

<b>Subject Title:</b>	<b>PROFESSIONAL BUSINESS SERVICES (GCE BUSINESS)</b>
<b>Type of Qualification:</b>	A Level
<b>Examination Board:</b>	CCEA
<b>Location:</b>	Glastry College
<b>Subject Leader:</b>	J Gargan



### Entry Requirements

**Preferred/Desirable** - Grade C in BCS or Business Studies and Grade C in English & Mathematics

### What do I need to know or be able to do before taking the course?

Professional Business Services are critical to the success of the UK economy. They are a growth area in a global market. People who work in professional business services support businesses in all sectors by providing specialist advice. This support can include a range of services in areas such as accountancy, management, recruitment, human resources, auditing, consultation, diversity and inclusion, data analysis, risk management, and technology and communications.

Students who have studied Business Studies, Business Communication Systems or ICT will be well equipped for this course as the AS specification builds on some of the knowledge, understanding and skills developed in GCSE Business Studies and GCSE BCS, however consideration will be given to those who previously have not studied these areas. This is due to the fact that in all aspects of life, students will need to have some form of understanding of the business environment.

### What will I learn and what skills will I develop on this A level course?

Students will discover how businesses operate and engage in the decision-making and risk-taking processes at all levels in the organisation. They also have the opportunity to develop valuable transferable skills that will help them to access further education courses or become a valued employee.

Students will also get the opportunity to apply for work placement programmes within the Professional Business Services sector and gain help with school leaver programmes offered by such companies.

In completing this course, it is hoped you will:

- develop good communication and creative thinking skills
- develop competence and confidence in a number of skills, including independent learning, creative thinking, practical, mathematical and problem-solving
- carry out practical tasks and learn to present findings in different formats
- appreciate the needs of business professionals operating in the marketplace of Northern Ireland and beyond

### What examinations will I have to take to get my qualification?

The course is assessed through examination and coursework. It includes six assessment units to be completed over the 2 years. Four are externally assessed and two are internally assessed and externally moderated by CCEA.

Internal Assessment	External Assessment
AS2 – Human Resources (40% AS)	AS1 – Introduction to Professional Business Services (30% AS)
	AS3 – Financial Decision Making (30% AS)
<b>AS = 40% overall A Level</b>	
A23 – Project Management (24% overall)	A21 – Technology in Business (18% overall)
	A22 – Leadership and Management (18% overall)

The course in Business could lead to Higher education courses or university in the following areas: Project Management, Entrepreneurship, Event Management, Marketing, Accountancy, Business Management, Actuary, Business Consultancy, Teaching, Financial Services, Digital Marketing and Human Resources to name a few.