

Year 13 BTEC Business Studies

Subject and Year Group	Autumn Year 13	Autumn 2 Year 13	Spring 1 Year 13	Spring 2 Year 13	Summer 1 Year 13	Summer 2 Year 13
Topic/Unit to be studied	Unit 3 Personal and Business Finance (Exam Jan 2020)		Unit 8 Recruitment and Selection Process		N/A	
Core Knowledge and skills	<p>Functions and role of money</p> <p>Different ways to pay</p> <p>Current accounts</p> <p>Managing personal finance</p> <p>Exploring the personal finance sector</p> <p>Features of financial institutions</p> <p>Communicating with customers</p> <p>Consumer protection in relation to personal finance</p> <p>Information guidance and advice</p> <p>Understand the purpose of accounting</p> <p>Types of income</p> <p>Types of expenditure</p> <p>Sources of finance</p>		<p>Coursework unit that covers the following Learning Aims:</p> <p>Learning aim A: Examine how effective recruitment and selection contribute to business success</p> <p>Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer</p> <p>Learning aim C: Reflect on the recruitment and selection process and your individual performance</p> <p>Recruitment of staff</p> <p>Recruitment and selection process</p>		N/A	

	<p>Break even and cash flow forecasts</p> <p>Statement of comprehensive income</p> <p>Statement of financial position</p> <p>Measuring profitability</p> <p>Measuring liquidity</p> <p>Measuring efficiency</p> <p>Limitations of ratios</p>	<p>Ethical and legal considerations in the recruitment process</p> <p>Job applications</p> <p>Interviews and skills</p> <p>Review and evaluation of the interview process</p> <p>SWOT analysis and action plan</p>	
Assessment	<p>Summative: Mock exam at Christmas (end of Autumn 2 Year 13)</p> <p>Unit 3 is an external examination in January (Start of Spring 1 Year 13)</p>	<p>Unit 8 is a coursework unit so assessment is continuous via Teams. See separate Level 3 BTEC Assessment Plan for details</p> <p>Learning Aim A is assessed by February half term (end of Spring 1 Year 13)</p> <p>Learning Aim B and Learning Aim C are assessed by Easter (end of Spring 2 Year 13)</p> <p>Internal Verification of standards (IV) after the completion of each Learning Aim)</p>	<p>External Standards Verifier (SV) sampling</p>