

FINAL

Our Business Suite GCSEs include the following qualifications:

Applied Business

Business Studies

Business and Communication Systems

Leisure and Tourism



GCSE Business Suite

The great thing about our GCSE Business Suite specifications is that they give learners a more in-depth look into how business works, four GCSEs cover everything from small, home-run businesses to international corporations, and cover a wide range of sectors and industries.

The new OCR GCSE BUSI NESS SUI TE

www.ocr.org.uk/newgcse

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Our Business Suite is made up of four interesting and engaging GCSEs:

Applied Business Business Studies Business and Communication Systems Leisure and Tourism

Each of the GCSEs establishes a good base for progression to higher qualifications and employment.

Applied Business GCSE

Our Applied Business GCSE has links with the industry which provides a clear insight into how businesses work relating the course back to the real world. This is highly motivational for your learners.

Some further benefits of our GCSE Applied Business are:

- A reduction in the assessment burden with the introduction of controlled assessment. The controlled assessment tasks aim to enthuse and stimulate interest among learners.
- You can choose the course that best suits your learners, as there is a real distinction between the academic and applied GCSE in terms of delivery and assessment.
- A support package based on teachers requirements. Designed to save you time and increase your confidence in teaching and marking the new Applied Business specification. Find out more on page 18.

Making GCSE changes easier

We want to make it as easy as possible for you to manage the changes to our GCSE Applied Business specification. To minimise disruption, we will:

- Guide you through the simple process of moving to OCR for teaching Applied Business.
- Provide a range of Applied Business support materials, including schemes of work and sample assessment materials.
- Make our Applied Business publisher resources tailored to the new specifications available way ahead of when you first start teaching the new specifications.
- Keep you fully up to date, with our *Focus on 14–19* magazine, and online at www.GCSEchanges.com.

We've involved teachers throughout the development process, so the new specifications, support materials and schemes of work should provide everything you need to teach our GCSE Applied Business.







We've summarised the course details for GCSE Applied Business.

Unit title and description	Assessment and duration	Weighting
 Unit A241: Business in Action Understand how and why businesses operate Factors influencing the way businesses operate and the impact they can have 	Written examination 1 hour 30 minutes	40%
 Unit A242: Making your Mark in Business Five scenarios of struggling businesses Learners choose one scenario and put together a proposal on how to make a business successful, and produce marketing material 	Controlled assessment Up to 30 hours research and up to 15 hours writing-up	60%

Unit title and description	Assessment and duration	Weighting
 Unit A241: Business in Action Understand how and why businesses operate Factors influencing the way businesses operate and the impact they can have 	Written examination 1 hour 30 minutes	20%
 Unit A242: Making your Mark in Business Five scenarios of struggling business Learners choose one scenario and put together a proposal on how to make a business successful, and produce marketing material 	Controlled assessment Up to 30 hours research and up to 15 hours writing-up	30%
 Unit A243: Working in Business Understanding the functional areas within businesses and associated activities Practical scenarios 	Written examination 1 hour 30 minutes	20%
 Unit A244: Business and You How the HR functional area works within businesses Insight into the recruitment and selection process from applying for a job, the interview process, induction/training programmes and promotion 	Controlled assessment Up to 30 hours research and up to 15 hours writing-up	30%



While we've made some important changes and improved our GCSEs, we haven't changed everything. Here you can see which aspects of GCSE Applied Business are changing, and which will stay the same.

	What changes?	What stays the same?
Structure and content	 There will be a two-unit single award and a four-unit double award. There will be two controlled assessment units. The terminal assessment rule will apply – 40% must be done at the end of the course. There will no longer be a unit about finance – but learners' understanding of finance will be assessed in unit A243. The existing unit 2 (people and business) will now be a part of units A241 and A243. 	• Question papers will retain a familiar feel.
Assessment	 Units A241 and A243 will be examined. Units A242 and A244 will be controlled assessment units that you post to us or upload to OCR Repository for external moderation. 	• The way we test exams, and the language we use, will be the same.







Our Business Studies GCSE employs an analytical, evaluative and investigative approach.

