



LANGLEY PARK SCHOOL FOR GIRLS CO-ED SIXTH FORM

A student guide booklet to:

OCR Level 3 CTEC in Business

OCR CTEC Business Level 3 Handbook

(Cambridge Technicals in Business)

Course Overview

Course Title and Qualification

OCR Cambridge Technical (CTEC) Level 3 Business

Awarding Organisation: Cambridge OCR. The qualification is equivalent in size to A Levels and is available as an Award, Certificate, Extended Certificate, Foundation Diploma, Diploma and Extended Diploma.

LPGS6 currently offers the **Extended Diploma** (Equivalent to 1 A level) and the **Diploma** (Equivalent to 2 A levels).

Awarding Body

OCR (Oxford Cambridge and RSA Examinations) is a leading UK awarding organisation and part of Cambridge University Press & Assessment.

Course Aims and Purpose

The OCR Level 3 Business course is designed to:

- Develop knowledge and understanding of how businesses operate.
- Build practical business and employability skills.
- Apply business theory to real business situations.
- Develop research, communication, problem-solving and decision-making skills.
- Prepare learners for Higher Education, apprenticeships and employment.

Career and Progression Routes

University

Degrees such as:

- Business Management
- Marketing

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- Accounting and Finance
 - Human Resource Management
 - International Business
 - Economics

Apprenticeships

- Business Administrator
- Marketing Executive
- HR Support
- Customer Service Specialist
- Management and Leadership Apprenticeships

Employment

Entry-level roles in:

- Administration
- Customer Service
- Sales
- Retail Management
- Marketing
- Human Resources
- Finance Support

OCR states that the qualification is designed to support progression to higher education, apprenticeships and employment.

Resources & Contacts

Key staff (course leader, teachers)

- Course Leader: Mr Molsher
- Course Teachers: Mr Molsher & Mr Hart

Email addresses or contact methods

- Mr Molsher: sml@lpgs.bromley.sch.uk
- Mr Hart: aha@lpgs.bromley.sch.uk

Course Structure & Units

The qualification contains a combination of **mandatory units** and **optional units**. The number of units studied depends on the size of qualification being taken.

Mandatory Units (Student must study these)

Unit	GLH	Summary
Unit 1: The Business Environment	120 GLH	Explores the structure, objectives and environment of businesses, including stakeholders, external influences and planning.
Unit 2: Working in Business	60 GLH	Develops knowledge of business communication, administration, organisation and professional working practices.
Unit 3: Business Decisions	60 GLH	Examines decision-making processes and the use of financial and business information.

The mandatory (must do) units form the core knowledge required for all larger qualifications.

Common Optional Units (Selected by the school)

Unit	GLH	Brief Description
Unit 4: Customers and Communication	60 GLH	Understanding customer needs and effective communication methods.
Unit 5: Marketing and Market Research	60 GLH	Marketing activities, market research and promotional planning.
Unit 6: Marketing Strategy	60 GLH	Development and implementation of business marketing strategies.
Unit 7: Business Events	60 GLH	Planning, organising and evaluating business events.

Unit 15: International Business	60 GLH	Trading internationally and operating in global markets.
Unit 16: Principles of Project Management	60 GLH	Project planning, implementation and review.
Unit 22: Delivering a project	60 GLH	Scope a project, collaborate to deliver a project, evaluate effectiveness against objectives

Unit Allocation Per Course at LPGS6

Units in **bold** are the Extended Certificate course (Equivalent to 1 A level) and students on either CTEC Business course **must** complete them. Units not in bold are the additional units a student must complete to gain the CTEC Business level 3 Diploma (worth 2 A levels)

Guided Learning Hours (GLH) and Qualification Sizes

Qualification	GLH
Extended Certificate	360 GLH
Diploma	720 GLH

The larger the qualification, the greater the number of mandatory and optional units completed.

How Units Combine to Form the Final Qualification

The final grade is achieved through a combination of:

- **Externally assessed units** (examinations).
- **Internally assessed units** (coursework/assignments).

Students accumulate credits from completing both mandatory and optional units. The total credit value determines the overall qualification size and final grade.

