# OCR Cambridge Technical in Business Administration Diploma Level 2 (2016 suite)

## General Course Information

This is a brand new course which will be first taught nationally starting in 2018 offers learners the chance to cover some of the latest and most relevant business topics such as the role of social media.
You will find a lot of teaching is based on case studies, application to a variety of different businesses, visiting speakers, role plays and visits to industry.

## How is the course assessed?

Many of the units will be delivered in an integrated manner. The work is very student centred and although there will be some lectures and note-taking much of the work will involve students finding information out for themselves.

**This qualification contains seven units:**
Unit 1: Principles of working in business administration (Exam- 45mins)
Unit 2: Understand the role of an administrator (Exam- 60mins)
Unit 3: Use social media for business purposes (Coursework)
Unit 4: Provide administrative support (Coursework)
Unit 5: Follow administrative practices and current procedures (Coursework)
Unit 6: Communicate in a business environment (Coursework)
Unit 7: Support the organisation of an event. (Coursework)

Within each award there will be a number of assignments set which enable students to demonstrate their understanding of different topics. These assignments will be graded (Pass, Merit, Distinction) and any incomplete/incorrect work can be re-submitted. Throughout the year students will build up a portfolio of evidence (i.e. assignments) to demonstrate this understanding.

This qualification is equivalent to 3.G.C.S.E's!

## Who's it for?

The most important thing you need in order to take the Cambridge Technical Certificate in Business Administration Level 2 it is a lively and enquiring mind, an interest in business, a willingness to explore new ideas and an ability to communicate your ideas effectively.

The qualification is designed to be taken as part of a study programme alongside other vocational qualifications and GCSE resits. There are no formal entry requirements for this qualification, but learners will need a positive attitude to independent learning and a genuine interest in business.

## Progression

The Cambridge Technical Certificate in Business Administration
Level 2 will allow students the opportunity to develop skills, knowledge and understanding for level 3 courses such as Business Studies, Economics and Accountancy. As a brand new course it will also help those looking to go quickly into paid employment or progress into business administration-related apprenticeships