

Go to [www.ccea.org.uk/therevision](http://www.ccea.org.uk/therevision) to download the most up-to-date version of the **Professional Business Services Specification**

## Supporting You

The following resources are available to support this specification:

- our Professional Business Services microsite at [www.ccea.org.uk](http://www.ccea.org.uk)
- specimen assessment materials; and
- guidance notes for teachers.

We also intend to provide:

- planning frameworks;
- centre support visits;
- support days for teachers;
- portfolio clinics;
- agreement trials;
- a resource list; and
- exemplification of standards.

## Contact Us

If you have a query or require advice or guidance, please contact:

Subject Officer with overall responsibility for this specification

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### We support Learners

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### We are Local

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CCEA listens to its customers to ensure better outcomes for learners through developing relevant, high quality and innovative specifications.



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# Professional Business Services

Specification Snapshot

For first teaching from September 2016  
For first award of AS Level in summer 2017  
For first award of A Level in summer 2018



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# Professional Business Services

## Specification Snapshot



### Overview

The CCEA specification is available for first teaching in 2017. Students can study:

- the AS course as a final qualification; or
- the AS units plus the A2 units for a full GCE A level qualification.

The full A level award consists of marks from AS (40%) and A2 (60%).

Guided learning hours are:

- 180 hours for the AS; and
- 360 hours for the A level.

The first AS award will be in 2018 and the first A level award in 2019.



### Specification Summary

Professional Business Services includes six assessment units, three at AS level and three at A2 level.

**AS Units:** students are introduced to the business environment that professional business services firms operate in and the consultancy process and decision making techniques used. They will gain an insight into some of services that professional business services firms provide for their clients, including human resource services and financial decision making.

**A2 Units:** students explore the range of technology and IT systems available for businesses. They examine leadership styles and theories in depth and investigate some of the challenges of management. They go on to explore the components of project management methodology and apply these to their own specific project.

Assessment is through a combination of written examinations and internal assessment.



### Benefits to Students

The Professional Business Services specification is designed to encourage students to:

- develop an interest in and enthusiasm for professional business services, including developing an interest in further study and careers in the subject;
- develop and draw together different areas of knowledge, skills and understanding of different aspects of the subject;
- develop competence and confidence in a number of skills, including communication, numeracy, problem solving and decision making;
- appreciate the needs of business professionals operating in the Northern Ireland marketplace and beyond; and
- progress to relevant higher education programmes as appropriate.

Content	Assessment	Weightings
<b>AS 1 Introduction to Professional Business Services</b>	External Assessment Written examination paper 1 hour 30 mins (80 marks)	30% of AS  12% of A level
<b>AS 2 Human Resource Services</b>	Internal Assessment Portfolio based on a pre-released case study (100 marks)	40% of AS  16% of A level
<b>AS 3 Financial Decision Making</b>	External Assessment Written examination paper 1 hour 30 mins (80 marks)	30% of AS  12% of A level
<b>A2 1 Technology in Business</b>	External Assessment Written examination paper 2 hours (90 marks)	18% of A level
<b>A2 2 Leadership and Management</b>	External Assessment Written examination paper 2 hours (90 marks)	18% of A level
<b>A2 3 Project Management Skills and Processes</b>	Internal Assessment Portfolio of evidence for a Project Management task (120 marks)	24% of A level