



BUSINESS AND ENTERPRISE

Level 1/2



The logo is a rounded square with a diagonal split. The top-left half is a solid orange color, and the bottom-right half is a gradient from orange to yellow. The text 'Cambridge' is in a white, sans-serif font, and 'NATIONALS' is in a bold, white, sans-serif font below it. The logo is centered on a background of textured, aged, reddish-brown paper with some dark spots and scratches.

Cambridge
NATIONALS

Cambridge Nationals are vocationally related qualifications that take an engaging, practical and inspiring approach to learning and assessment.

They're industry relevant, geared to key sector requirements and very popular with schools and colleges because they suit such a broad range of learning styles and abilities.

The new generation of Cambridge Nationals has been developed to ensure that they build upon the legacy and reputation of the existing qualifications, which are taught in over 3,000 centres.

Created to bring together the Wolf Report recommendations and industry need

The Cambridge Nationals in Business and Enterprise have been founded upon the recommendations of the Wolf Report and created in partnership with teachers and education specialists. This collaborative approach has resulted in qualifications that offer students a solid foundation for their future studies and careers.

Cambridge Nationals and Cambridge Technicals – how they differ

Cambridge Nationals in Business and Enterprise are targeted at 14-16 year olds in a school environment. They're available as an Award and a Certificate, with the Certificate being the same size as a GCSE. They use both internal and external assessment and the Certificate is recognised by the recently published DfE Performance Tables for 2015.

Cambridge Technicals are targeted at students aged 16+ in either a school or FE environment. They allow for greater flexibility with the choice of units that make up the qualification and are wholly internally assessed. In addition, the Level 3 qualifications have UCAS points, supporting progression to higher education. To find out more about Cambridge Technicals visit cambridgetechnical.org.uk

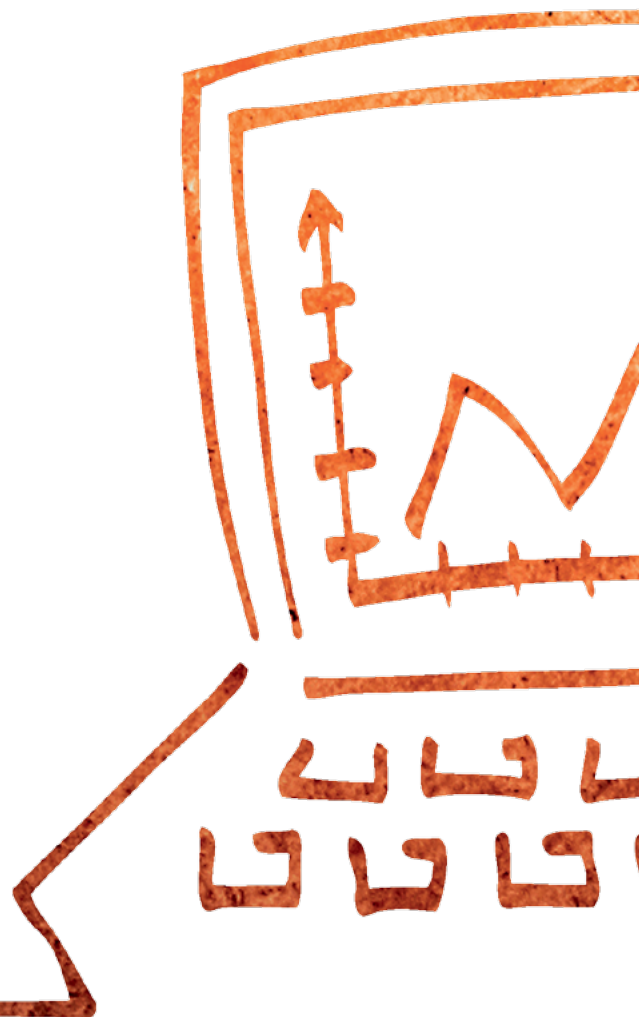
The next generation of vocational

Business is at the heart of our economy. From major corporations to small and medium-sized enterprises (SMEs) and sole traders, business provides a vital contribution to communities, creates income, provides wealth and leads innovation and creativity across all sectors.

