

Curriculum Information Bramcote College

Year Group: Year 12

Subject: Business Studies (Cambridge Technical)

<p><i>Objectives/purpose</i></p>	<p>The Cambridge Technical Business Studies course is a vocational qualification that is equivalent to an A level. During the course students will complete two external examinations and create three portfolios of coursework.</p> <p>The Cambridge Technical qualification in Business is designed to develop students' core skills and understanding in relation to the business sector. They will prepare for two external examinations in Year 12 that assess their ability to recall and apply business theory in a range of contexts. In Year 13 students gain hands-on experience and have the opportunity to focus on specific topics such as human resource management, marketing and market research and communication in a business setting.</p> <p>Unit 1 In this unit students will develop an understanding of how and why businesses operate in the way they do. They will look at a range of different types of business and business structures, and explore how the ownership of a business and its objectives are interrelated. They will learn about the importance of different functions within a business and how they work together. They will understand the legal, financial, ethical and resource constraints under which a business must operate and how these can affect business behaviour. They will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. They will appreciate the influence different stakeholders can have on a business, and they will learn how to assess business performance.</p> <p>Unit 2 This unit will cover the skills and understanding needed to work effectively within a business environment. This includes arranging meetings, working with business documents, making payments, prioritising business activities and communicating with stakeholders. The way that these activities are dealt with will vary according to the specific business protocols in place. Some of these will be specific to a functional area; however, many are common to almost all job roles.</p>
<p>Autumn Term</p>	<p>Unit 1 – The business environment – L01, L02, L03, L04 – business activity, ownership, aims and objectives, functional areas, organisational structures and financial information.</p> <p>Unit 2 – Working in a business – L01- business protocols - authority, confidentiality, document control, checking, IT security and employment</p>
<p>Spring Term</p>	<p>Unit 1 – The business environment – L05, L06, L07, L08 – stakeholders, external constraints, business plans and assessment of business performance.</p>

	Unit 2 – Working in a business – L02, L03, L04, L02– factors affecting business meeting arrangements, business documents, prioritisation of tasks and effective communication
Summer Term	Unit 1 and 2 exam preparation Unit 8 – Introduction to Human Resource Management – Brockden Wood case study. (CW Unit)
How is progress measured?	Throughout the schemes of work students, are frequently asked to recall information in a series of low stakes testing scenario’s and complete homework tasks to develop their independent learning and exam technique. This builds to a summative assessment which requires them to recall key information and demonstrate the exam technique they have developed. Students will sit an assessment at the end of each Learning objective (LO) to give them a current grade. A full mock will take place in March and the external examinations will be sat in May. Coursework will be assessed continuously with feedback given to the student about their current grade. All tasks must be completed to the required standard to achieve distinction.
How is the subject externally examined? (KS4 and KS5)	There are two external exams that will be sat in May, Year 12. This will assess their knowledge and understanding in Unit 1 and 2. The rest of the qualification is assessed via the production of a coursework portfolio which is comprised of three units. Paper 1 – The Business Environment - 2 hour written exam – 90 marks Paper 2 – Working in a business – 1hr 30 minutes written exam – 60 marks Unit 4 Communication in Business Unit 5 Marketing and Market research Unit 8 Introduction to Human Resource Management
Extending Learning at home	Students are expected to complete 4 hours of independent learning each week, in which time they will be given opportunities to develop their knowledge and exam technique. This will be set using Microsoft Teams. Each student will also be given a personalised checklist (PLC) and knowledge organiser to support their learning over time. It’s strongly advised they also buy a copy of the revision notes – Cambridge Technical Level 3 Business, Diane Mitchell and Dianne Wainwright. Hodder Education.
Support Available	Students have five double lessons a fortnight. With small groups, students are able to address specific misconceptions or concerns with their teachers. Teachers are also more than happy to support students out of lesson time.
Useful web addresses and book resources/revision guides	Files section – Microsoft Teams https://businessed.co.uk/index.php/home/theory/cambtec/cambtec-l3-theory#unit-1-the-business-environment

	<p>https://www.hoddereducation.co.uk/subjects/business-and-accounting/products/general/my-revision-notes-cambridge-technicals-level-3-bu</p> <p>https://ocr.org.uk/qualifications/cambridge-technicals/business/#level-3</p>
--	---

Date reviewed: May 2020