

BTEC Business Level 3 Subject Overview

The Appleton School.

Review July 2020



Subject: BTEC Business Level 3

Curriculum Intent (Covering Year 12 to 13)

Department Vision.

The Business department at The Appleton School aims to develop young business students and knowledgeable entrepreneurs. This qualification is the equivalent of 3 A-Levels. The course has a variety of options upon completion including university, apprenticeships, and full-time careers in business and setting up your own business.

It offers a fascinating insight into how the world of business works and allows you to gain skills and knowledge to help you function in a business environment. The course can help prepare you for careers in the following sectors; administration, sales, retail, finance, human resources, or setting up your own business.

Students will also be given the opportunity to visit businesses to see how it operates and see the impact this has on business performance, giving them a real insight into real working business environments.

Visits to businesses and the opportunity to meet with key speakers to gain first-hand experience and industry knowledge are a vital part of this course.

Student Vision.

- to develop you as young business students and knowledgeable potential future entrepreneurs
- to provide you with a key understanding of business terminology, concepts, objectives and the nature of business activity.
- to allow you to explore real life business issues and scenarios
- to provide you with an insight into how this subject is going to be useful in your chosen next steps in life
- to compliment your employability skills
- to prepare you for the everyday life of working for or running your own business

The Appleton School.
BTEC Business

What are your aims linked to the curriculum (National Curriculum and Specification criteria)

The vision and aims of the BTEC Business department at the Appleton School has been influenced by the Purpose and Aims of the National Curriculum (DfE 2013) and the Edexcel Specifications that we follow at GCSE and A Level, which highlight areas that we feel particularly important in the 21st Century.

How is the curriculum delivered?

The BTEC Business curriculum is divided into two qualifications – Foundation diploma in year 12 and Extended diploma in year 13. In order for students to gain the extended diploma, they must complete 13 units of work over the 2 years. 6 units in year 12 and 7 units in year 13. 7 mandatory units – 4 of which are externally assessed.

How is the curriculum assessed?

Assessments are completed at the end of the delivery of each unit where students key knowledge and skills that have been developed through the unit and are teacher assessed on Pass/Merit/Distinction criteria. Students will also complete assessments where students are given feedback on how to develop specific knowledge or skills and required to then respond by working on the question again or an extended stretch and challenge question. At key points throughout the academic year (determined by the school) mock examinations will take place. These examinations will test knowledge and skills across modules and assessed using examination mark schemes and grade boundaries (KS5). This data is recorded on the central school system (SIMS).

How is the curriculum enriched (through speakers/visits/clubs) to generate a love of learning?

The curriculum is enriched predominately through the application of real life links to Businesses within the UK and global economy. Students are encouraged to keep up with the news and teachers are expected to bring real life business examples into their lesson planning. External speakers come into the school during particular units of work and focus on providing students with an insight into setting up and running their own company as successful business entrepreneurs. We have a business and enterprise department that focuses on running business clubs such as young enterprise where business students are given the opportunity to be involved in their own business and products.

What skills and knowledge do students bring with them from Key Stage 4 to Key Stage 5?

Students can progress from this qualification to a number of different academic and vocational qualifications at Level 3, including GCEs in Business, History, Geography, Economics, Psychology, and BTEC Nationals in Business. The knowledge and skills gained from GCSE Business support students' entry into employment or other training in specific aspects of business, such as apprenticeships and vocational qualifications, which focus on more specialised business areas. GCSE Business provides a strong foundation for employment, with students progressing, with further training, to a wide range of careers training such as banking, sales, product management and general management.

The Appleton School.
BTEC Business

What will students study?

This is a two-year course where external examinations will be completed in years 12 and 13. They will complete 9 units of coursework and complete the set guided learning hours for each unit of work. Exam question practice will be completed throughout the duration of the course in order to build examination skills and allow the application of theory.


