited company            |  |  |  |
| Public limited company             |  |  |  |
| State/government owned             |  |  |  |
| Charity/not-forprofit              |  |  |  |
| Community interest companies (CIC) |  |  |  |

*The answers to these questions should be handed in during your first Business lesson.*

**Task 2 (Unit 1, LO7)**

Research the definitions to the following sources of finance:

| Source of finance | Definition |
|-------------------|------------|
| Bank loan         |            |
| Mortgage          |            |
| Overdraft         |            |

|                        |  |
|------------------------|--|
| <b>Trade Credit</b>    |  |
| <b>Hire purchase</b>   |  |
| <b>Share Capital</b>   |  |
| <b>Venture Capital</b> |  |
| <b>Selling assets</b>  |  |
| <b>Retained profit</b> |  |
| <b>Owner's capital</b> |  |
| <b>Grants</b>          |  |
| <b>Crowd funding</b>   |  |

*The answers to these questions should be handed in during your first Business lesson.*