Year by Year Unit Timetable (2026-2028)

Year 1				
Dates	No. of wks	Term	Extended Certificate	Diploma
Sept 26 - Oct 26	6	Aut 1	Unit 2 Working in Business	Unit 3 - Business decisions
Oct 26 - Dec 26	7	Aut 2	Unit 2	Unit 3
			Christmas	Christmas
Jan 27 - Feb 27	6	Spr 1	Unit 5 - Marketing & Market Research	Unit 6 - Marketing Strategy
Jan-27			Unit 2 Exam (1)	Unit 3 Exam (1)
Feb 27 -Mar 27	5	Spr 2	Unit 5	Unit 6
			Easter	Easter
Apr 27 - May 27	7	Sum 1	Unit 4 - Customers & Comms	Unit 22 - Delivering a business project
May-27			Unit 2 Exam (2)	Unit 3 Exam (2)
Jun 27 - July 27	7	Sum 2	Unit 4	Unit 22
			End of Year	End of Year

Year 2				
Dates	No. of wks	Term	Extended Certificate	Diploma
Sept 27 - Oct 27		Aut 1	Unit 1 - The business environment	Unit 15 - Change management
Oct 27 - Dec 27		Aut 2	Unit 1	Unit 15
			Christmas	Christmas

Jan 28 - Feb 28		Spr 1	Unit 16 - Principles of Project Management	Unit 7 - Marketing campaign
			Unit 1 Exam (1)	Unit 15 Exam (1)
Feb 28 - Mar 28		Spr 2	Unit 16	Unit 7
			Easter	Easter
Apr 28 - May 28		Sum 1	Unit 1 Revision	Unit 15 Revision
			Unit 1 Exam (2)	Unit 15 Exam (2)
Jun 28 - July 28		Sum 2		
			End of Course	End of Course

NB: Unit dates and schedule are subject to change by Head of Department at any time

Assessment

- **Units 1, 2, 3, 15** are externally assessed through examinations.
- All other units are internally assessed through coursework
- All coursework is moderated by the awarding body
- Grades available to the student are: **Pass, Merit, Distinction, Distinction***. Students cannot achieve a Distinction * for any specific unit but only for their overall grade. For the Diploma course students will receive two grades e.g. Merit Merit as the course is equivalent to two A levels

Calculating the qualification grade

To be awarded this qualification a learner must complete all of the units required for the qualification (5 units for Extended Certificate and 10 Units for a Diploma) with **at least**:

- Pass grade for the externally assessed units

- Pass grade for all the internally assessed units.

If they don't do so, they will fail the qualification. Learners will be awarded a Pass, Merit, Distinction or Distinction* qualification grade determined by the aggregation of points gained through the successful achievement of individual units.

The number of points available for each unit depends on the unit grade achieved.

Points available for unit grade achieved

The table below shows the number of points issued for **each** grade.

Unit GLH	Points table for units based on GLH				
	Near-Pass (R)*	Pass	Merit	Distinction	unclassified
60	12	14	16	18	0
90	18	21	24	27	0
120	24	28	32	36	0

* Near-Pass (R) grade is issued, at unit level, for learners who narrowly miss a Pass on externally assessed units.

To calculate the learner's qualification grade You'll need to add up all the points for the units the learner has achieved, making sure they've covered the appropriate mandatory and optional units for the chosen qualification.

Having calculated the total number of points based on the unit grades, you'll check this figure in the qualification grade table, for the relevant qualification, to identify the overall qualification grade. If a learner doesn't achieve the lowest points score required for the qualification, they will not achieve the qualification.

Students **MUST** pass all of the units of the course they are sitting or they will fail the whole course. The teacher will grade each piece of work and the student will achieve either a Pass, Merit or Distinction for the overall unit which then links to points which are shown in the table above. The number of points is also linked to GLH of the unit.

Qualification grade table OCR Level 3 Cambridge Technical **Extended Certificate** (360 GLH)

The table below shows the points ranges and the grades that those ranges achieve.

Points range	Grade	
104 and above	Distinction*	D*
100 – 103	Distinction	D
92 – 99	Merit	M
72 – 91	Pass	P
Below 72	Unclassified	U

Qualification grade table OCR Level 3 Cambridge Technical **Diploma** (720 GLH)

Points range	Grade	
156 and above	Distinction* Distinction*	D*D*
153 – 155	Distinction* Distinction	D*D
150 – 152	Distinction Distinction	DD
144 – 149	Distinction Merit	DM
138 – 143	Merit Merit	MM
132 – 137	Merit Pass	MP
108 – 131	Pass Pass	PP
Below 108	Unclassified	U

Assignment Briefs & Submission Process

- **Assignment briefs** – These documents (issued electronically) will be issued at the start of each piece of coursework and clearly states what the assignment is related to and what tasks students must complete in a set period of time.
- **Submission process** -Students are expected to submit their work on or before the deadline in the manner stated in the assignment brief (e.g. presentation, report). Students who submit their work late will have this recorded and all interested parties informed. This will link with the sanction system in the school and work handed in late will immediately receive a C3.