Why has learning been sequenced in this way – Year 13

This is the format required by Pearson – The examining body. This must be sent off before moderation begins each year for each year group. From this, Pearson will decide which units of work to moderate from the centre. The order of the assessment plan is based upon the core units and the timings of the examination units in order to allow for any resit opportunities

BTEC		Assessment Plan								2019-20	
Programme Number & Title		National Extended Diploma (top up)									
Unit No & Title	Assignment No & Title	Learning Aim	Assessment Criteria	Hand Out Date	Hand In Date	Summative Assessment Date	IV Sampling Date	Resubmission Date*	Assessor Name	IV Name	
Unit 27 - Work experience in Business	Part A and B	A and B	A.P1, A.P2, A.M1, A.D1, B.P3, B.P4, B.M2, B.D2	10 September 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 27 - Work experience in Business	Part C	C	C.P5, C.P6, B.M3, C.D3	1st November 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 25 - Aspects of Civil Liabilities affecting Business	Part 1	A	A.P1, A.P2, A.M1, A.D1	10th September 2019	31st Jan 2020	7th February 2020	14th February 2020	N/A	Mrs Williams	Miss Gildea	
Unit 25 - Aspects of Civil Liabilities affecting Business	Part 2	B	B.P3, B.P4, B.M2, B.D2	10th September 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Mrs Williams	Miss Gildea	
Unit 25 - Aspects of Civil Liabilities affecting Business	Part 3	C	C.P5, C.P6, C.M3, C.M4, C.D3	1st October 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Mrs Williams	Miss Gildea	
Unit 7 - Business Decision Making	N/A	A, B, C, D	AO1, AO2, AO3 and AO5	January 2020 May 2020	Awaiting Test Results				Mrs Baker		
Unit 6 Principles of Management	N/A	A, B, C, D	AO1, AO2, AO3 and AO4	January and May 20	Awaiting Test Results				Miss Gildea		
5 International Business	Part 1	A and B	(A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, AB.D1)	31st Jan 2020	31st May 2020	7th June 2020	14th June 2020	Within 15 Days	Miss Brown	Miss Gildea	
5 International Business	Part 2	C and D	C.P5, C.P6, D.P7, C.M3, D.M4, C.D2, D.D3	4th February 2020	31st May 2020	7th June 2020	14th June 2020	Within 15 Days	Miss Brown	Miss Gildea	
5 International Business	Part 3	E	E.P8, E.M5, E.D4	4th March 2020	31st May 2020	7th June 2020	14th June 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 8 - recruitment and Selection	Part 1	A	A.P1, A.P2, A.M1, A.D1	3rd November 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Mrs French	Miss Gildea	
Unit 8 - Recruitment and Selection	Part 2	B	B.P3, B.P4, B.M2, B.D2	4th February 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Mrs French	Miss Gildea	
Unit 8 - recruitment and Selection	Part 3	C	C.P5, C.P6, C.M3, C.D3	4th March 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Mrs French	Miss Gildea	
Unit 16 - Visual Merchandising	Part 1	A and B	A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, A.D1, B.D2)	4th February 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 16 - Visual Merchandising	Part 2	C	C.P5, C.P6, C.M3, C.D3	4th March 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Miss Brown	Miss Gildea	

Why has learning been sequenced in this way – Year 12

This is the format required by Pearson – The examining body. This must be sent off before moderation begins each year for each year group. From this, Pearson will decide which units of work to moderate from the centre. The order of the assessment plan is based upon the core units and the timings of the examination units in order to allow for any resit opportunities

		Assessment Plan								2019-2020	
Programme Number & Title		National Foundation Diploma in Business									
Unit No & Title	Assignment No & Title	Learning Aim	Assessment Criteria	Hand Out Date	Hand In Date	Summative Assessment Date	IV Sampling Date	Resubmission Date*	Assessor Name	IV Name	
Unit 1 Exploring Business	Part 1	A and B	(A.P1, A.P2, B.P3, A.M1, B.M2, AB.D1)	10 September 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 1 Exploring Business	Part 2	C and D	(C.P4, C.P5, D.P6, C.M3, D.M4, C.D2, D.D3)	1st Oct 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 1 Exploring Business	Part 3	E	(E.P7, E.M5, E.D4)	3rd November 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Miss Brown	Miss Gildea	
3 Personal and Business Finance	N/A	A, B, C, D	AO1, AO2, AO3 nnd AO5	January 2019 May 2020	Awaiting Test Results				Miss Gildea		
2 Developing a Marketing Campaign	N/A	A, B, C, D	AO1, AO2, AO3 nnd AO4	May 2020	N/A				Miss Gildea		
4 Managing an Event	Part 1	A	(A.P1, A.P2, A.M1, A.D1)	10th September 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Mrs Baker	Miss Gildea	
4 Managing an Event	Part 2	B and C	(B.P3, B.P4, C.P5, C.P6, B.M2, C.M3, BC.D2)	1st October 2019	31st Jan 2020	7th February 2020	14th February 2020	Within 15 Days	Mrs Baker	Miss Gildea	
4 Managing an Event	Part 3	D and E	(D.P7, E.P8, D.M4, E.M5, DE.D3)	3rd November 2019	31st Jan2020	7th February 2020	14th February 2020	Within 15 Days	Mrs Baker	Miss Gildea	
Unit 8 - Recruitment and Selection	Part 1	A	(A.P1, A.P2, A.M1, A.D1)	4th February 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Mrs French	Miss Gildea	
Unit 8 - Recruitment and Selection	Part 2	B and C	(B.P3, B.P4, C.P5, C.P6, B.M2, C.M3, B.D2, C.D3)	4th March 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Mrs French	Miss Gildea	
Unit 14 Investigating Customer Service	Part 1	A and B	(A.P1, A.P2, B.P3, A.M1, B.M2, A.D1, B.D2)	4th February 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Miss Brown	Miss Gildea	
Unit 14 Investigating Customer Service	Part 2	C	(C.P4, C.P5, C.P6, C.M3, C.D3)	4th March 2020	28th June 2020	5th July 2020	12th July 2020	Within 15 Days	Miss Brown	Miss Gildea	