The Cambridge Nationals in Business and Enterprise offer students a broad foundation of knowledge required for further study in business, including the different ways in which businesses are owned and operated, effective recruitment and employment, and the key phrases/elements of successful business and enterprise activities.


In line with the recommendations from the Wolf Report and feedback from customers, we have:

- Introduced some external assessment
- Retained visiting moderation and introduced postal and repository options
- Combined Levels 1 and 2
- Streamlined the number of units
- Introduced a Distinction* grade at Level 2
- Changed the way grades are determined, so good performance in some units will compensate for weaker performance in others, so that the qualification recognises each student's strengths
- Designed the qualifications with your curriculum in mind: Award 60 guided learning hours (glh) and Certificate 120 glh.



qualifications has arrived

A few good reasons to work with OCR

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- You can enjoy the **freedom and excitement** of teaching Business and Enterprise qualifications that have been developed to help you inspire students of all abilities
 - We've built specifications **with you in mind**, using a clear and easy-to-understand format, making them straightforward to deliver
 - Our **clear and sensible assessment** approach means that assessment material and requirements are clearly presented and sensibly structured for you and your students
 - **Pathways for choice** – we have the broadest range of vocational qualifications, and Cambridge Nationals provide an ideal foundation for students to progress to more advanced studies or Business and Enterprise related careers
 - **Working in partnership to support you** – together with teachers, we've developed a range of practical help and support to save you time. We provide everything you need to teach our specifications with confidence and to ensure that your students get as much as possible from the programme of learning
 - Cambridge Nationals are **supported with new innovative support products and training** – to help you get started, prepare to teach and share best practice

OCR Cambridge Nationals in Business and Enterprise

Accredited

Business skills are essential for success in employment and provide fundamental knowledge required by employers, in addition to providing transferable skills for future study. Cambridge Nationals deliver these skills and understanding, effectively engaging and inspiring students of all abilities to achieve.

The Cambridge Nationals in Business and Enterprise consist of two qualifications: the Award in Business (60 glh comprising two units) and the Certificate in Business and Enterprise (120 glh comprising three units).

Units	Assessment Method	GLH	Award 60 GLH	Certificate 120 GLH
R061: Introduction to business	Written paper – 1 hour	30	M	M
R062: Planning for work	Centre assessed task, OCR moderated	30	M	M
R063: Setting up and running an enterprise	Centre assessed task, OCR moderated	60	N/A	M

Key: M = mandatory unit

Assessment and moderation

We've introduced external assessment. Unit R061 contains a written paper which is set and marked by OCR. Units R062 and R063 will be moderated by OCR and we will provide model assignments for both.

Simple and sensible certification

Unit and qualification results are awarded on a 7 grade scale with Pass, Merit and Distinction at both levels 1 and 2, and with a new grading of Distinction* at Level 2 to inspire students to achieve more. Students performance on the units will determine their grade and level.

