Supporting students of Vocational Business at Toot Hill College

Our ambition is to ensure that students develop a keen interest in all aspects of Business, specifically how they react and adapt in an ever-changing world. The focus for this course is how people work practically in business settings. Below is some information of how the course is divided and useful websites, resources to help with revision.

**Department staff:**

Head of Vocational Business - Mrs Roberts croberts@toothillschool.co.uk

Class teachers – Miss Burman aburman@toothillschool.co.uk , Miss Widdowson iwiddowson@toothillschool.co.uk

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| Subject  | Exam board | Course title and code | Structure  | Key dates | Final exams |
| Business | OCR | Technical in Business(Extended Certificate) 05835 | **Year 12** **Single Award**Unit 1 - ExamThe Business EnvironmentUnit 4 - CourseworkCustomers and CommunicationUnit 16 - CourseworkWorking in Business **Double Award**Unit 3 - ExamBusiness DecisionsUnit 13 - CourseworkManagement Accounting **Year 13**Unit 2 - ExamWorking in BusinessUnit 11 - CourseworkAccounting Concepts**Double Award**Unit 15 – Exam Change ManagementUnit 12 - CourseworkFinancial Accounting Unit 22 – CourseworkProject Management | **Internal assessments:**November mockNovember mock | Exam - May Year 12Resit - May Year 13Exam - May Year 12Resit - May Year 13Exam - Jan Year 13Resit - May Year 13Exam - Jan Year 13Resit - May Year 13 |

**Frequently asked questions**

1. Where can I find past papers and mark schemes?
* You can find all past paper questions, mark schemes and examiners reports here: [Cambridge Technicals - Business - OCR](https://ocr.org.uk/qualifications/cambridge-technicals/business/#level-3)
1. Does my student know where to access guidance when answering exam questions?
* The OCR website also has examiner reports that students will find useful in understanding common misconceptions;

[Cambridge Technicals - Business - OCR](https://ocr.org.uk/qualifications/cambridge-technicals/business/assessment/#level-3)

* In class, we complete regular assessments and exam questions. Students have guidance on how to answer these exam questions in their books which they can use as part of their revision in the atrium.
1. What happens if my student has gaps in their knowledge due to absence?
* Exam Questions are given at the end of every topic to assess gaps and set specific targets for revision.
* A student can look over their purposeful learning steps to support their learning.
* Students are given a knowledge organiser for each topic.
* All Power points are on Teams for both coursework and exams.
* Spare sheets for coursework are kept in the trays in the computer room 1.17
* If students are unsure, they can also ask their classroom teacher.
1. What resources are recommended to support my student?
* We give a photocopy of the chapter of the set text at the start of each unit as well as the specification to use as a check list
* Exam practice questions should be completed at home regularly to develop key exam skills.
* Exam papers for each unit can be used to practice exam questions. These can be marked by teachers on request.
* A selection of exam questions are given in class throughout the unit.
1. What else can I do to support my student at home?
* Parents/carers could direct students to use their revision lists, or download exam practice questions from the OCR website.
* Parents/carers could also test their knowledge of key concepts by using flash cards.
* Parents/carers could encourage students to complete a number of hours of watching Tutor2u topic PowerPoints.
* This is the link to find these videos; [Business Studies Revision Presentations | Business | tutor2u](https://www.tutor2u.net/business/blog/business-studies-revision-presentations)
1. How can I help with revision?
* Encourage your student to access the revision homework tasks mentioned above. If you are able to take part in quizzing your student (if they have made flashcards or are using online quizzes), this will give them some variation to their revision and works well as a revision technique.
* Encouraging your student to focus on the areas of the courses that they feel less confident with will also be beneficial.
1. What can I do if I need more support or my student is needing more support?
* Please contact classroom teacher or head of department to arrange a meeting and devise a structured revision plan.