

## Frequently Asked Questions Cambridge International Diploma in Business (8922/8923)

### **What does a Diploma in Business cover?**

At both Levels, the Cambridge International Diploma in Business is based around Core and Optional Modules. The Core Modules cover subject areas considered key to the world of business, such as how businesses are organised, finance and communication. Optional Modules allow candidates to choose which additional areas they wish to study; the choice includes Human Resource Management, Marketing, Interpersonal Business Skills, Customer Care and Information and Communications Technology.

### **Who is the Business qualification suitable for?**

This Diploma is suitable for students preparing for their careers and employees already in the workplace. 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 two of the Optional Modules are assessed through a question paper based examination, which is based around a case study. Examinations will be taken on a set examination date. The remaining Optional Modules are assessed via an assignment. The guidelines for the assignments are set by CIE but allow the application of knowledge and skills to the candidate's local situation.

### **What is the difference between the Standard Level Award and the Advanced Level Award?**

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. 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.

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

The Award is designed to offer a variety of certification options. Candidates can choose to take the Core Modules for the Core Award certificate. Completion of two additional Optional Modules will result in the complete Cambridge International Diploma in Business. There is also the option to study for individual Optional Modules, for which certification is also available.

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

The Diploma in Business at Standard and Advanced levels are available in Spanish and Chinese.

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

They are in May and in October.

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

Assignments can be submitted at any time during the year, together with the relevant candidate entry forms.

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**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 centre website.

**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 Assignment Cover Sheet for Candidates and how does it work?**

The cover sheet can be used by tutors and candidates to check whether the assignment includes all of the required assessment objectives and to identify where the evidence for each of the competence criteria can be found in the assignment. Candidates should be encouraged to use these cover sheets to check the progress of their assignment during the planning and writing up stage and to check that the work is complete before sending it in for assessment.