

KS5 CURRICULUM: Business (YEAR 12) BTEC L3: Extended Certificate

Overview In BTEC Business Year 12 BTEC Extended Certificate you will learn about: (unit 2: CA: Developing a marketing campaign, and Unit 3: Exam: Finance for Business)

- The role of marketing
- Influences on business (including SWOT and PESTEL)
- Market research and Developing a rationale
- Financial institutions and ratio's
- The Main financial documents

	Focus / Topic	Knowledge & Skills	Assessment
Autumn 1	-Research types of placements available -Construction of a CV -Introduction to Financial institutions -Ways to pay -Managing finance	Understand differences between charities and other forms of placement. To be able to collate a CV in the correct format. To be able to construct letters and email applications. To be able to manage, and understand, personal finance	Do now activities (link to prior learning) Plenaries (linked to learn input) Marking of CV and feedback Marking and feedback of job application documentation Presentations to class on work experience opportunities and decisions
Autumn 2	-Taking part in interviews as an interviewee -Taking part in interviews as an interviewer -Presenting work placement findings -Insurance -Cashflow -Break Even	Speaking and being assessed in a group setting. Being questioned in a formal environment based on documentation that they produced. To be able to answer, and ask, difficult questions. To understand the differing types of insurance available To be able to construct a cashflow forecast To be able to work out BE and construct a BE chart from given data	Do now activities (link to prior learning) Plenaries (linked to learn input) Self, peer and teacher assessment of roles of interviewer and interviewee Presentations of final work placement findings and expectations pre-placement Learning Aim A assignment submission <b>Assessment week: Students to commence the first part of a U2 CA mock (to be completed in class) and Mock U3 exam</b>
Spring 1	-Undertaking 40 hours' work experience -Growth -Health and Safety part 1 -Health and Safety part 2 -Business performance -Sources of finance	To work in a non-school setting and all that entails. Attendance and punctuality skills To understand how their input can assist the growth of a business To be able to work safely and ensure they act appropriately in a workplace setting. To understand their rights and the rights of others	Do now activities (link to prior learning) Plenaries (linked to learn input) Work placement supervisor feedback (verbal and written)
Spring 2	-Undertaking 40 hours' work experience -The induction process -Roles in work settings -Profitability -Consumer protection	To work in a non-school setting and all that entails Attendance and punctuality skills. To understand what tasks are required during an induction process. To ascertain differing responsibilities within an/ the organisation	Do now activities (link to prior learning) Plenaries (linked to learn input) Placement visit by teacher/ discussion with workplace supervisor Learning aim B assignment submission Presentation to class <b>Assessment week: Students to commence the first part of a U2 CA mock (to be completed in class) and mock U3 exam</b>
Summer 1	-Risk -Legislation -Accounting revenue and expenditure -Exam preparation	To be able to identify risk in a workplace setting and contingencies for such risks To understand legislation and how employees are protected	Do now activities (link to prior learning) Plenaries (linked to learn input)
Summer 2	-Work experience log	To answer pre-ordained questions to answer course criteria To be able to self-assess/ criticise	Do now activities (link to prior learning) Plenaries (linked to learn input) Coursework (final) submission, Summative presentation to class