Further benefits for you and your learners:

- Easy transition from the existing Business Studies specification, making it easier for you to prepare for, and teach, the new specification.
- Less pressure during the final exam period by being able to complete some assessments before the end of the two-year course.
- Better preparation for further education and business related careers through an understanding of the dynamic environment in which business operates and the factors that influence business activity and behaviour.
- Increased motivation through the analytical, evaluative and investigative approach.
- A comprehensive support package based on teachers requirements designed to save you time and increase your confidence in teaching and marking the specification. Find out more on page 18.

Making GCSE changes easier

We want to make it as easy as possible for you to manage the changes to our GCSE Business Studies specification. To minimise disruption, we will:

- Guide you through the simple process of moving to OCR for teaching Business Studies.
- Provide a range of Business Studies support materials, including schemes of work and sample assessment materials.
- Make our Business Studies publisher resources tailored to the new specifications
 available way ahead of when you first start teaching the new specifications.
- Keep you fully up to date, with our *Focus on 14–19* magazine, and online at www.GCSEchanges.com.

We've involved teachers throughout the development process, so the new specifications, support materials and schemes of work should provide everything you need to teach our GCSE Business Studies.







We've summarised the course details for GCSE Business Studies.

Unit title and description	Assessment and duration Weighting	
Unit A291: Marketing and Enterprise• Marketing• Market research and data collection• The marketing mix• Marketing in the wider business environment• Enterprise• Enterprise and the entrepreneur• The business plan	Controlled assessment Up to 10 hours on research/data collection. Up to 6 hours writing a report. Learners select one of two controlled assessment tasks	25%
 Unit A292: Business and People The structure of business activity The need for business activity Business ownership, trading organisations, growth and location The workforce in business Employment and retention Organisation and communication 	Written examination 1 hour This question paper consists of compulsory short-answer data-response questions	25%
 Unit A293: Production, Finance and the External Business Environment Using and managing resources to produce goods and services Types of production methods Management and control of production Production costs Financial information and decision making Sources of finance Financial forecasting and analysis External influences on business activity The competitive environment Environmental influences and business ethics Government and the UK economy Globalisation and UK business 	Written examination 1 hour 30 minutes This question paper consists of compulsory questions based on the pre-released case-study stimulus material	50%



What changes, and what stays the same?

While we've made some important changes and improved our GCSEs, we haven't changed everything. Here you can see which aspects of GCSE Business Studies are changing, and which will stay the same.

	What changes?	What stays the same?
General	 Previous Business Studies A and B (1951 and 1952) have been combined for the new specification. A new unitised structure comprises two externally assessed units (A292 and A293), and one internally assessed and externally moderated unit (A291). Learners must now take at least 40% of the assessment at the end of the course. 	• Question papers will retain a familiar feel.
Business Studies A – 1951	 There will be no core/option papers. Overall there is minimal change to the con tent currently found within the common core. Learners can re-sit each unit once before entering for certification for a GCSE. 	 Content retained includes: Elements of business activity The organisation The changing business environment Ownership and internal organisation Marketing Production aspects of financial information and decision making Human needs and rewards Management and recruitment Training and staff development.
Business Studies B – 1952	No synoptic paper.	 Content retained includes: Elements of nature of business Structure and organisation Aspects of accounting and finance Marketing Production People in organisations Context of business Business and the economy External factors. Pre-release case study material for unit A29 Learners can re-sit each unit once before entering for certification for a GCSE.





This engaging course focuses on current and emerging communication systems which will increase your learner's motivation.

Further benefits for you and your learners:

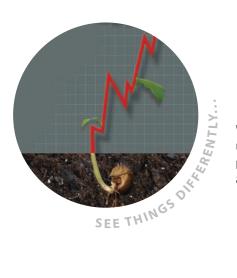
- Good preparation for further study and employment through exploring and suggesting improvements to communication systems within a business environment
- Working knowledge and confidence in using office software and getting the best from it – by ensuring they have the practical skills needed to maintain and use standard office software, including the main hardware and software components, and how these are operated within a business.
- Skills learnt can be taken forward to further study or into the workplace through the study of a range of business communication systems and the contexts in which they are used.
- Increased motivation by using a range of models of assessment: practical, controlled assessment and written examination.
- A comprehensive support package based on teachers requirements – designed to save you time and increase your confidence in teaching and marking the new Business and Communication Systems specification. Find out more on page 18.

