

Cambridge Technical Extended Certificate in Business



Overview

- The course covers a wide range of subjects and skills encompassing the key areas of business. It gives a fantastic foundation for further study in business or specialisation in a more specific area.
- 5 Units – 2 examined and 3 coursework.

- Equivalent to an A level.

• Pass	E	16
• Merit	C	32
• Distinction	A	48
• Distinction*	A*	56

Unit 1 - The Business Environment (Double weighted)

- **Examined unit**

- In this unit you will develop an understanding of how and why businesses operate in the way they do. You will look at a range of different types of business and business structures, and explore how the ownership of a business and its objectives are interrelated.
- You will learn about the importance of different functions within a business and how they work together. You will understand the legal, financial, ethical and resource constraints under which a business must operate and how these can affect business behaviour.
- You will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan.
- You will appreciate the influence different stakeholders can have on a business, and you will learn how to assess business performance.

Unit 2 – Working in Business

- **Examined Unit**

- This unit you will cover the skills and understanding needed to work effectively within a business environment.
- This includes arranging meetings, working with business documents, making payments, prioritising business activities and communicating with stakeholders.

Unit 4 – Customers and Communication

- **Coursework unit**

- In this unit you will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations.
- You will develop the skills that will help you create a rapport with customers and have the opportunity to practise and develop your business communication skills through real role play and delivery of presentations.
- You will also learn about the legal constraints, ethical and security issues that affect how businesses store, share and use information.

Unit 5 – Marketing and Market Research

- **Coursework Unit**

- The unit has particular emphasis on the role of market research and how it contributes to marketing decision-making, and the actions a business may take.
- You will gain an in-depth understanding of primary and secondary market research methods used to inform marketing decision-making and any constraints on marketing activities.
- You will develop an understanding of the importance of selecting appropriate market research methods for market research proposals and you will be able to carry out market research, analyse the market research findings and present the findings.

Unit 8 – Introduction to Human Resources

- **Coursework unit**

- In this unit, you will gain an overview of the HR function and learn about factors affecting human resources planning.
- You will understand the importance of motivating and training employees to achieve their potential and be able to assess the effectiveness of training and development. You will learn how to measure employee performance.
- You will also understand how and why confidentiality is important for the HR function.

FAQ

- Q – Who should take this course
 - A - Anyone with an interest in business but enjoys learning knowledge and then applying within a real life context.
- Q – I don't like exams is this course better
 - The course is 50% exam and 50% course work so a little better if you prefer course work.
- Q – Are vocational courses easier?
 - No, they are different. There is a lot of coursework and the exams are vocationally in their context, meaning you have to apply your knowledge to the question.
- Q – Do universities recognise the qualification?
 - Yes, the course attracts the same UCAS points as traditional A level courses.
- Q – What will this give me at the end and what will it lead to?
 - On successful completion of the course you will get an A level equivalent (Cambridge Technical Extended Certificate) at either Pass, Merit or Distinction.
 - It will allow you to go on to study either business generally or a more specialised route such as marketing, human resources or similar.