

Cambridge TECHNICALS LEVEL 3

BUSINESS

Unit 2 – Working in business
RESOURCE LINKS

Version 1

Cambridge
TECHNICALS
2016

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INTRODUCTION

Resource Links is an e-resource, provided by OCR, for teachers of Cambridge Technicals. It provides descriptions of, and links to, a variety of teaching and learning resources that you may find helpful.

Where appropriate, we have mapped the resources to this OCR unit/learning outcomes (LOs) and provided information about their cost and format.

If you know of other resources you would like to see included here, or discover broken links, please let us know. We would also like to hear from you if have any feedback about your use of these, or other, OCR resources. Please contact us at resources.feedback@ocr.org.uk

To find out more about this qualification please go to: <http://www.ocr.org.uk/qualifications/cambridge-technicals-business-level-3-certificate-extended-certificate-foundation-diploma-diploma-05834-05837-2016-suite>

Cambridge
TECHNICALS
2016

2016 Suite

- New suite for first teaching September 2016
- Externally assessed content
- Eligible for Key Stage 5 performance points from 2018
- Designed to meet the DfE technical guidance

TYPES OF RESOURCE

OCR Produced Resources

These are resources devised and produced directly by the Resources Development Team at OCR.

Publisher Partner Resources

For many subjects OCR works with a publisher partner to ensure that good quality resources such as textbooks are available for first teaching.

Whilst the publisher partner has access to our subject experts and we quality check and endorse these resources they are produced by, and remain the property of, the publisher partner. There is no financial link between OCR and its publisher partners and we do not pay for the development of, or receive any royalties from, these resources.

Endorsed Resources

These resources were produced entirely independently of OCR, but we have quality checked them for their suitability as a resource to support our qualifications.

Other Resources

Unless specifically stated these resources are completely independently produced and are not endorsed by OCR. We have looked at them though, and we think they could be useful in supporting our specifications.

We leave it to you, as a professional educator, to decide if any of these resources are right for you and your students, and how best to use them.

LINKS

Developing responsiveness through organisational structure

This case study from UNISON gives information on the job roles that exist within a trade union.

Supports: LO1

Cost: Free

Format: Web page

<http://businesscasestudies.co.uk/unison/developing-responsiveness-through-organisational-structure/job-roles-within-a-trade-union.html#axzz3ojqB3ngc>

Advertising Standards Authority – the UK’s independent regulator of advertising across all media

Find real examples of adverts that have been banned for a variety of reasons.

Supports: LO1

Cost: Free

Format: Web page

<https://www.asa.org.uk/?gclid=Cj0KEQjwwlKxBRDKhOz7ytT30vkBEiQAT1NaPj1ANolneN0bU8qQeynEjZxsrsMjQKQINAU9IRPekwaAsLu8P8HAQ>

Employment Law

Video explaining how elements of law affect a business.

Supports: LO1

Cost: Free

Format: Video

<https://www.youtube.com/watch?v=m6m1DPVJC7s>

Employment contracts

Government website offering information for businesses about contracts of employment.

Supports: LO1

Cost: Free

Format: Web page

<https://www.gov.uk/employment-contracts-and-conditions/overview>

Legislation.gov.uk – the home of UK legislation

Website where any new legislation – for example, on employment – can be searched for.

Supports: LO1

Cost: Free

Format: Web page

<http://www.legislation.gov.uk/>

The Maternity and Parental Leave etc. Regulations 1999

Statute on maternity and parental leave.

Supports: LO1

Cost: Free

Format: Web page

<http://www.legislation.gov.uk/uksi/1999/3312/contents/made>

Health and Safety at Work Act

Local authority website outlining employer and employee rights and responsibilities.

Supports: LO1

Cost: Free

Format: Web page

<https://www.rbkc.gov.uk/business-and-enterprise/regulation/health-and-safety/safety-work/health-and-safety-work-act>

Business etiquette

Offers advice to businesses on etiquette and cultures at work.

