

## Frequently Asked Questions Cambridge International Diploma in Business Standard and Advanced (8928/8929)

### What does a Diploma in Business cover?

The Diploma in Business is offered at two levels, the Standard and the Advanced. At both levels the Cambridge International Diploma in Business is based around Core and Optional modules. The two core modules cover subject areas considered to be key to an understanding of the world of business, such as how businesses are organised and how they communicate. The optional modules allow candidate to choose which areas they wish to study. The modules available are given below:

Business Organisation and Environment	Core	2 hour examination (plus 15 minutes reading time)
Effective Business Communication*	Core	2 hour examination (plus 15 minutes reading time)
Business Finance	Optional	2 hour examination (plus 15 minutes reading time)
Marketing	Optional	2 hour examination (plus 15 minutes reading time)
Human Resource Management	Optional	2 hour examination (plus 15 minutes reading time)
Business Start-up**	Optional	Assignment

- Candidates with a BEC(H) qualification (Business English Certificate, Higher level – examined by Cambridge ESOL) can apply for exemption from the core module Effective Business Communication at Standard level only.
- \*\* This module is being withdrawn with the last date for entries being 31 December 2012

### Who is the Business Diploma suitable for?

The Diploma is suitable for employees in the workplace and for students preparing for their careers. The Diploma will provide a greater understanding of organisational environments, giving the tools needed to operate at all levels of the business structure.

### How is the Diploma assessed?

At both levels the core modules and three of the optional modules are assessed through a question paper based examination. Each examination is based around a case study. Candidates are expected to demonstrate their knowledge and understanding of business by responding to a number of tasks based on the case study. Examinations are taken on set examination dates in May and October – for details please see the Administrative Guide for the year of examination.

The Business Start-Up module is assessed via an assignment. The guidelines for the assignment are set by CIE, and can be found in the syllabus, but they do allow the application of skills and knowledge to the candidate's local situation.

Pass, Merit and Distinction grades will be awarded.

### What is the difference between the Standard Level Diploma and the Advanced Level Diploma?

The Standard level is ideal for those already employed in a junior position or students at school who are considering working after senior school qualifications.

At Standard Level, the qualification recognises achievement at a level generally acceptable for employment or progression to further study. This Level is designed for people developing the capacity to work without direct supervision. Candidates are expected to develop a sound base of knowledge and understanding and be able to apply concepts to their working environments. There are no formal candidate entry requirements for the Cambridge International Diploma in Business at Standard level, but consideration should be given to a candidate's qualification history and experience. It is the Centre's responsibility to ensure the suitability of a candidate for entry to this course.

The Cambridge International Diploma in Business (Standard Level) enables students to demonstrate:

- \* an understanding of the key business concepts
- \* application of skills to real work environments
- \* an ability to think and work independently

The Advanced level is more suitable for supervisors and general managers. At Advanced Level, the qualification recognises achievement at a level suitable for employment in supervisory or junior management roles or progression to higher study. Candidates are not only expected to develop a clear knowledge and application of the key concepts and subject areas, but also to analyse and evaluate ideas and proposals.

An Advanced Level Diploma enables students to demonstrate:

- \* progression in the development of skills and knowledge
- \* the capacity to manage complex and unfamiliar situations
- \* the development of a problem-solving approach in real-work contexts.

### **How long does the Business Diploma take?**

At Standard Level, each module is based around approximately 40 hours of time. At Advanced Level this increases to approximately 60 hours per module.

These are only guidelines, and will vary depending on individuals' prior knowledge and experience, as well as the environment and structure of delivery.

### **How is the Diploma certificated?**

Certification is available at a number of stages in the Diploma in Business. Candidates who complete the two Core Modules will receive a Cambridge International Diploma Core Certificate.

Completion of two additional Optional Modules leads to the Cambridge International Diploma in Business.

It is also possible to study for individual Modules, for which module certificates are awarded.

### **Can the Diploma be undertaken in other languages?**

The Diplomas in Business at Standard and Advanced levels are only available in English.

### **When are the examination sessions for the timetabled examinations?**

They are in May and in October – for details please see the Administrative Guide for the year of examination.

### **When can I submit assignments for marking?**

Assignments can be submitted at any time during the year, together with the relevant candidate entry forms. It is essential that all the relevant documents, such as the SAR, are sent in with the assignments. Assignments which are incomplete or do not have all the forms may be sent back to the centre for re-submission.

### **I am waiting for CIE to issue assignment tasks and nothing happens.**

That is correct! CIE does not issue assignment tasks to centres or candidates. The assignments are designed to be generic, so that centres and candidates can do them within their own context. The syllabus booklet contains the guidelines for the assignments and explains what needs to be done. Additional guidance and sample assignment titles are available on the teacher support site.

### **What is an SAR and how does it work**

An SAR is a student assessment record and can be found in the syllabus booklet for all on-demand assignments. Teachers need to copy one SAR per module per candidate and tick the relevant boxes when competence criteria have been met. Candidates and teachers also have to sign the SAR to confirm that the submitted assignment is the candidate's own work.

The SAR must be submitted with an assignment - otherwise candidates will fail.

### **What is the Assignment Cover Sheet for Candidates and how does it work?**

The cover sheet shows which assessment objectives and competence criteria the candidate should demonstrate in their assignment in order to fulfil the basic requirements.

The cover sheet can also be used by tutors and candidates to check whether the assignment includes all the relevant assessment objectives and competence criteria prior to submitting the assignment. The cover sheet can also be used to identify where each piece of evidence for the criteria can be found in the

assignment.

Candidates should be encouraged to use the cover sheets to check the progress of their assignment during the planning and writing up stages, and to check that their work is complete before sending it in for assessment.

**Do candidates need to attend regular classes in order to study for a Diploma in Business?**

Candidates must be registered with a Centre in order to be able to take the examinations and for their assignment to be assessed. It must be must stressed that it is in the Candidates' own interest that they receive some form of instruction, either self-study or via distance learning, as preparation for the examination. It is vital, before they enter for the examinations, to ensure that they have covered the content of the modules and that they have had some test of their knowledge plus feedback on their performance. Experience has shown that candidates who have not practiced on past question papers or who have not been advised on examination technique will often fail to do well in the actual examination. The syllabus, resource list and one set of question papers is available on the CIE public site at [www.cie.org.uk](http://www.cie.org.uk) (follow the links for vocational qualifications). A fuller set of resources and past question papers are available on the teacher support site, but access to this is limited to teachers who are registered at CIE Centres.

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