

Curriculum Map: BTEC Extended Certificate in Business Yr13

	Autumn	Spring	Summer
Content Declarative knowledge 'I Know'			
Personal & Business Finance	<p>A Understand the importance of managing personal finance</p> <p>A1 Functions and role of money The ability to handle money received, and to control money paid, is a fundamental requirement for personal and business success. This success relies on understanding what 'money' is.</p> <ul style="list-style-type: none"> • Functions of money: • Role of money is affected and influenced by a number of factors • Planning expenditure, common principles to be considered in planning personal finances: <p>A2 Different ways to pay</p> <p>A3 Current accounts</p> <p>A4 Managing personal finance</p> <ul style="list-style-type: none"> • Suitability of different financial products and services against individual needs. • Different types of borrowing, features, advantages and disadvantages: • Different types of saving and investment features, advantages and disadvantages: • Risks and rewards of saving versus investment. • Different insurance products: <p>B Explore the personal finance sector</p> <p>B1 Features of financial institutions Types of organisations and their advantages and disadvantages:</p> <p>B2 Communicating with customers Methods of interacting with customers, advantages and disadvantages:</p> <p>B3 Consumer protection in relation to personal finance Function, role and responsibilities of: Financial Conduct Authority (FCA), Financial Ombudsmen Service (FOS), Financial Services Compensation Scheme (FSCS), legislation – consumer credit.</p> <p>B4 Information, guidance and advice Function, role and responsibilities, advantages and disadvantages of: Citizens Advice, independent financial advisor (IFA), price comparison websites, debt counsellors, Individual Voluntary Arrangements (IVAs), bankruptcy.</p> <p>C Understand the purpose of accounting</p> <p>C1 Purpose of accounting</p> <p>C2 Types of income - Capital income & Revenue income</p> <p>C3 Types of expenditure - Capital expenditure & Revenue expenditure</p> <p>D Select and evaluate different sources of business finance</p> <p>D1 Sources of finance</p>	<p>Assessment Point – Exam Written examination set by Pearson, 2 hours, 80 marks.</p>	

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	<p>Advantages, disadvantages, short term and long term for internal & external sources</p> <p>E Break-even and cash flow forecasts</p> <p>E1 Cash flow forecasts</p> <ul style="list-style-type: none"> • Inflows/receipts & Outflows/payments • Prepare, complete, analyse, revise and evaluate cash flow. • Use of cash flow forecasts for planning, monitoring, control, target setting. • Benefits and limitations of cash flow forecasts. <p>E2 Break-even analysis</p> <ul style="list-style-type: none"> • Costs: variable, semi-variable, fixed, total. • Sales: total revenue, total sales, selling price per unit, sales in value and/or units. • Calculation using/manipulating break-even formula (units and/or sales value), completion of break-even chart, break-even point. • Identification of area of profit, area of loss. • Identify and calculate margin of safety (units and value). • Calculation of total contribution, contribution per unit benefits and limitations. • Use of break-even for planning, monitoring, control, target setting. • Prepare, complete, analyse, revise and evaluate break-even. <p>F Complete statements of comprehensive income and financial position and evaluate a business's performance</p> <p>F1 Statement of comprehensive income</p> <ul style="list-style-type: none"> • Purpose and use. • Completion, calculation and amendment • Adjustments for depreciation • Adjustments for prepayments, accruals. • Interpretation, analysis and evaluation of statements. <p>F2 Statement of financial position</p> <ul style="list-style-type: none"> • Purpose and use. • Completion, calculation and amendment of statement using vertical presentation • Adjustments for straight line (cost x%) depreciation, reducing balance (cost – depreciation to date x%). • Adjustments for prepayments, accruals. • Interpretation, analysis, and evaluation of statements. <p>F3 Measuring profitability</p> <p>F4 Measuring liquidity</p> <p>F5 Measuring efficiency</p> <p>F6 Limitations of ratios</p>		
Recruitment & Selection process		<p>LAA: Examine how effective recruitment and selection contribute to business success</p> <p>A1 Recruitment of staff</p> <p>A2 Recruitment and selection process</p> <p>Recruitment process – the purpose of the documents for internal and external recruitment:</p>	<p>C1 Review and evaluation</p> <p>Role-play activity.</p> <p>Individual appraisal of own roles in being interviewed, interviewing and observing.</p> <p>Review of communication skills & of organisational ability.</p>