Supports: LO1

Cost: Free

Format: Web page

<http://businessculture.org/northern-europe/uk-business-culture/business-etiquette/>

International Business Etiquette – definition and tips

Offers advice to businesses on etiquette and cultures at work from an international perspective.

Supports: LO1

Cost: Free

Format: Web page

<http://businessculture.org/business-culture/business-etiquette/>

Plan and Organise Meetings: NVQ Level 3 Diploma in Business and Administration

Web page which shows the depth required when planning and running meetings.

Supports: LO2

Cost: Free

Format: Web page

<http://livingsta.hubpages.com/hub/Plan-and-Organise-Meetings-NVQ-Level-3-Diploma-in-Business-and-Administration>

Running meetings

Planning and running effective meetings for business, corporate, sales, managing, mediation, strategic planning and team-building.

Supports: LO2

Cost: Free

Format: Web page

<http://www.businessballs.com/meetings.htm>

Organising Successful Meetings

Web page offering practical advice to any group about how to plan and run meetings successfully.

Supports: LO2

Cost: Free

Format: Web page

<http://www.seedsforchange.org.uk/meeting>

BizMove: How to Conduct a Business Meeting Successfully

Web page offering practical advice to businesses about how to plan and run meetings.

Supports: LO2

Cost: Free

Format: Web page

<http://www.bizmove.com/skills/m8l.htm>

How to Take Minutes

Information page giving advice and examples of how to take minutes of a meeting.

Supports: LO2

Cost: Free

Format: Web page

<http://www.wikihow.com/Take-Minutes>

Currency – Forms of Money and Payment

Useful and simple explanations of forms of payment produced by Nationwide Building Society.

Supports: LO3

Cost: Free

Format: PDF

https://www.nationwideeducation.co.uk/public/uploads/pdf/currency_forms_of_money_and_payment_2014_11_06_10_46_48.pdf

Money Management – First Payslip

Supporting young people to understand their first payslip with explanations and definitions.

Supports: LO3

Cost: Free

Format: Web page

[http://www.pfeg.org/resources/details/money-management-first-payslip?tid_2\[0\]=14&tid_17=All](http://www.pfeg.org/resources/details/money-management-first-payslip?tid_2[0]=14&tid_17=All)

Working within a Team: Meeting Documentation

Examples of meeting documentation.

Supports: LO3

Cost: Free

Format: Web page

http://www.sqa.org.uk/e-learning/ProjTeam01CD/page_13.htm

How to Take Minutes

Advice and examples on how to take minutes of a meeting.

Supports: LO3

Cost: Free

Format: Web page

<http://www.wikihow.com/Take-Minutes>

Different Ways to Buy Things like Goods and Services

Advantages and disadvantages of payment methods.

Supports: LO3

Cost: Free

Format: Web page

<http://connectability.ca/2013/01/18/different-ways-to-buy-things-like-goods-and-services/>

Examples of budgets, showing variances

Images of different types of budgets.

Supports: LO3

Cost: Free

Format: Web page

<https://www.google.co.uk/search?q=budget+variance+form+example&espv=2&biw=1366&bih=667&tbm=isch&tbo=u&source=univ&sa=X&ved=0CDQQsARqFQoTCMPlolmm-cgCFUTaGgodLUQDbg&dpr=1>

Examples of payslips

Images of lots of different types of payslips.

Supports: LO3

Cost: Free

Format: Web page

https://www.google.co.uk/search?q=examples+of+payslips&espv=2&biw=1366&bih=667&tbm=isch&tbo=u&source=univ&sa=X&sqi=2&ved=0CB8QsARqFQoTCOr_rKm-cgCFcUuGgodPQ0MAA

Meeting Documentation

Advice on preparing agendas, taking minutes etc for voluntary organisations.