Making GCSE changes easier

We want to make it as easy as possible for you to manage the changes to our GCSE Business and Communication Systems specification. To minimise disruption, we will:

- Guide you through the simple process of moving to OCR for teaching Business and Communication Systems.
- Provide a range of Business and Communication Systems support
 materials, including schemes of work and sample assessment materials.
- Make our Business and Communication Systems publisher resources – tailored to the new specifications – available way ahead of when you first start teaching the new specifications.
- Keep you fully up to date, with our Focus on 14–19 magazine, and online at www.GCSEchanges.com.

We've involved teachers throughout the development process, so the new specifications, support materials and schemes of work should provide everything you need to teach our GCSE Business and Communication Systems.







We've summarised the course details for GCSE Business and Communication Systems.

Unit title and description	Assessment and duration	Weighting
 Unit A265: Businesses and their Communication Systems An introduction to communication systems and the business contexts they operate in 	Written examination 1 hour 30 minutes	50%
 Unit A266: Developing Business Communication Systems Explore and suggest improvements to business communication systems, considering the impact on the business and its stakeholders 	Controlled assessment Up to 10 hours on research. Up to 5 hours on writing up.	25%
Unit A267: ICT Skills for Business and Communication Systems • Develop knowledge, understanding and practical skills needed to maintain and use business communication systems, based on standard office software	Practical examination 1 hour	25%



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While we've made some important changes and improved our GCSEs, we haven't changed everything. Here you can see which aspects of GCSE Business and Communication Systems are changing, and which will stay the same.

	What changes?	What stays the same?
Structure	 There are now three units of assessment. The units are weighted as follows: one at 50% and two at 25%. This is now a unitised qualification. 	 This is still a full GCSE course. There is still an assessment in which learners demonstrate practical ICT skills.
Content	 Focus will be on current and emerging technologies. Content will also include: Business activity Competition Customers Stakeholders. 	 Overarching themes for content: Applications of ICT Business practice People in the workplace Communication.
Assessment	 Coursework will be replaced by controlled assessment. Learners' ICT skills will be assessed in a practical exam rather than by coursework. The written examination will be 1 hour 30 minutes. Some assessment will be available in the January examination series. 	 Learners only sit one written examination. The context for the written examination is business organisations.





Assessment Objectives for GCSE Business Suite

The assessment objectives are designed to reflect the nonstatutory guidelines for the Business Suite.

Learners are expected to demonstrate the following in the context of the specification content:

- AO1 Recall, select and communicate their knowledge and understanding of concepts, issues and terminology.
- AO2 Apply skills, knowledge and understanding in a variety of contexts and in planning and carrying out investigations and tasks.
- AO3 Analyse and evaluate evidence, make reasoned judgements and present appropriate conclusions.



Our GCSE Leisure and Tourism provides your learners with a real insight into both industries - through participation in a series of vocationally related activities meaning your learners will be motivated as the course is applied in the real world.

Further benefits for you and your learners:

- Easy transition from the existing Leisure and Tourism specification, this will appeal if you have already taught our Leisure and Tourism specification.
- Fun, engaging and up to date topics which motivates learners and makes it more enjoyable to teach.
- Two exit points allowing learners to make valid personal choices upon completion of the course and to progress to further education, training or employment.
- A comprehensive support package based on teachers requirements – designed to save you time and increase your confidence in teaching and marking the new Leisure and Tourism specification. Find out more on page 18.

Making GCSE changes easier

We want to make it as easy as possible for you to manage the changes to our GCSE Leisure and Tourism specification. To minimise disruption, we will:

- Guide you through the simple process of moving to OCR for teaching Leisure and Tourism.
- Provide a range of Leisure and Tourism support materials, including schemes of work and sample assessment materials.
- Make our Leisure and Tourism publisher resources tailored to the new specifications available way ahead of when you first start teaching the new specifications.
- Keep you fully up to date, with our Focus on 14–19 magazine, and online at www.GCSEchanges.com.

We've involved teachers throughout the development process, so the new specifications, support materials and schemes of work should provide everything you need to teach our GCSE Leisure and Tourism.







We've summarised the course details for GCSE Leisure and Tourism.

