

Unit 3 Personal and Business Finance																			
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18		
Functions and role of money- unit of account, means of exchange, store of value, legal tender; personal attitudes, life stages, culture, life events, external influences, interest rates	Ways to pay- cash, cheque, credit card, electronic transfer, direct debits, standing order - evaluation advantages and disadvantages	Current accounts - standard, packaged premium, basic, student, advantages and disadvantages	Types of borrowing - overdraft, personal loan, hire purchase- evaluation adv and disadvantages	Risk and investment various types such as ISA, deposit, bonds, shares - adv and disadvantages	Types of insurance e.g car, home - evaluation; features of financial institutions - Bank of England, Building Societies, credit unions	Communicating with customers- Branch, face to face, telephone, postal - evaluation; consumer protection such as FCA, FOS< FSCS, OFT, consumer credit	Information, guidance and advice: Citizens advice, IFA< price comparison sites, counsellors - evaluation	Purposes of accounting: Record transactions, management of the business, compliance; measuring performance - gross and net profit, control, value owed	Types of income - Capital income, loans, mortgages, shares, owners capital; revenue income: Sales, rent received, commission received, interest received, discount received	Types of expenditure, non current assets, intangibles; revenue expenditure - inventory, discount allowed	Sources of Finance- internal, external, retained profit + owners capital; adv and disadv of these	Breakeven and cash flow forecast - inflows/outflows, opening/closing balance; evaluation/solutions; breakeven calculation and analysis; contribution	Depreciation - straight line methods + reducing balance method; adjustments, accruals, interpretation; statement of financial position and comprehensive income	Measuring profitability/ratio analysis -acid test ratios; measuring liquidity, measuring efficiency; limitations of ratios	Recap certain topics e.g: Breakeven/cashflow/depreciation/sstatements and ratios - End of topic test to test knowledge and identify gaps (DIRT)	Exam revision on topics needed improving on identified from assessment	Unit 3 Personal and Business Finance exam (2 hours)		
By the end of this task, students should be able to: Understand the functions and role of money, identify different methods of paying, borrowing and investment vs risk.					By the end of this task, students should be able to: Describe the different financial institutions used by customers, outline the advantages and disadvantages of these, to accurately calculate cash flow and breakeven, to evaluate the limitations and benefits of businesses using ratio analysis.													By the end of this task, students should be able to: Accurately measure gross and net profit of businesses; analyse the projected figures	
Key words/vocab: Legal tender, unit of account, means of exchange, store of value,; bankrupt, debt, solvent, liquidity, credit rating, overdraft, current accounts					Key words/vocab: Financial Ombudsmen Service, FCA, FSCS, OFT, Consumer Credit, banks, gross net profit, retained profit, credit unions, building society, banking, adjustments, accruals, fraud, loss, sales revenue, turnover, shares, commission, capital items, statment of financial position, comprehensive income, revenue expenditure, internal external, depreciation													Keywords/vocab: Gross, net profit, efficiency, profitability	
Homework: Complete exam questions - case study on Gabriella pg 122/123- which current account she should open?					Homework: Visit the websites on page 135 in textbook to carry out research on the roles and responsibilities of these organisations and consumer credit laws. Complete task in homework booklet with exam questions													Homework: Calculations worksheet and revision for exam using resources provided	
Curriculum links: Link to Maths - calculations					Curriculum links: Link to Maths - calculations, democracy - British Values - freedom of speech, voicing opinions through services such as the Financial Ombudsmen Service													Curriculum links: Link to Maths - calculations e.g: breakeven, ratio analysis	

Week 19
Prepare appropriate documentation for use in selection interviews, as an interviewer and interviewee i.e CV, cover letter, application form (P3 + DIRT)
Understand
Keywords analysis
Homework research
Curriculum

Cultural Capital: developing an understanding of how businesses are financed, and how individuals organise credit, develop an understanding of interest rates and repayments, and how to select financial products. Understanding recruitr

Social, Moral, Spiritual and Cultural Deveopment: Ethical recruitment, reasonable adjustments and anti discrimination

Fundamental British Values: Employment Law and Discrimination: Business structures and shareholders, legal business ownerships and obligations

Unit 8 Recruitment and Selection process

Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	Week 38
Participate in interviews and selection interviews in both roles - fill out scoring and feedback sheet, record answers (P4); Demonstrate analytical responses and questioning to allow assessment of skills and knowledge (M2 + DIRT)	Reviewing applications from peer groups; submitting applications; work related competence analysis; evaluation of documentation	Evaluate how well the documents prepared and participation in the interview activities supported the process of a job offer e.g: did the documentation ensure the right candidate was selected, did it demonstrate candidates skills effectively?(D2 + DIRT)	Evaluate how well the documents prepared and participation in the interview activities supported the process of a job offer e.g: did the documentation ensure the right candidate was selected, did it demonstrate candidates skills effectively?(D2 + DIRT)	Prepare a personal skills development plan for future interview situations e.g: goals, aims - how it will support you in your future career (P6 + DIRT)	Analyse the results of the process and how your skills development will contribute to your future success (M3 + DIRT)	Analyse the results of the process and how your skills development will contribute to your future success (M3 + DIRT)	SWOT analysis (strengths, weaknesses, opportunities, threats); Complete a SWOT analysis on your performance in role of the interviewing activities (P5 + DIRT)	Review and evaluation - Role play activity, appraisal of your role being interviewed, interviewing and observing, review of communication skills, organisational ability, assessment how it supports employability skills,	Action planning self-critique of the events and documentation prepared and how it supports the activity; review of the effectiveness of the process	Add onto P6 with any other actions - update as students go along; evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career (D3 + DIRT)	Add onto P6 with any other actions - update as students go along; evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career (D3 + DIRT)	Add onto P6 with any other actions - update as students go along; evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career (D3 + DIRT)	Go back to assignment 8A and make any updated and final changes (P1, P2, M1, D1)	Go back to assignment 8A and make any updated and final changes (P1, P2, M1, D1)	Go back to assignment 8A and make any updated and final changes (P1, P2, M1, D1)	Check through final work, make any updated changes, fill out authentication sheets, ready for submission next week	Submit assignment A and B	Re-submission time
By the end of this task, students should be able to: Understand and demonstrate the skills required for a job interview; evaluate own performance using SWOT analysis tools; analyse results of the interview process and demonstrate analytical skills						By the end of this task, students should be able to: Create a SWOT analysis drawing on own performance; evaluate how well the documents prepared led to a successful job offer						By the end of this task, students should be able to: Successfully demonstrate excellent analytical skills; evaluate own performance using situational analysis tools						
Keywords/vocab: Communication, analytical, attention to detail, SWOT, situational analysis, competence analysis, skills development, appraisals, active listening, formal/informal						Keywords/vocab: SWOT, action planning, organisational ability, competence analysis, communication, analytical, attention to detail, SWOT, situational analysis, competence analysis, skills development, appraisals, active listening, formal/informal						Keywords/vocab:SWOT, action planning, organisational ability, competence analysis						
Work: Create Personal Development Plan using template, carry out additional work on your chosen business, practice interview skills at home with a family member or friend						Homework: Complete SWOT analysis drawing on feedback provided by teacher						Homework: Finish assignments A and B						
Curriculum links: British Values Democracy, preparing for later life, equality in recruitment, Speaking and listening skills (English Language)						Curriculum links: British Values Democracy, preparing for later life, equality in recruitment, Speaking and listening skills (English Language)						Curriculum links: British Values Democracy, preparing for later life, equality in recruitment, Speaking and listening skills (English Language)						

ent routines and methods

Week 39

Re-submission time

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al ability,

r later life,
English