Supports: LO3

Cost: Free

Format: Web page

<http://www.clubhelp.org.au/governance/meeting-documentation>

Overview of Financial Analysis

Short video presentation explaining how and why businesses do financial analysis.

Supports: LO3

Cost: Free

Format: Video

<http://www.smetoolkit.org/smetoolkit/en/content/55652>

Invoice Template

Printable templates. TidyForms has free templates for order forms, invoices etc.

Supports: LO3

Cost: Free

Format: Web page

<http://www.tidyforms.com/invoice-template.html>

A guide to organising and managing work experience for teachers

Barclays Lifeskills programme – specifically aimed at tutors.

Supports: LO3

Cost: Free

Format: PDF

<https://www.barclayslifeskills.com/downloads/organising-work-experience.pdf>

Work Experience Log

Log book that learners can use while on work placements. Contains advice on how to get the most from these placements.

Supports: LO3

Cost: Free

Format: PDF

<https://www.barclayslifeskills.com/downloads/work-experience-log.pdf>

Work Placement Learner Logbook

Example of a downloadable log book learners could use whilst on placement.

Supports: LO3

Cost: Free

Format: PDF

<https://www.cityandguilds.com/~media/Documents/Courses-and-Quals/Traineeships/work-experience-support-tools/work-placement-learner-logbook%20pdf.ashx>

University of Kent Careers and Employability Service: Adaptability and Flexibility

Skills for employability. Lots of useful help and advice.

Supports: LO4

Cost: Free

Format: Web page

<http://www.kent.ac.uk/careers/sk/adaptability.htm>

Free In-tray Exercise Example

45 minute in-tray exercise – with answers and a report for learners.

Supports: LO4

Cost: Free

Format: Web page

<https://www.jobtestprep.co.uk/free-in-tray-exercise>

Budget 2015 key points: At-a-glance summary

The first budget for a majority Conservative government since November 1996. A summary of the main announcements.

Supports: LO4

Cost: Free

Format: Web page

<http://www.bbc.co.uk/news/uk-politics-33440315>

10 ways to... Prioritise your workload

Web page offering advice to small businesses.

Supports: LO4

Cost: Free

Format: Web page

<http://www.icaew.com/en/archive/library/subject-gateways/business-management/strategy-and-planning/small-business-update/10-ways-to-prioritise-your-workload>

In-tray Exercise

Free in-tray activity, with practice exercises.

Supports: LO4

Cost: Free

Format: Web page

<https://www.assessmentday.co.uk/in-tray-exercise.htm>

Why employers use in-tray exercises

Explanation and advice as to why in-tray exercises are used, with examples.

Supports: LO4

Cost: Free

Format: Web page

<http://www.insidecareers.co.uk/career-advice/in-tray-exercises>

In-Tray Exercise – Time Management Game

More in-tray exercises.

Supports: LO4

Cost: Free

Format: Web page

<https://www.elitetraining.co.uk/time-management/in-tray-exercise-time-management-game>

Economic factors: Impacts of recession

Case study about how Jessops has responded to economic changes.

Supports: LO4

Cost: Free

Format: Web page

<http://businesscasestudies.co.uk/jessops/responding-to-changes-in-the-market-environment/economic-factors.html#axzz3qFF6FrTQ>

Budget 2015: How will it affect small and medium-sized businesses?

Daily Telegraph article – reaction to July 2015 budget.

Supports: LO4

Cost: Limited number of free articles can be accessed each week

Format: Web page

<http://www.telegraph.co.uk/finance/budget/11726603/Budget-2015-How-will-it-affect-small-and-medium-sized-businesses.html>

Time Management Activity

Time management activities.

Supports: LO4

Cost: Free

Format: Web page

http://www.nwlink.com/~donclark/leader/time_management.html

Time Management Tips for Students

Time management made easy.

Supports: LO4

Cost: Free

Format: Web page

<http://timeman.com/time-management-tips/time-management-tips-for-students>

Time Management 1

Think to succeed – stress and time management: short and amusing look at how to manage stress and time.