Unit title and description	Assessment and duration	Weighting
 Unit B181: Understanding the Leisure and Tourism Industries A broad introduction to the leisure and tourism industries Develop knowledge and understanding of a range of key themes related to the two industries 	Written examination 1 hour 30 minutes	40%
Unit B182: Moving Forward in Leisure and Tourism Carry out a real-life investigation into a leisure and tourism 	Controlled assessment	60%
facility, looking at current customer provision and recommending development options for the facility • Developing a range of skills within a chosen context	Up to 6 hours action planning, 22 hours research, and up to 17 hours writing-up	

Unit title and description	Assessment and duration	Weighting
 Unit B181: Understanding the Leisure and Tourism Industries A broad introduction to the leisure and tourism industries Develop knowledge and understanding of a range of key themes related to the two industries 	Written examination 1 hour 30 minutes	20%
Unit B182: Moving Forward in Leisure and Tourism • Carrying out a real-life investigation into a leisure and tourism facility,	Controlled assessment	30%
looking at current customer provision and recommending development	Up to 6 hours action planning,	
options for the facility	22 hours research, and up to	
Developing a range of skills within a chosen context	17 hours writing-up	
 Unit B183: Working in the Leisure and Tourism Industries An insight into working in the leisure and tourism industries Focusing on a number of specified job roles, learners develop a knowledge and understanding of each role, by completing 	Written examination 1 hour 30 minutes	20%
a series of scenario-based tasks		
Unit B184: Meeting Customer Needs in the Leisure and Tourism Industries Broadening learners' understanding of the leisure and tourism industries, 	Controlled assessment	30%
by considering travel destinations on a national and global scale	Up to 6 hours action planning,	
• A practical unit in which learners investigate and research several travel	22 hours research, and up to	
destinations before recommending a package of products, services and experiences that meet the needs of a particular customer brief	17 hours writing-up	





While we've made some important changes and improved our GCSEs, we haven't changed everything. Here you can see which aspects of GCSE Leisure and Tourism are changing, and which will stay the same.

	What changes?	What stays the same?
Structure and Content	 There will be a two-unit single award and a four-unit double award. Two exams and two units of controlled as sessment. Updated content, modernising the specification. 	 Clear specification layout. Unit B181 is an introductory unit, the same as the current unit 4875. Some general content themes from the current three units are now mapped across four new units.
Assessment	 Coursework will be replaced by controlled assessment. Terminal rule – some assessment has to be completed at the end of the course. Length of examinations has been extended. Quality of written communication in all units. Assessment objective weightings. Structure and format of coursework evidence. 	 The language of testing and use of command words. Research time for controlled conditions. Controlled conditions evidence assessed internally and moderated externally.

Assessment Objectives

The assessment objectives are designed to reflect the non-statutory guidelines for Leisure and Tourism.

Learners are expected to demonstrate the following in the context of the specification content:

- AO1 Recall, select and communicate their knowledge and understanding of a range of contexts.
- AO2 Apply skills, knowledge and understanding in a variety of contexts and in planning and carrying out investigations.
- **AO3** Analyse and evaluate evidence, make reasoned judgements and present appropriate conclusions.







What are the benefits of controlled assessment?

The benefits of controlled assessment include:

- More straightforward marking for most subjects, learners are provided with worksheets to submit their work on
- Improved reliability and validity
- Varying levels of control you will know at the start of the course what is required to help you manage the assessments and your time more easily
- Greater confidence in authenticating learners' work as their own
- Greater ease in fitting assessments into your normal teaching programmes.

How will controlled assessment be introduced?

Controlled Assessment is embedded in the specification and will be introduced when the specification becomes available for teaching in September 2009.

How will it affect my workload?

With the introduction of a new qualification and a new model of assessment (controlled assessment) it is possible that some additional work will be required in the first year of teaching controlled assessment until you get used to the new way of working.

Will it affect timetabling and curriculum planning?

This will vary from centre to centre. For example, if you are retaining a linear model then all you need to do is to ensure that the learners have completed all units (full course) by the end of the course. Following a unitised approach may allow a more flexible approach to assessment.

Who will set the task of the controlled assessment for GCSE Business Suite and will I still need to mark it?

Applied Business GCSE

Controlled assessment means: Task setting – learners choose from a range

What is controlled assessment?

Controlled assessment is coursework in a supervised environment/ classroom and will be replacing coursework from September 2009 for GCSEs. This has been introduced by QCA, to address some of the issues raised in coursework reviews, such as plagiarism.

of controlled assessment tasks, which you can adapt to suit your centre's available resources, and your learners' learning requirements.

Task taking – learners carry out investigative work before responding to a series of tasks set by us.

