

Little Heath School Sixth Form

Year 12 Induction Evening for Parents 2016

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| Cambridge Technicals Level 3  Extended Certificate in Business (Single Option) |

Welcome to the department

The Cambridge Technicals Level 3 Extended Certificate in Business has been designed to form a qualification that provides knowledge and understanding of this vocational area. This is an ideal qualification for those students who want a broad background in Business that will allow them to progress to higher education or employment.

Little Heath School has a history of success in this area with a high percentage of students going on to university or gaining further professional qualifications while working in areas such as accountancy, financial services, marketing, retail and law.

Extended Certificate students will attend 8 lessons over a fortnight and are expected to use their supervised study periods wisely to ensure that they are able to meet their coursework deadlines. In Year 12, students will be expected to complete three units; two pieces of coursework and one externally examined unit. The examination will be sat in January, while the coursework units will be submitted in May. Further details on individual units can be found on Little Heath School’s website.

Please find contact information for your son/daughter’s teachers and the Head of Department below:

Miss A Gaynor [agaynor@littleheath.org.uk](mailto:agaynor@littleheath.org.uk)

Miss S Horan [shoran@littleheath.org.uk](mailto:shoran@littleheath.org.uk)

Mr T Jessop [tjessop@littleheath.org.uk](mailto:tjessop@littleheath.org.uk)

Miss K Norrington (Head of Business Studies) [knorrington@littleheath.org.uk](mailto:knorrington@littleheath.org.uk)

Key to success at A Level

# Students MUST ensure that they communicate with the Business Studies teacher over points that may not be clear.

1. Always hand work in by the deadlines set. Putting off work will only lead to more problems in the future with the work mountain getting higher.
2. Seek out a Business Studies teacher for help BEFORE the deadline if problems are encountered.

What parents can do to help

* Please encourage your son/daughter to continue working on their coursework at home – there is always something they could be doing!
* Please contact your son/daughter’s teacher if you have any concerns about the amount of work being completed or any other issues relating to the course.
* Encourage your son/daughter to watch the news and read newspapers. A better understanding of what is happening in the economic and business environment will give students a big advantage when completing their coursework.

Important deadlines

Deadlines for coursework and estimated examination dates can be found below:

Unit 1: The Business Environment – an externally examined unit which will be sat in January 2017

Unit 4: Customers and Communication – a coursework assignment which will be due in May 2017

Unit 5: Marketing and Market research – a coursework assignment which will be due in May2017

Essential equipment

We strongly recommend that students ensure that they have access to an email account and/or a USB stick. This will enable students to easily back-up their work and transfer it from their home to school computers.