

Computer Science, IT, Business and Digital Media Department

Long-term sequencing Year 13 Cambridge Technical Level 3 Business Studies

CURRICULUM INTENT: High quality pedagogy to develop students' knowledge and understanding of Customers, Communication Skills, Accounting and Human Resources within the work place, and to allow students the opportunity to develop as enterprising individuals making balanced and structured arguments ("Think like an entrepreneur"); In-depth identification of how to achieve Merit and distinction tasks in Units 11 and 8 to build upon prior achievements; Raise value added score for overall qualification by providing support to learners who may be resitting examination units; Pupil Ownership of their progress whilst making full use of independent study time; Providing support to close any attainment gaps that are identified; ensuring that opportunities for numeracy (especially in Unit 11) and literacy are fully explored; to equip students with the skills to apply knowledge and understanding to contemporary business issues in local, national and global contexts, including ethical, cultural and spiritual aspects of these.

<p>HALF TERM 1: STUDENTS MUST KNOW: Unit 4 – Customer and Communication Remaining tasks from P8, P9, M4, D2, P10 and complete all amendments from Year 12 tasks</p> <p>P8: Structure and deliver a verbal business communication so that its content and type of communication is appropriate for its audience and purpose. P9: Structure a written business communication so that its content and type of communication is appropriate for its audience and purpose. M4: Review own use of verbal and written skills when communicating business messages and recommend improvements D2: Justify how to adapt the structure, method of delivery and any other considerations to convey a business message for differing audience requirements P10: Describe the legal constraints, ethical and security issues faced by a specific business in relation to sharing and storing business communications.</p> <p>Moderation of Unit 4: March 2023</p> <p>HOW THIS WILL BE ASSESSED: Through the production of coursework Pass, Merit and Distinction Tasks</p>	<p>HALF TERM 2: STUDENTS MUST KNOW: Unit 11 – Accounting Concepts (coursework) P1: Explain the reasons for keeping accounting records in business organisations M1: Explain how the failure to keep accurate accounting records could impact on stakeholders D1: Assess how a specific business applies an accounting concept or policy to their accounting records P2: Describe the accounting record requirements of at least 3 different stakeholders for a specific organisation P11: Describe payment methods for business transactions P12: Explain the purpose of a bank statement and the need for a bank reconciliation statement</p> <p>HOW THIS WILL BE ASSESSED: Through the production of coursework Pass, Merit and Distinction Tasks</p> <p>Resit students if needed. Recall, Recap and Refocus on Unit 2 & Unit 1</p>	<p>HALF TERM 3: STUDENTS MUST KNOW: Unit 11 – Accounting Concepts (coursework) P3: Calculate the value of assets, liabilities and capital M2: Compare the accounting procedures for cash and trade discounts D2: Evaluate the use of cash and trade discounts in more than one business organisation P4: Prepare principal source documents for given business transactions P5: Prepare a three-column cash book from given financial information P9: Update a completed cash book from given data P10: Produce a bank reconciliation statement P6: Explain the need for subdivisions of the ledger M3: Analyse the effect of the incorrect placement of capital and revenue items of income P7: Explain the difference and expenditure between capital and revenue items of expenditure and income P8: Prepare ledger accounts and accompanying trial balances for business transactions</p> <p>HOW THIS WILL BE ASSESSED: Through the production of coursework Pass, Merit and Distinction Tasks Recall, Recap and Refocus on Unit 2 (for students re-taking exam) Mock Papers with Mark Schemes Moderation of Unit 11: April/May 2023</p>
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Stuart Bathurst Catholic High School

<p>HALF TERM 4: STUDENTS MUST KNOW: Unit 8 – Human Resources (coursework) P1, P2, P3, P4, M1, D1, P5, P6, M2</p> <p>HOW THIS WILL BE ASSESSED Through the production of coursework Pass, Merit and Distinction Tasks P1: Describe the key responsibilities of the human resources function within a business. P2: Describe the internal and external factors a business needs to consider when planning human resources requirements. P3: Assess the effectiveness of methods of training and development used by Stuart Bathurst Catholic High School P4: Describe the benefits to Stuart Bathurst of training and developing employees M1: Explain the effect on Stuart Bathurst of reducing training and development opportunities D1: Evaluate the training and development offered by Stuart Bathurst and make justified recommendations for improvement P5: Explain why and how a business motivates employees with reference to motivational theories. P6: Explain how a Stuart Bathurst measures the success of employee motivation. M2: Assess the benefits and drawbacks of the methods of employee motivation used by Stuart Bathurst</p>	<p>HALF TERM 5: STUDENTS MUST KNOW: Unit 8 – Human Resources (coursework) P7, P8, M3, D2, P9, P10 (Complete all amendments)</p> <p>HOW THIS WILL BE ASSESSED: Through the production of coursework Pass, Merit and Distinction Tasks</p> <p>P7: Explain how employee performance is monitored and managed within Stuart Bathurst P8: Describe the benefits to employees and businesses of the use of different performance management tools M3: Analyse the benefits and drawbacks of a specific performance management tool in Stuart Bathurst D2: Recommend and justify tools that Stuart Bathurst could implement to improve employee performance P9: Describe the methods that Stuart Bathurst uses to maintain confidentiality within the Human Resources function. P10: Explain the consequences to Stuart Bathurst of the HR function failing to maintain the confidentiality of information.</p>	<p>HALF TERM 6: STUDENTS MUST KNOW: Resit students if needed Recall, Recap and Refocus on Unit 2</p> <p>HOW THIS WILL BE ASSESSED: Mock Papers with Mark Schemes</p> <p>Moderation of Unit 8: June 2023</p>
<p>Home Learning for Units 4, 11 and 8 will primarily consist of assignment completion tasks in line with overall course deadlines. <i>Opportunities are also provided for students to attend after-school coursework clinics for support with this.</i></p>		