- **Resubmission rules** – When work has been handed in that has not met the criteria stated in the assignment the teacher will give basic feedback via teams in line with OCR guidelines. The student will be expected to react to the feedback and to resubmit the work by the agreed deadline with the teacher. Students who miss this deadline will receive a C3 and the work will be reassessed, any work that does not achieve the agreed standard will be failed and a new task issued. All interested parties will be informed if a student fails a task.

Teaching & Learning Expectations

- **Typical lesson structure** – Lesson will be based on preparing students for exams or reviewing business theory for upcoming assignments. Students will be given assignment briefs which clearly state what must be included in a piece of coursework. Students will study real life businesses e.g. Gymshark, but will usually be given fictional companies to apply the theory taught to when completing coursework or answering exam questions.
- **Independent study expectations** e.g. Guided Learning and number of hours of own time – Students will be expected to mirror the amount of hours spent in the classroom with their independent study work outside lessons. For example for every hour spent in a lesson a student will be expected to study or be working on coursework for an hour.
- **Work experience and/or industry experience** – During the course the team will endeavour to give students access to industry related lessons, experiences, guest speakers and visits to local and City based companies (this is subject to time constraints). All units will be linked to specific businesses which are either real or fictional.

Student Responsibilities:

- **Attendance and punctuality** – Students are expected to attend **every** lesson and to make up time missed by completing the work independently using the resources allocated e.g. Firefly/Teams/Share Point
- **Meeting deadlines** – Deadlines are crucial to the completion of the course. All missed deadlines will be recorded and the Sixth Form EP system will be used if a student is

missing deadlines. Students who fail to meet deadlines or truant lessons put their overall grade in jeopardy as this is a time sensitive course. As the course is usually oversubscribed students must be aware there is a large cohort so teachers will prioritise students passing the course to ensure a 100% pass rate to allow all students to enter the world of work with a qualification.

- **Behaviour and professionalism** – Students are expected to act as if they are working in a business and should be dressed appropriately at all times. All deadlines must be hit to ensure they do not fall behind with their studies as this will also hamper teacher marking schedules and possibly overall grades. Students should attempt to pass all tasks first time to alleviate the use of resubmissions which will take place while also complete the next assignment in the programme.
- **Saving coursework** – Students are expected to keep a copy of their work in case of issues with the school IT system. Students should also e-mail their work to themselves when they complete it so they have a time and date record of the work to ensure the work is saved in three places (school, home and e-mail). It is the responsibility of the student to make sure copies of the work has been kept for the whole course and the teachers will not take responsibility for work misplaced or destroyed on the school system.

Feedback & Progress Tracking

- **How and when feedback is given** – Students receive feedback for coursework through Teams. Students must react to the feedback quickly to ensure it is handed in on time.
- **Marking – Tracking System** – Students will be able to access their grades for a unit or their overall grade on the group spreadsheet. The spreadsheet will show each student the amount of points they have accumulated over the tasks or in a unit and there will also be an overall grade spreadsheet which students will be able to access to see what their current grade is for every Unit completed. All students can see all of the groups marks, no student can access the inputting of data onto the spreadsheet, if they can this is an error and they should make the teacher aware immediately.

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- **Target grades** – Students will be issued a target grade by the school which is generated from previous exam success. This grade will be used to give feedback to students and parents of their current progress on the course and the likelihood of them achieving or surpassing their target grade.

Support Available: how to access help

- **Academic support (intervention, tutorials)** – Teachers will give clear guidance in lessons and all work covered will be available on Teams and One Drive. For additional support students must contact their teacher directly. Students can also e-mail their teacher (e-mail address shown above) to ask for guidance but this guidance can be accessed by the exam board so it must stay within the OCR guidelines the exam board state and cannot ever tell the student what they must do to achieve success in any specific task.
- **SEND support** – Teachers are made aware of all students SEND needs and will use appropriate techniques to support each student individually. If a student needs additional support they must approach their teacher or Form teacher who will communicate with the Business team
- **Careers advice** – Student will be given careers guidance via the topics covered in the course. Students can experience what is involved in the topics and this may generate an interest in that topic and students can approach the teachers to ask how they can gain access to these courses or roles when they leave school. Additionally students be exposed to trips, visits and attend guest speaker talks so may also discuss career opportunities at these events