Task marking – your centre assessor marks the tasks, using our marking grids and guidance, and then we moderate them.

Business Studies GCSE

Controlled assessment means: **Task setting** – we will set two controlled assessment tasks. Learners select and submit one task, which should comprise of three investigations.

Task taking – this is divided into two categories:

- 1. Research/data collection under limited supervision
- 2. Writing a report under formal supervised conditions.

Task marking – your centre assessor marks the tasks, using our marking grids and guidance, and then we moderate them.

Business and Communication Systems GCSE

Controlled assessment means: **Task setting** – we'll set the controlled assessment tasks for you.

Task taking – learners can research independently or in a group, but they must complete the task independently in a controlled environment.

Task marking – your centre assessor marks the tasks, using our marking grids and guidance, and then we moderate them.

Leisure and Tourism GCSE

Controlled assessment means: **Task setting** – centres choose one from a series of leisure and tourism contexts, in which to address a number of pre-set tasks. **Task taking** – learners will carry out some investigative/preparatory work before responding to the pre-set tasks. Task marking – your centre assessor marks the tasks, using our marking grids and guidance, and then we moderate them.

How long do I need to keep the controlled assessment for?

This will be governed by the Awarding Bodies Joint Council for Qualifications' (JCQ) regulations when they are published, please visit www.jcq.org.uk for more information. It is expected that learners' work will need to be kept until all possible post results services have been exhausted.

When can controlled assessment start – in Year 9, 10 or 11?

Controlled assessment can start in Year 9, 10 or 11. However it is important that you ensure the correct controlled assessment task is given. We recommend you check the full specification details for the Business Suite qualification you will be teaching before planning assessment schedules.

When can learners start researching for the controlled assessment and do they need to keep their notes?

Tasks will be made available on Interchange, OCR's free secure website, from June of the previous year of assessment to May of the year of assessment. The time when you pass the tasks on to your learners is for you to manage in whatever way suits you and your learners.

Learners should keep their notes to help them as preparation for controlled assessment. The notes will not be required for moderation.

Can we submit learners for exams in any exam session now?

Yes, but you need to be aware of the 40% terminal assessment rule, which is detailed in the specification.

If learners are entered for re-sits, which marks are considered? Latest or highest? Learners can re-sit each unit once and can count the highest mark.

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SHE THINGS DIFFERENT

Assessment for the new GCSE Applied Business, Business Studies, Business and Communication Systems and Leisure and Tourism has been organised into units, which can be taken at the end of the course in typical linear fashion, or used to complement a more unitised approach to teaching and learning.

This means you can have the flexibility to choose the assessment approach best suited to your centre, and your students. A unitised structure also gives you the flexibility to teach short and full courses at the same time.

Flexible assessment means:

- You have a choice of learning approach linear or unitised.
- You can now schedule assessments for times during the course when learners' understanding is at its best giving them a better chance of success.
- Learners can re-sit a unit, rather than repeat the entire assessment.
- Learners can receive ongoing feedback, which many find motivating, as it helps them identify their own learning needs and achieve more.
- Learners find it easier to stay on track with their studies and manage their time more effectively with a unitised approach.
- There's less pressure on your learners the 'all or nothing' approach to assessment has been removed.
- Examination stress is reduced assessments are spread out, instead of grouped together in a short, intense examination period at the end of the course.
- With a similar format to A Levels and Diplomas, GCSEs will help prepare learners for the next phase of their education.

To ensure that the assessment supports the coherence of the GCSEs and there is no over-assessment, QCA has put two rules in place:

- A minimum of 40% of the assessment must take place at the end of the course.
- Only one re-sit of each assessment unit is allowed.
 The better result then counts towards the qualification.





We offer a range of Business Suite support materials, developed through extensive research and consultation with teachers. They're designed to save you time while you're preparing for the new specifications, and to support you while teaching them.

Our Business Suite support materials and events include:

- FREE INSET training courses
- Schemes of work that you can customise
- Endorsed publisher partner resources
- Access to teacher and examiner networks both online and in print
- An extensive past-papers service
- Lesson plans
- Posters and card visuals
- Teacher planner.

Our online resources include:

- e-communities online networks of subject specialists, for sharing knowledge, views and ideas
- 'Interchange' a completely secure, free website that helps you and your exams officer with administrative tasks at examination time
- Past examination papers
- Mark schemes
- Subject e-alerts for you to register for updates.