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		<p>Selection, including assessment centres and psychometric testing, group/team activity interviews (by telephone, face-to-face, group and panel), presentations in interviews, short tests at interviews:</p> <p>A3 Ethical and legal considerations in the recruitment process Why recruitment processes have to be ethical and adhere to equal opportunities legislation; what the ethical responsibilities and the current legislation relating to equal opportunities are.</p> <p>LAB: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer</p> <p>B1 Job applications Selection of a job role for the business as above and then preparation of all the relevant documents:</p> <p>B2 Interviews and skills Communication skills required for interview situations Designing interview questions. Interview feedback form. Observation form. Reviewing applications from peer group. Submitting applications to peer group. Demonstration of a work-related competence (interviewing and being interviewed), analysis of how the activity worked Evaluation of documentation produced for the process</p>	<p>Assessment of how the skills acquired support the development of employability skills.</p> <p>C2 SWOT analysis and action plan SWOT analysis on individual performance in the role-play activities. Self-critique of the events and documentation prepared, and how it supported the activity. Review if the process was effective and how a learner feels they may need to develop skills further to be able to conduct and participate in interviews more effectively. Action plan to highlight how to address any weaknesses in skill set.</p>
<p>Skills Procedural Knowledge 'I know how to'</p>	<p>Interpret the mark scheme Structure responses to questions Develop written answers to access higher mark bands</p>	<p>Interpret the grading criteria Present assignments in the appropriate format Develop written work to access Merit/Distinction criteria</p>	<p>Interpret the grading criteria Present assignments in the appropriate format Develop written work to access Merit/Distinction criteria Reflect on my work and performance to develop a plan Produce documents for recruitment & selection Take part in a recruitment and selection process</p>
<p>Strategies Conditional Knowledge 'I know when to'</p>	<p>Select and apply content. Develop my written responses</p>	<p>Research, Select and apply content. Produce written work to meet the grading criteria</p>	<p>Research, Select and apply content. Produce written work to meet the grading criteria</p>
<p>Key Questions</p>	<p>Which is the best personal finance product based on personal circumstances? What options are there when in debt? How does a business record its finances? What do the documents tell us about the finances of a business? Should business X opt for A or B?</p>	<p>How do large businesses recruit & select employees? How does an effective system help business success? Why is it important for the process to be ethical and legal?</p>	<p>How is recruitment & selection process carried out? How did I do? How & where can I improve?</p>
<p>Assessment topics</p>	<p>Personal and Business Finance – See content from Spec</p>	<p>Assignment 1 - Evaluating the recruitment and selection process of a large business – LAA from the spec</p>	<p>Assignment 2 - The Recruitment and Selection Process – LAB & LAC from the spec Practical assessment of knowledge Written evaluation and reflection of work & performance.</p>
<p>Cross curricular links/Character Education</p>	<p>English – literacy</p> <ul style="list-style-type: none"> • Reading & interpreting a variety of texts • Writing; producing a range of documents including reports & presentations 	<p>English – literacy</p> <ul style="list-style-type: none"> • Reading & interpreting a variety of texts • Writing; producing a range of documents including reports & presentations 	<p>English – literacy</p> <ul style="list-style-type: none"> • Reading & interpreting a variety of texts • Writing; producing a range of documents including reports & presentations

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	<ul style="list-style-type: none"> • Oral; presentations, discussions & role plays Maths – Calculations and interpretation of data. PSHE – Ethics, finances Sociology – population & influences Psychology – how individuals are influenced Geography – where businesses are based & trade SMSC – Ethics, wellbeing Languages – use of languages in different countries IT – the use and application of technology 	<ul style="list-style-type: none"> • Oral; presentations, discussions & role plays Maths – Calculations and interpretation of data. PSHE – Ethics, finances Sociology – population & influences Psychology – how individuals are influenced Geography – where businesses are based & trade SMSC – Ethics, wellbeing Languages – use of languages in different countries IT – the use and application of technology Careers – Selection & Application process 	<ul style="list-style-type: none"> • Oral; presentations, discussions & role plays Maths – Calculations and interpretation of data. PSHE – Ethics, finances Sociology – population & influences Psychology – how individuals are influenced Geography – where businesses are based & trade SMSC – Ethics, wellbeing Languages – use of languages in different countries IT – the use and application of technology Drama – Role Play Careers – job applications & interviews