Policies: student-friendly versions

Simplified summaries and links to:

- Assessment malpractice & plagiarism
[JCQ plagiarism in assessments,](#)
[AI use in assessments](#)
[LPGS Malpractice Policy](#)
- Appeals procedure and deadline dates
3.1 [LPGS Exams Policy](#)

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- Resubmission rules [LPGS6 Level 3 Vocational Examinations and Resits Entry Policy.docx](#)
 - Health & safety (esp. for practical courses)

Frequently Asked Questions:

1. What is the OCR CTEC Level 3 Business qualification?

The OCR Cambridge Technical Level 3 Business qualification is a vocational business course designed for students aged 16+. It develops practical business knowledge and skills, including marketing, finance, human resources, business planning and administration. It can be studied alongside A Levels or as part of a full vocational programme.

2. What is the difference between CTEC Business and A Level Business?

CTEC Business is more coursework and skills based, focusing on applying knowledge to realistic business scenarios. A Level Business is generally more exam focused and theoretical. Many universities and employers value both qualifications.

3. What qualification sizes are available?

OCR offers several qualification sizes, including:

- Certificate
- Extended Certificate
- Foundation Diploma
- Diploma
- Extended Diploma

The qualification size determines the number of units studied and the equivalent UCAS tariff points available.

NB: LPGS6 offers the Extended Certificate & Diploma courses only

4. How is the course assessed?

Assessment is a mixture of:

- External examinations

- Internal coursework (Non-Examined Assessment or NEA)

Students complete assignments, projects and exams based on real business situations.

5. Which units are externally examined?

Common examined units include:

- Unit 1: The Business Environment
- Unit 2: Working in Business
- Unit 3: Business Decisions
- Unit 15: Change Management

Additional qualifications may include externally assessed specialist units such as Human Resources or Economics for Business.

6. Can students retake exams?

Yes. Students can retake externally assessed units. OCR's regulations allow resits, and the best result usually contributes to the final qualification grade.

7. Can coursework be resubmitted?

Yes. Students may be able to improve internally assessed work through resubmission opportunities, subject to OCR regulations and centre procedures.

8. What topics are covered?

Topics may include:

- The business environment
- Marketing
- Finance and accounting
- Human resources
- Business communication
- Customer service
- Business planning
- Change management
- Economics for business

The exact content depends on the qualification size and unit choices.

9. Is the qualification accepted by universities?

Yes. OCR Cambridge Technical qualifications carry UCAS tariff points and are accepted by many universities, particularly for business-related, management and vocational degree programmes.

10. What careers can it lead to?

The qualification supports progression into:

- Business management
- Marketing
- Human resources
- Accounting and finance
- Retail management
- Entrepreneurship
- Apprenticeships
- Higher education courses in business and related subjects [\[ocr.org.uk\]](https://ocr.org.uk)

11. How much coursework is involved?

The amount varies depending on the qualification size. Most learners complete several internally assessed units alongside externally assessed examinations.

12. Are past papers available?

Yes. OCR provides past papers, mark schemes, exemplar materials and practice assessments through its website and teacher resources.

13. What grade can students achieve?

Grades typically range from:

- Pass
- Merit
- Distinction
- Distinction*

The final qualification grade is based on performance across all completed units.

14. Are reasonable adjustments available for students with SEND or medical needs?

Yes. OCR allows reasonable adjustments and access arrangements where appropriate, subject to the normal approval process.

15. What skills do students develop?

Students develop:

- Problem solving
- Research skills
- Communication
- Teamwork
- Data analysis
- Presentation skills
- Decision making
- Time management

These skills are highly valued by employers and higher education institutions.

16. Is AI allowed in coursework?

Students may use AI tools only in line with OCR guidance and centre policies. Any work submitted must remain the student's own and sources should be acknowledged where required.

17. Where can students find support?

Students can access:

- OCR specifications
- Past papers and mark schemes
- Teacher guidance materials
- Revision resources
- OCR support pages and FAQs

18. What is the best way to succeed in CTEC Business?

- Keep coursework up to date.
- Meet assignment deadlines.



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- Revise regularly for exams.
 - Use business examples in answers.
 - Practise extended-response questions.
 - Make use of OCR past papers and examiner feedback

Student Agreement

A section for students to sign confirming they understand expectations, deadlines and the academic integrity required to ensure compliance.

Print Full Name: _____

Signature: _____