For more information on our support, visit www.ocr.org.uk



INSET Training

Our FREE Business Suite Get Ready and Get Started events give you a taste of the new specifications direct from the experts. For details of the courses and dates near you and to book your FREE place, visit www.ocr.org.uk/training

Get Ready – introducing the new specification

This course will help you, find out more about the new Business Suite specifications, whether you are a new or experienced teacher. It's open to you, even if you don't teach the current specifications.

It's a **FREE** half-day session, with refreshments and a light buffet. You'll receive a selection of course materials and an overview of our new specifications. There are separate courses for GCSE Applied Business, Business Studies, Business and Communication Systems and Leisure and Tourism.

The session includes:

- A look at the new structure, content and assessment methods
- A comparison between the old and new specification content
- An introduction to the support and resources available from us

• A summary of the benefits of choosing our new GCSE Business Suite specification.

Get Started – towards successful delivery of the new specification

This course will help you, whether you are a new or experienced teacher or a centre assessor who will be teaching our Business Suite specifications.

It's a full-day course which will provide essential information, guidance and practical support for newly qualified teachers or teachers new to the OCR GCSE Business Suite specifications. There are separate courses for GCSE Applied Business, Business Studies, Business and Communication Systems and Leisure and Tourism.

It will:

INSET

Training

- Explain the requirements of the specification
- Review the assessment criteria and their application
- Explain the requirements of the assessment process
- Review the Chief Examiner's report from the 2008 session
- Consider the collation of appropriate evidence for portfolio building
- Discuss the presentation of learner portfolios
- Review exemplar candidate work
- Offer advice on preparing learners for external assessments
- Explain the administrative procedures.





We endorse a range of publisher materials to provide quality support for centres delivering our qualifications. You can be confident that materials branded with our 'Official Publishing Partner' or 'Approved publication' logos have undergone a thorough quality assurance process to achieve endorsement.

These endorsements do not mean that the materials are the only suitable resources available or necessary to achieve one of our qualifications. Any resource lists which are produced by us will include a range of appropriate texts. For our Business Suite GCSEs we're working with publisher partner Hodder Education to provide the following further resources to support your teaching of the new specifications.



Applied Business

Resource	Format	Samples available from	ISBN No.
OCR Applied Business Studies for GCSE Student's Book	Print	June 2009	978 0340 98413 0
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Resource	Format	Samples available from	ISBN No.
OCR Business Studies for GCSE Student's Book, Second Edition – Peter Kennerdell, Alan Williams amd Mike Schofield	Print	February 2009	978 0340 98349 2
OCR Business Studies for GCSE Dynamic Learning Network Edition CD-ROM – Peter Kennerdell,	CD-ROM	May 2009	978 0340 98348 5

Alan Willibms and Mike Schofield

Business and Communication Systems

Resource	Format	Samples available from	ISBN No.
OCR Business and Communication Systems for GCSE Student's Book – Colin Harber-Stuart	Print	June 2009	978 0340 98443 7

Leisure and Tourism

Resource	Format	Samples available from	ISBN No.
OCR Leisure and Tourism for GCSE Teacher's Resource	Print	June 2009	978 0340 98499 4

For the latest information on published resources, please visit www.ocr.org.uk/newgcse select your subject and choose published resources from the right-hand menu.



Who is OCR? We're one of the UK's leading Awarding Bodies, developing up-to-date GCSE qualifications for the 21st century.

Why teach OCR specifications?

At OCR, we believe in developing specifications that help you bring the subject to life, so learners are more likely to get involved and achieve more. And because we listen to schools and colleges that teach our specifications, we can improve and update qualifications continually, ensuring you and your learners get as much as possible from the qualification.

You'll receive full support when teaching our qualifications. We're offering more free training than ever before at venues near you – plus adaptable schemes of work you can download, and lesson plans drawn up by teachers who teach the specification.

You'll also have access to cluster support networks and e-communities, where there are plenty of opportunities to give feedback and share your thoughts with other teachers. Please see page 17 for more information.







www.ocr.org.uk OCR customer contact centre

Vocational qualifications

Telephone: 024 76 851509 Facsimile: 024 76 421944 Email: vocational.qualifications@ocr.org.uk

General Qualifications

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