



**BE BURY  
COLLEGE  
READY**

**BUSINESS**  
**LEVEL 3**

### Items to bring to lessons

1. A high level of attendance and punctuality are essential to success in OCR Business.
2. Pens, pencils, highlighters, paper, ruler, calculator, revision flash cards, the textbook and revision guide as detailed below. You will also need a file for each unit you study to store your resources.

### Learning to Learn

Business is a challenging but rewarding subject, offering insight into the business world around us and how things that we experience on a daily basis work. In order to succeed in this subject, you must have the ability to learn an extensive amount of new terminology, be able to work in a team as well as be able to apply the theory you have learned to different scenarios.

With this in mind, to assist your learning and enable you to perform to your potential, we would expect:

- You to not leave all of your course work until the last minute
- You to submit complete and high-quality work to meet the deadlines given.
- You must review your notes by making flash-cards or other methods to assist your learning of the material.
- You not to leave all learning until just before exams, this volume of work cannot be learnt in a few days.
- Your completion of work when required to assess your progress and understanding.
- You to use the VLE for extra resources.

### Planning for Exams

The exam board for Business is OCR and you will study the 2016 suite.

#### **Extended Certificate**

You will sit two exams, Working in Business in January and Business Environment in May. Both papers will assess your knowledge and understanding of the course that are taught throughout.

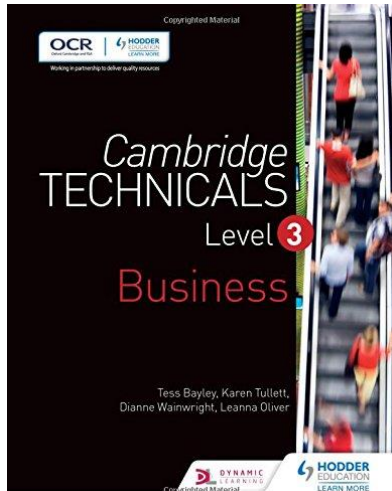
#### **Foundation Diploma**

You will sit three exams Working in Business and Business Decisions in January and Business Environment in May, all papers will assess your knowledge and understanding of the course that are taught throughout.

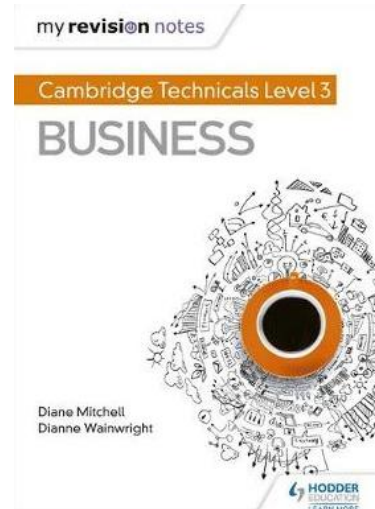
## Recommended Activities

See the Be Ready Business booklet

## Recommended Textbook and revision guide



'Cambridge Technical Level 3 Business' textbook by Bayley, Tullett, Wainwright and Oliver  
ISBN: 978-1-471-87479-6



'My revision notes Cambridge Technicals Level 3 Business' by Mitchell and Wainwright  
ISBN:978-1-5104-4232-0

## Recommended Websites

Whilst the internet is full of useful business information, we do not advise a random search as many of these sites are not specifically designed for OCR business, this applies to Wikipedia, as the content regularly goes far beyond the Level 3 specification and covers many interesting areas that are not relevant to the course.

The most useful websites are:

<https://www.ocr.org.uk/qualifications/cambridge-technical/business/>

The OCR Business website, which can be used for information relevant to the course, as well as past exam papers and exemplar questions from the new specification.

<https://tutor2.net/business/>

This is an informative website, explaining areas of the specification in a level of detail suitable to level 3 student

## What I wish I'd known about OCR Business

We asked some of our current learners if they were to give advice about doing OCR Business what they would say. Here are the main comments:

*"Start each assignment as soon as you get it"*

*"Be prepared to not only remember formulae and definitions but to apply the basic principles of business to more advanced questions."*

*"Go to the library! Spend time on your homework."*

*"Revise early and make notes."*

*"Progression onto year 2 is not guaranteed so you need to make sure your attendance, punctuality and work ethic is good in year 1"*

*"Learning from mistakes that you made in each LO test will help you in the exam"*

*"Be prepared for the hard work. Put in the hours every week. Start learning from the start. If you don't understand something, ask."*

*"Seriously think before choosing this subject because it isn't an easy option. If you have a genuine interest in business then follow those"*

*"Treat it like a job. Turn up on time every day and do the work, then it's very difficult not to do well"*

*"If you do not put in the work you will not fulfil your potential."*

*"Constantly reading notes and practicing past paper questions is essential"*