

Professional Business Services

GCE Student Guide

Professional Business Services firms provide support and knowledge-based services to businesses in a range of industries. They offer their clients specialist advice in various areas to help them to improve their business. This is a growth area in the UK.

Why study Professional Business Services?

By studying this course you will gain an insight into the range of services that professional business services firms provide for their clients, for example:

- management consultancy;
- human resource services;
- financial decision making;
- technology services;
- leadership and management; and
- project management.

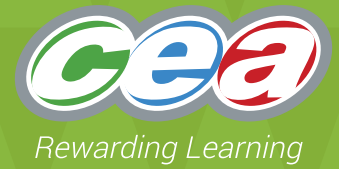
This course will give you the opportunity to develop a variety of skills in communication, numeracy, problem-solving and decision-making. You will also have the opportunity to develop practical skills in research, report writing and project management. These skills will be invaluable in higher education and in the world of work.

This course is an industry-endorsed specification, appropriate for those considering entry into bespoke business training programmes or apprenticeships, as well as those seeking progression to relevant Higher and Further Education programmes.



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What will I study?

Unit	Areas of Study
AS 1 Introduction to Professional Business Services	In this unit you will study the business environment that professional business services firms operate in. You will investigate the consultancy process they use and explore the range of techniques used to inform the advice professional business services firms provide for their clients.
AS 2 Human Resource Services	In this unit you will explore human resource management and how to improve human resources processes in a business. You will investigate areas such as organisational structure and culture, recruitment, learning and development, employee well-being, motivation and managing conflict. You will also carry out research into these areas to inform a report for a client.
AS 3 Financial Decision Making	In this unit you will explore financial decision making in a client business. You will examine key areas of financial management including sources of finance, budgeting and cash flow. You will also analyse and interpret final accounts using ratio analysis and use investment appraisal to inform advice to clients.
A2 1 Technology in Business	In this unit you will explore the range of technology and IT systems available for communications, managing people, financial management and business operations. You will also examine the issues professional business services firms must consider when advising a client on business technology, including security, data storage and social, moral and ethical issues.
A2 2 Leadership and Management	This unit will allow you to build on the content in AS 2 as you examine a range of leadership styles and theories in depth and explore some of the challenges of management, including performance management, managing teams and managing change.
A2 3 Project Management Skills and Processes	In this unit you will explore the stages and processes involved in successful project management. You will examine the components of project management methodology and apply this to your own specific project in the role of project manager.

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How will I be assessed?

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

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What can I do with a qualification in Professional Business Services?

This qualification in Professional Business Services will provide you with a broad experience of the range of services provided by this growth industry. You will acquire knowledge and skills in key areas within professional business services that could lead to future study and/or related employment or apprenticeship.

To find out more, visit the **CCEA Website** for the latest support and updates for this subject.