The seven characteristics for attainment tables

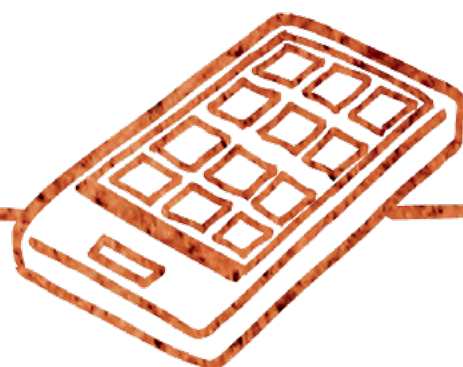
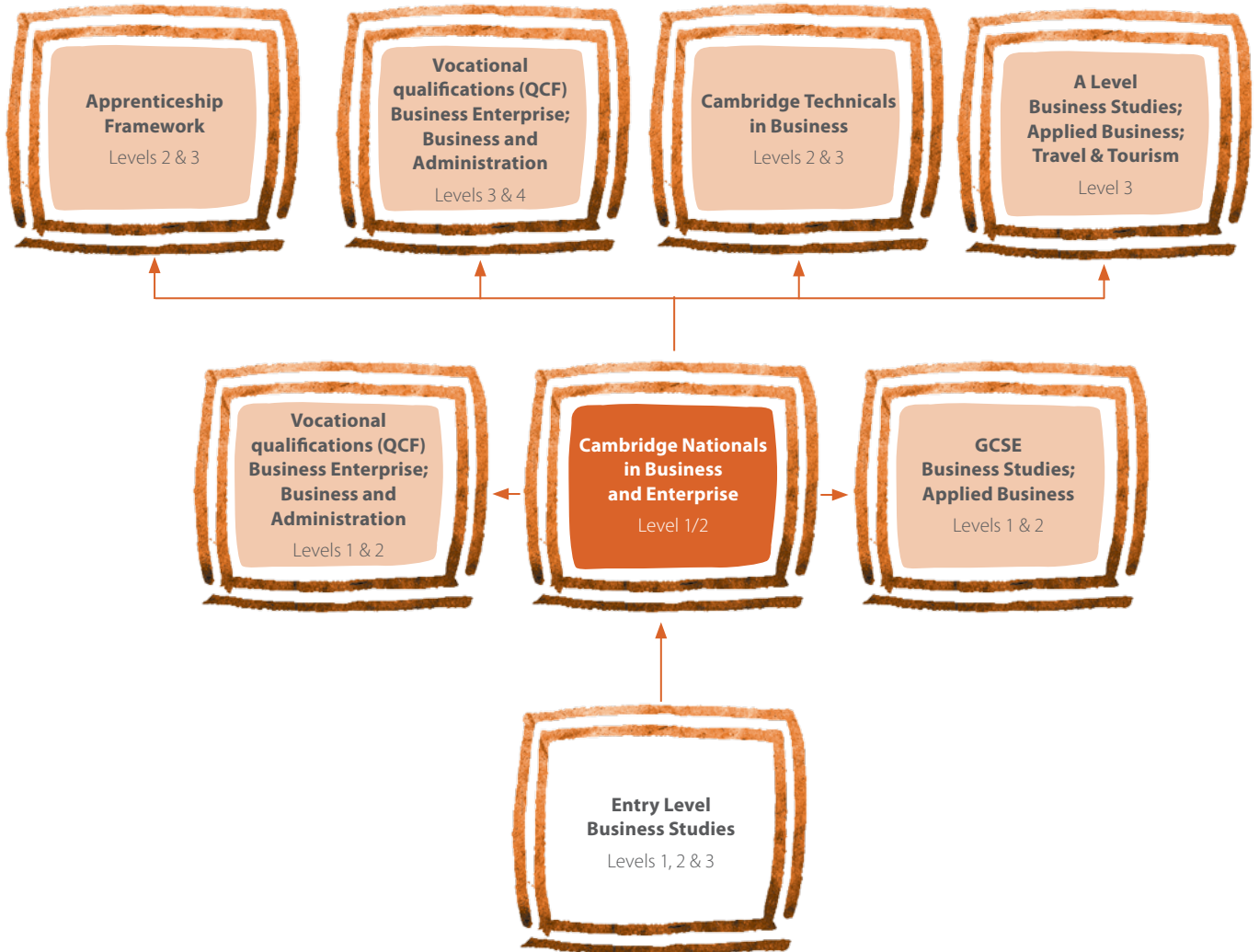
Seven characteristics will be necessary for vocational qualifications that are included in future attainment tables. The seven characteristics are:

- **Appropriate size:** The Certificate is 120 glh, meeting the requirement for size
- **Detailed grading:** Cambridge Nationals are graded Pass, Merit and Distinction for Level 1, and Pass, Merit, Distinction and Distinction* for Level 2
- **External assessment of at least 20%:** The Cambridge National Certificate (120 glh) includes 25% of external assessment
- **Synoptic assessment:** The breadth of the content within Cambridge Nationals ensures that students achieve a broad level of knowledge and experience which can then be applied in different contexts
- **Progression:** Students can progress either to Cambridge Technicals Level 2 and Level 3 or via the traditional A and A/S Level route
- **Proven track record:** With over 3,000 centres and over 1.5 million registrations to date, OCR has a proven track record in providing vocational qualifications
- **Appropriate content:** The content for each qualification was developed in partnership with students, centres, educational specialists and industry-specific experts.