What cross-curricular themes have been identified?

The main cross curricular links that are present throughout this course are English, Mathematics and Economics. A number of written skills are required throughout the course when answering exam questions and quantitative skills are included through calculations and interpretations of data. There are topic areas throughout the qualification that have heavy focus on economic aspects such as the external environment, interest rates, exchange rates etc.

How will this be assessed to show that students have learnt and remembered what they have been taught?

Years	Term 1	Term 2	Term 3
13	Module tests – Unit 6 and unit 7 Coursework deadlines	Coursework deadlines External exam – Units 6 and unit 7	Coursework deadlines
12	Modules test – Unit 3 Coursework deadlines	External exam – Unit 3 Modules test – Unit 2 Coursework deadlines	External exam – Unit 2 Coursework deadlines

What will students be expected to know and remember?

For an in depth view on what the students will be expected to know and remember in regards to knowledge and skills please see the BTEC syllabus.

How is the course enriched by speakers/visitors

Students explore real life businesses in order to complete both coursework and examination units. In unit 4, students must create and manage an event and this may involve them visiting businesses or indeed running their event at a business (for example Bowling). Students must create a marketing campaign for unit 2. This involves a set assignment from Pearson. Previous examples have been escape rooms, pop up cinemas and our students have visited these in order to gain a first hand view of how that particular business operates. Students complete unit 27 which is Work Experience. This involves students undertaking 5 days of work placement within a local business. For this unit, they must complete 30 hours at a work placement and research the company – to include their Health and Safety policies, working arrangements, employment law and duties. Unit 8 involves students recruiting and selecting candidates for a particular job role. For this unit we bring in interviewers from various companies to give students techniques on how to interview candidates. For unit 19 – Pitching a Business, we bring in outside speakers from Ford to give students advice and tips on how to prepare a successful

business pitch. Students have been given the opportunity to attend Cadbury World in Birmingham in order to enhance their knowledge on Functional areas, marketing, finance and production.

What skills and knowledge do students bring with them from Key Stage 4 to Year 12?

It is not essential that students have studied Business Studies at KS4, however students must have a deep interest in the subject. Students must have an in depth, comprehensive knowledge of Maths and English is an essential. Students must be able to form their own opinions and be able to actively justify these opinions.

What will students be expected to know and remember?

skills?

Years	Term 1	Term 2	Term 3
12 and 13	<ul style="list-style-type: none"> Investigate businesses based on the assignment briefs Locate and describe research methods Demonstrate ability to use computer skills such as word and powerpoint Be able to compare and contrast information and data Communicate views regarding business scenarios Be able to interpret statistical data Be able to use a calculator Be able to prepare revision notes 	<ul style="list-style-type: none"> Investigate businesses based on the assignment briefs Locate and describe research methods Demonstrate ability to use computer skills such as word and powerpoint Be able to compare and contrast information and data Communicate views regarding business scenarios Be able to interpret statistical data Be able to use a calculator Be able to prepare revision notes 	<ul style="list-style-type: none"> Investigate businesses based on the assignment briefs Locate and describe research methods Demonstrate ability to use computer skills such as word and powerpoint Be able to compare and contrast information and data Communicate views regarding business scenarios Be able to interpret statistical data