

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 2 Nationals in Business have been developed to recognise candidates' skills, knowledge and understanding of business functions, environments and operations. They accredit candidates' abilities to carry out a range of tasks and have been designed to recognise candidates' achievements in a modern, practical way that is relevant to the workplace.

The OCR Level 2 Nationals in Business are qualifications that have been accredited by QCA to the National Qualifications Framework.

Unit content

Mandatory units

- Unit 1 Investigating business
- Unit 2 Enterprise and operations
- Unit 3 Finance in business
- Unit 4 Communication in business

Optional units

- Unit 5 Working with people in business
- Unit 6 Managing money
- Unit 7 Promotion in business
- Unit 8 Business and enterprise in Europe
- Unit 9 E-business
- Unit 10 Office administration
- Unit 11 Keeping customers happy
- Unit 12 Career planning for business
- Unit 13 Work experience in business

Approval and funding

The OCR Level 2 Nationals in Business have been accredited at Level 2 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 2 Nationals in Business in a variety of ways:

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

* To achieve the Award candidates must achieve mandatory units 1 and 4 plus any other unit.

For a full certificate, candidates **must** achieve the four mandatory units and two optional units*.

For the full award, candidates **must** achieve the two mandatory units and any other unit.

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

Form of assessment

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

Full qualifications will be graded: Pass, Merit, Distinction.

Progression routes and the National Qualifications Framework

Progression into employment

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

Progression to further qualifications

These qualifications have been designed to aid progression to the OCR Level 3 Nationals in Business. They will also provide a basis for progression to other qualifications at Level 3 of the National Qualifications Framework.

Qualification support

The Centre Handbook offers centres a comprehensive guide to the structure and administration of this qualification.

Our website, www.ocr.org.uk, contains all the most up-to-date and relevant information about the qualification. 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 this qualification. For more details contact OCR Training on 024 76 496398.

If in doubt over any aspect of the specification, assessment or administration for this qualification, 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**

* only one of Units 12 and 13 will count towards a full certificate.

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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