Next steps for your students – future progression to other qualifications

Accredited

The Cambridge Nationals in Business and Enterprise provide an opportunity for your students to progress to a wide range of general and vocational qualifications.



Unit R061: Introduction to Business

Whether a business is a corporation, private or public company or sole trader, they share a common need for structure, planning and the core functions to operate. This unit will provide students with an overview of businesses and what they need to do to be successful.

Students will explore different types of business and understand why objectives are so important, which core functions are needed in business and how external factors may impact the running of businesses.

Content includes:

- Developing an understanding of different forms of business ownership, the characteristics of each and its suitability for the business's trading requirements
- Understanding the need for business objectives, why they are needed, their purpose and different types of objective
- Understanding key concepts relating to four key functional areas of a business (finance, marketing, production and human resources)
- Building knowledge of the range of external factors that can affect a business, from the economy and the environment to politics and social changes.

Unit R062: Planning for Work

The most important asset for any business is its employees. This unit will give students an insight into the recruitment process and help them plan for their own career.

In addition to learning about recruitment, students will take part in a job application process and produce a career plan that will help in their future employment choices. Related activities may include helping to organise a careers fair or providing a careers consultancy service for other students.

Content includes:

- Understanding job roles in business, what competencies and characteristics are needed, and how businesses recruit
- Taking part in a recruitment process, which will provide an invaluable insight into entering the world of work and includes preparing a CV, completing application forms and preparing for interviews
- Creating a plan for future employment, including self-evaluation and producing a personal career plan.

Unit R063: Setting up and running an enterprise

Enterprise is the life blood of business. This unit will provide students with the opportunity to take part in an enterprise activity within a business context.

This unit encourages students to work collaboratively and will enhance their communication, team-working, negotiating and problem-solving skills. Upon completion of the unit, students will have identified, planned and gone on to implement their plans for an enterprise activity, such as organising and running an internal event or producing items for sale to other students and staff.

Content includes:

- Planning an enterprise activity, including initial research, business planning, analysis of ideas and the operational factors that need to be considered
- Providing students with the skills to contribute to enterprise activity implementation including:
 - organisational skills such as conducting meetings
 - business communication skills
 - promotional and marketing activities
- Students taking responsibility for the running of an enterprise activity
- The review and evaluation process in business, which will include reviewing activity evidence, comparing outcomes to objectives, evaluating own contribution and recommending improvements.



OCR Professional Development Programme and Learning Resources

Here at OCR we are constantly looking for ways in which we can improve the support we offer to teachers. Most recently we have been considering the increasing challenges that schools face in releasing teachers for INSET, and how OCR can make its professional development programme more accessible and convenient for all by offering a number of courses online. Thousands of users have already visited our new online training site to view and download the free material that is now available. If you haven't already, register today and take a look at the variety of support we offer.

Our new improved programme includes:

Self-managed learning – the training you want, where and when you want it

If you want to better understand the specification or keep abreast of information about previous examinations then these are for you. Available on demand 24 hours, 7 days a week with no travel or training costs, these self-contained units allow you to manage your own learning at a pace that suits you. New content is added daily, and the site currently has free material available in over 90 subjects for teachers to download, as well as several training videos and online presentations.

Live broadcasts – information and training straight to your classroom

Free broadcast events streamed live over the internet focussing on improving your delivery skills and understanding of our qualifications. These interactive sessions via single presenter webinars, studio discussions and multi-site broadcasts give you the chance to hear advice and guidance from our subject specialists and senior assessors who will be taking your questions live, or pre-submitted, and providing you with an immediate response.

Premier professional development – inspiring and advancing your teaching

Don't miss your opportunity to attend our range of face-to-face premier professional events giving you the opportunity to keep up to date with the latest developments in your subject area, visit subject related venues and obtain new and interesting approaches to teaching certain topic areas.

Providing professional development for teachers at a reduced cost for centres, this is your opportunity to gain new insights and ideas from leaders in their field and to interact with a large number of subject specialist teachers.

Face-to-face – A portfolio of more traditional INSET events

Training sessions to help you understand and get to know the new specification.

What to do next?