Supports: LO4

Cost: Free

Format: Video

<https://www.youtube.com/watch?v=AePP-rQrp2c>

To-Do Lists – The Key to Efficiency

Short video showing the importance of prioritising tasks and offering useful advice.

Supports: LO4

Cost: Free

Format: Video

https://www.mindtools.com/pages/article/newHTE_05.htm

How to Prioritize

Definitions and advice on prioritising.

Supports: LO4

Cost: Free

Format: Web page

<http://www.wikihow.com/Prioritize>

Thousands hit by volcanic ash cloud flight delays

News report on the impact of the 2011 Icelandic ash cloud.

Supports: LO4

Cost: Free

Format: Web page

<http://www.bbc.co.uk/news/uk-13513981>

How To Choose The Right Communication Method, And Why It's Important

Web page giving advice on which communication methods suit which situations.

Supports: LO5

Cost: Free

Format: Web page

<http://www.completeitprofessional.com/how-to-choose-the-right-communication-method-and-why-its-important/>

Communication

Business Studies Online – short presentation on communication in business.

Supports: LO5

Cost: Free

Format: PDF

<http://www.businessstudiesonline.co.uk/AsA2BusinessStudies/TheoryNotes/2880/2Hr/PDF/02%20Communication.pdf>

Getting the message across – the importance of good communications

Case study about the communication methods used at HMRC.

Supports: LO5

Cost: Free

Format: Web page

<http://businesscasestudies.co.uk/hmrc/getting-the-message-across-the-importance-of-good-communications/methods-of-communication.html#axzz3yZOs0qWP>

Effective Communication at Work – Part 1: Choosing the Right Tool

Choosing the right communication method for the right situation.

Supports: LO5

Cost: Free

Format: Web page

<http://strategicmodularity.com/2013/07/effective-communication-at-work-part-1-choosing-the-right-tool/>

Communication Methods

Web page explaining the types of communication and how to choose the correct method.

Supports: LO5

Cost: Free

Format: Web page

http://www.tutorialspoint.com/management_concepts/communication_methods.htm

Choosing the Right Method for the Message

Web page giving advice about choosing the right communication method.

Supports: LO5

Cost: Free

Format: Web page

<https://www.boundless.com/business/textbooks/boundless-business-textbook/business-writing-5/means-of-communication-43/choosing-the-right-method-for-the-message-220-1217/>

Business Communication

Quiz: 22 questions testing knowledge of communications in a business situation.

Supports: LO5

Cost: Free

Format: Web page

<https://www.boundless.com/quizzes/week-2-business-communication-quiz-87875/>

Choosing the right communication channel

Web page giving advantages and disadvantages of different communication methods.

Supports: LO5

Cost: Free

Format: Web page

<https://www.melcrom.com/research/strategy-planning-tactics-intranets-digital-social-media/choosing-right-communication>

BBC Bitesize – Communication

Revision, video and tests on communication.

Supports: LO5

Cost: Free

Format: Web page

<http://www.bbc.co.uk/education/guides/zypsb9g/revision/1>

What is the difference between a shareholder and a stakeholder?

Definitions to show the difference between stakeholders and shareholders.

Supports: LO5

Cost: Free

Format: Web page

<http://www.investopedia.com/ask/answers/08/difference-between-a-shareholder-and-a-stakeholder.asp>

Difference Between Job Description and Job Specification

Definitions and examples to show job descriptions and person specifications.

Supports: LO5

Cost: Free

Format: Web page

<http://keydifferences.com/difference-between-job-description-and-job-specification.html>

How to Create a Job Specification and How to Devise a Person Spec

Short video to explain job descriptions and person specifications.

Supports: LO5

Cost: Free

Format: Video

<https://www.youtube.com/watch?v=XJmgOlnAqU8>



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Vocational qualifications

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