

AUTUMN 1

Task 4 –Human Resources Creation of a report on managing and monitoring performance.	Task 5 –Human Resources Developing an information pack on confidentiality in HR.	Unit 4 Task 1a/1b –Customers and Communication Presentation on customers and communication.	Prior Learning Year 10/11 Business knowledge for students who have done business before – from the first unit completed in Year 10.
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AUTUMN 2

Unit 2 – working in Business Learning of business protocols, business meetings and documentation, Prioritisation and methods of effective communication.	Exam practice and revision Unit 2 – working in business.	Prior Learning Year 10/11 Business knowledge for students who have done business before – from the first unit completed in Year 10 – learning from Unit 1 and Unit 5 in Year 12.
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SPRING 1

Exam Second attempt at Unit 1. First attempt at Unit 2 exam	Unit 4 Task 2a/2b –Customers and Communication Complete customer service role plays and presentation	Unit 5 Task 1 - Market Research Presentation describing the functions of marketing and the impact of a particular marketing campaign.	Prior Learning Year 10/11 Business knowledge for students who have done business before – from the first unit completed in Year 10 – learning from Unit 1 and Unit 5 in Year 12.
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SPRING 2

Unit 5 Task 2 - Market Research Select and complete market research methods.	Unit 5 Task 3 - Market Research Present research and assess its validity.	Unit 4,5,8 Time available to improve previous units.	Prior Learning Year 10/11 Business knowledge for students who have done business before – from the first unit completed in Year 10 – learning from Unit 1 and Unit 5 in Year 12.
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SUMMER 1

Unit 4,5,8 Time available to improve previous units.	Exam practice and revision Completion of past papers and developing question answering techniques in preparation for examination.	Exam Second attempt at Unit 2 exam.	Prior Learning Year 10/11 Business knowledge for students who have done business before – from the first unit completed in Year 10 – learning from Unit 1 and Unit 5 in Year 12.
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CAREERS LINKS

Jobs in researching, marketing, sales & customer services.
 Personal and business finance/budgeting and customer service roles.

CHARACTER LINKS

Perseverance traits are fostered (performance virtues) when students are exposed to new content and skills.
 Enterprise skills, critical thinking, judgement (intellectual virtues).

KEY ASSESSMENT DATES

CTEC - Year 13 students will have an assessment every 2-3 weeks at the end of each Learning Objective for Unit 2. First attempt at the externally assessed unit 2 takes place in January along with second attempt at Unit 1. Coursework assessment ongoing. Second attempt at Unit 2 in May.