Check out our self-managed learning at www.ocronlinetraining.org.uk

For further information and to book your place on our premier professional development, face-to-face and live broadcast events visit www.ocreventbooker.org.uk

Sign up for updates at ocr.org.uk/updates and be the first to find out about our exciting Professional Development Programme.

Need more help?

You can contact our team at professionaldevelopment@ocr.org.uk

Learning resources are an important part of any qualification and the Cambridge Nationals are no exception. We have developed a suite of support and learning resources that provide what teachers tell us they want.

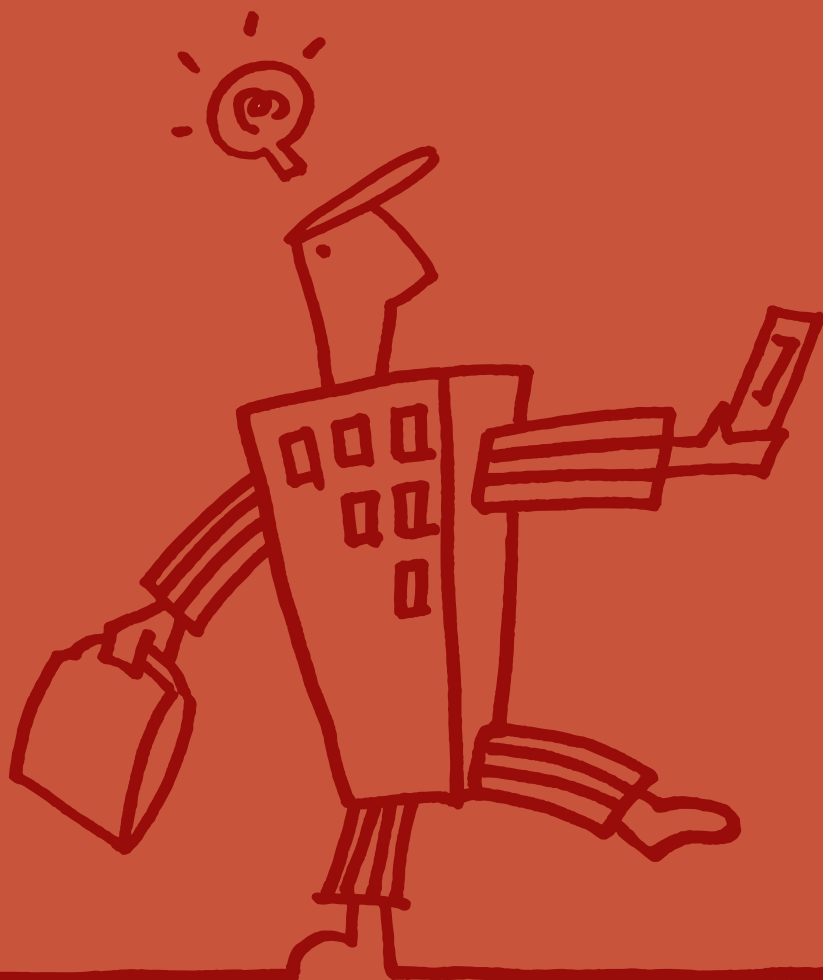
We've worked in partnership with teachers and education specialists to develop ideas and ensure that there is a range of tasks that suit differing levels and abilities of students.

By working in this collaborative way, we have ensured that our range of resources support classroom activities, from lesson planning and teaching to monitoring student progression and success.

These include:

- **Unit Support** – including **introductory presentations** which look at the skills and knowledge that students will gain from the unit and introduce the unit's content and **lesson elements** including task sheets with accompanying teacher instructions offering you a creative way of encouraging your students to engage with the topic
- **Progress Tracker** – An Excel-based tracking document to help you monitor your learners' progress throughout the qualification, both individually and as a cohort
- **Resources Link** – An e-resource that provides you with links to a range of teaching and learning websites and materials, including videos, data sets and other online content, to support you with the delivery of this subject.

Download the resources today from www.ocr.org.uk/cambridgenationals



Administration overview

As with everything with Cambridge Nationals, we try to make your life easier. Follow these simple steps to implement the qualification in your centre.

7 steps to achievement



Get approved

If your centre is already approved for GCSEs or A Levels with OCR, your centre will be automatically approved for Cambridge Nationals.

