

KS5 Curriculum Overview: BTEC Business

Rationale: In year 13 students will learn about both personal and business finance, we would like students to have an understanding of personal finance products such as current accounts, insurance, personal loans etc. Students will also learn about the different sources of finance available to a business and look at the different financial tools that a business uses to monitor, control and improve their financial position. We want students to be able to analyse a range of scenarios and be able to recommend appropriate actions. In addition, students will learn about customer service methods and will take a practical approach into customer service in the form of role plays, having to respond to different situations appropriately. Students will also create a personal development plan, looking at what customer service skills they need to develop and how they may go about doing this, to prepare them for the world of work.

Term / Length of Unit	Outline	Assessment	Home Learning	Resources	Knowledge/Skills End Points
Yr 12 Autumn 1	<p>Teacher 1- Students will learn about the different functions of money, methods of payment, different current accounts and types of borrowing, savings accounts and investment.</p> <p>Teacher 2 – Students will learn about types of income and expenditure, sources of finance and cash-flow</p>	<p>Mix of short answer and essay questions. Calculation questions.</p>	<p>One essay question per fortnight will be set alternating between teachers. Research activities</p>	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 3</p>	<p style="text-align: center;"><u>Knowledge</u></p> <p>Personal finance such as current accounts, savings accounts, borrowing. Business finance such as where businesses get their income from, expenditure, sources of finance and cash flow.</p> <p style="text-align: center;"><u>Skills</u></p> <p>Research skills Analysis skills Grammar Literacy Mathematical</p> <p style="text-align: center;"><u>Reading</u></p> <p>Reading will be encouraged in terms of researching different types of accounts and gaining key information from them. We will also use case studies, the exam they do, is all about context and using the case study given and answering questions based from this, reading and recognising key information is essential, especially as several questions keep following the same scenario, with additional information added throughout – this is something we will work on as sometimes information can be quite subtle and students need to be able to pick up on this to be able to answer at a higher level in context.</p>
Yr 12 Autumn 2	<p>Teacher 1 – students will learn about a range of insurance products, different financial institutions and how organisations can communicate with its customers.</p> <p>Teacher 2 – Students will learn about breakeven analysis, statement of financial income and statement of financial position and ration analysis – looking at how businesses produce financial statements but also how they can be used to improve</p>	<p>Mix of short answer and essay questions. Calculation questions.</p>	<p>One essay question per fortnight will be set alternating between teachers. Research activities</p>	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 3</p>	<p style="text-align: center;"><u>Knowledge</u></p> <p>Students will know what insurance products are available including car, house, pet insurance. Students will also learn about what type of financial institutions exist, what they offer and how customers are protected when purchasing financial products. Students will gain knowledge of a range of business financial methods, leaning how to present financial statements.</p> <p style="text-align: center;"><u>Skills</u></p> <p>Research skills Analysis skills</p>

	performance. Students should be able to perform a number of calculations as well as construct financial statements and analyse and evaluate them to improve performance.				<p>Evaluation skills Writing skills. Mathematical <u>Reading</u></p> <p>Reading will be encouraged in terms of researching different types of insurance and gaining key information from them. We will also use case studies, the exam they do, is all about context and using the case study given and answering questions based from this, reading and recognising key information is essential, especially as several questions keep following the same scenario, with additional information added throughout – this is something we will work on as sometimes information can be quite subtle and students need to be able to pick up on this to be able to answer at a higher level in context.</p>
Yr 12 Spring 1	<p>Students will learn about customer service, they will have opportunity to conduct role plays for scenarios presented to them to see how they can cope with varying circumstances. Students will do a skills audit to highlight areas of strength and weakness</p>	Mix of assignments that are set.	Getting work based evidence. Research activities.	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 14</p>	<p><u>Knowledge</u></p> <p>Why customer service is important Different approaches to customer service What skills are required when delivering customer service.</p> <p><u>Skills</u></p> <p>Customer service skills Problem solving skills Working under pressure Time management Analytical and evaluation skills</p> <p><u>Reading</u></p> <p>Reading will be encouraged in terms of research conducted on the business they are writing about, they will need to find and read different policies and procedures that Tesco have to be able to develop and expand their coursework. Key vocabulary lists will be given as a sticker for students to stick in their folders to ensure they use as much terminology as possible in their written work.</p>
Yr 12 Spring 2	<p>They will then go on to create a personal development plan based off of the feedback given from both role plays and the skills audit to help them develop their own customer service skills. Students will then perform further role plays, and evaluate their own performance showing how they have improved their customer service skills.</p>	Mix of assignments that are set.	Research activities	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 14</p>	<p><u>Knowledge</u></p> <p>Students will learn about how to further develop customer service skills and techniques they can use to highlight strengths and weaknesses they may have when delivering customer service.</p> <p><u>Skills</u></p> <p>Research Analysis and evaluation Writing Reflective</p>

					<p>Customer service Interpersonal skills <u>Reading</u> Reading will be encouraged in terms of research conducted for their PDP and SA. Key vocabulary lists will be given as a sticker for students to stick in their folders to ensure they use as much terminology as possible in their written work.</p>
Yr 12 Summer 1	<p>Students will now revisit the finance section in preparation for a re-sit. Marketing will also be revisited. Students will re-sit according to their exam results prior. Students will also have opportunity to resubmit work from their customer service assignments if needed.</p>	<p>Both essay questions and calculation tests.</p>	<p>Mix of written assignments and calculation activities. Revision activities.</p>	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 2, 3, 14</p>	<p><u>Knowledge</u> This will be tailored to what exams students will be sitting and where there are areas of weakness based on past exam performance. <u>Skills</u> Research Analysis and evaluation Writing Exam technique <u>Reading</u> Contextual reading skills to be developed in preparation for the exams. Those re-taking Unit 2 will get a pre-release, which they will need to study and do research for the industry the exam will be based on.</p>
Yr 12 Summer 2	<p>Students will be doing revision for re-sits – this will be based on exam results and what exams they are resitting.</p>	<p>Essay questions, calculation tests</p>	<p>Revision</p>	<p>All associated resources can be found in Staff Resources/ Business & Economics/BTEC NQF/Unit 3 and Unit 2</p>	<p><u>Knowledge</u> Consolidation of unit 2 and unit 3, depending on what exam they are re-sitting. <u>Skills</u> Writing skills Analysis and evaluation. Research skills Mathematical skills <u>Reading</u> Contextual reading skills to be developed in preparation for the exams. Those re-taking Unit 2 will get a pre-release, which they will need to study and do research for the industry the exam will be based on.</p>