If you don't already enter for GCSEs or A Levels with us, details on how to apply for centre approval for general qualifications can be found at: www.ocr.org.uk/approval/general

Make sure you sign up to teach Cambridge Nationals to ensure that you receive all the information you need to start teaching these qualifications. Sign up at: www.cambridgenationals.org.uk/signup



Decide which moderation method is right for you

There are three different moderation methods to choose from:

Option A Moderation via the OCR Repository – where you upload electronic copies of the work included in the sample to the OCR Repository and your Moderator accesses the work from there.

Option B Moderation by post – where you post the sample of work to the Moderator.

Option C Moderation by visit – where the Moderator will visit you to look at the work included in the moderation sample.

Please be aware that the deadlines for marks being returned to OCR for all candidates entered for visiting moderation are much earlier than for postal of Repository methods.



Make estimated entries

To enable us to make sure that we have a Moderator for your centre, we need your Exams Officer to supply estimated entries for all Cambridge Nationals units. These are submitted through Interchange. Make sure that they use the correct entry option to identify the moderation method chosen.



Enter your candidates

Make final unit and certification entries for your candidates via Interchange or A2C. For unit entries, make sure that you use the correct entry option to identify the moderation method chosen.

If you have candidates who will have completed enough units to claim a qualification, you should make a certification entry for those candidates. Certification entries are free.



Submit your marks

Submit marks to OCR by the published submission date for your chosen moderation method. Marks can be returned using the paper mark sheets (MS1s) we send you, or via A2C or Interchange.



Prepare your moderation sample

Your Moderator will require a sample after you've submitted your marks. OCR will let you know, via email, which candidates' work will be needed. The work included in the sample should be posted to the Moderator, uploaded to the OCR Repository or prepared for the Moderator's visit, depending on the moderation method chosen.



Receive results

We will issue results automatically on the published day. The results are sent via A2C and are also available on Interchange. You will also receive details of any moderation adjustments applied to your marks and a report on your centre's marking from your Moderator.

Further information on the administration of Cambridge Nationals can be found in our Administration Guide www.ocr.org.uk/admin-guides

Preparing for first teaching

Adopting a new specification can appear daunting. There's quite a lot of information to weigh up: the demands of the course, the quality of support, and the needs and expectations of teachers and candidates. Here's some advice to help you make the best decision.

7 Steps to First Teaching



MAKE THE MOST OF THE OCR WEBSITE

The unit specifications will be available online. While the overall programme of study might be familiar, it's important to check each unit specification to make sure that you're happy with the learning outcomes, knowledge, understanding and skills.



TAKE A TOUR OF THE SAMPLE ASSESSMENTS

They give a clear idea about the type of tasks to be undertaken. OCR will provide model assignments for centre assessed units (R062 and R063). They can be used directly or adapted to suit your needs.



MAKE GOOD MARKING DECISIONS

The specification contains information on performance indicators, which indicate the level of attainment associated with grades, marking criteria glossary of terms and guidance on assessment for you to use in addition to the marking criteria to support your marking decisions.



GET SOCIAL

Visit our social media site (www.social.ocr.org.uk). By registering, you'll have FREE access to a dedicated platform where teachers can engage with each other – and OCR – to share best practice, offer guidance and access a range of support materials produced by other teachers, such as lesson plans, presentations, videos and links to other helpful sites.



ENJOY SUPPORT AND GUIDANCE

It's wise to review our Report to Centres for generic guidance and explore the summary of key issues from previous assessment series. These will be available on the OCR website once the qualifications have been through their first cycle of assessment.



GET GREAT TRAINING

Check www.ocronlinetraining.org.uk to see if there is a convenient course available. OCR's Professional Development courses are an excellent way to get practical advice on the best ways to deliver Cambridge Nationals.



EXPLORE EXTERNAL WEBSITES

It's often worthwhile carrying out an internet search to see if there is any free or paid-for resource material available. But please always check that whatever material you incorporate into your teaching meets the qualification's assessment requirements.



Contact us

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

We're always delighted to answer questions and give advice.

Telephone 02476 851509

Email cambridgenationals@ocr.org.uk

