

# Curriculum Rationale and Overview (Scheme level)



Subject: CTEC Business

Year group: 12

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
<b>National Curriculum context</b>						
<b>Scheme of Learning Title:</b>	Unit 1: The business environment.	Unit 1: The business environment.	Unit 1: The business environment.  Unit 2: Working in business.	Unit 2: Working in business.	Unit 2: Working in business.  Unit 5: Marketing and market research.	Unit 5: Marketing and market research.
<b>Content</b> <i>What will students know?</i>	<p>LO1: Understand the different types of businesses and their objectives.</p> <p>LO2: Understand how the functional areas of businesses work together to support the activities of businesses.</p> <p>LO3: Understand the effect of different organisational structures and how businesses operate.</p>	<p>LO4: Be able to use financial information to check the financial health of businesses.</p> <p>LO5: Understand the relationship between businesses and stakeholders.</p> <p>LO6: Understand the external influences and constraints on businesses and how businesses could respond.</p>	<p><b>Unit 1:</b></p> <p>LO7: Understand why businesses plan.</p> <p>LO8: Be able to assess the performance of businesses to inform future business activities.</p> <p><b>Unit 2:</b></p> <p>LO1: Understand protocols to be followed when working in business.</p>	<p>LO2: Understand factors that influence the arrangement of business meetings.</p> <p>LO3: Be able to use business documents.</p>	<p><b>Unit 2:</b></p> <p>LO4: Be able to prioritise business tasks.</p> <p>LO5: Understand how to communicate effectively with stakeholders.</p> <p><b>Unit 5:</b></p> <p>LO1: Understand the role of marketing in businesses.</p>	<p><b>Unit 5:</b></p> <p>LO2: Know the constraints of marketing.</p> <p>LO3: Be able to carry out market research for business opportunities.</p>
<i>What will students understand?</i>	<p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>Different types of business activity and sectors</li> <li>Different forms of legal</li> </ul>	<p><b>LO4:</b></p> <ul style="list-style-type: none"> <li>A range of financial terms</li> <li>How to calculate: profit/loss and break-even point/output</li> </ul>	<p><b>Unit 1:</b></p> <p><b>LO7:</b></p> <ul style="list-style-type: none"> <li>The purpose of planning</li> <li>Determine appropriate sources of finance for businesses</li> </ul>	<p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>The factors that influence meeting arrangements</li> <li>The factors that influence business travel arrangements</li> </ul>	<p><b>Unit 2:</b></p> <p><b>LO4:</b></p> <ul style="list-style-type: none"> <li>The reasons for prioritising business tasks</li> <li>The factors that influence task prioritisation</li> </ul>	<p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>The main elements and impacts of constraints on marketing.</li> </ul> <p><b>LO3:</b></p>

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	<p>business ownership</p> <ul style="list-style-type: none"> <li>• Factors which inform business ownership</li> <li>• Different business aims and objectives.</li> </ul> <p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>• Key tasks of functional areas of businesses</li> <li>• How business functions interrelate.</li> </ul> <p><b>LO3:</b></p> <ul style="list-style-type: none"> <li>• Different organisational structures</li> <li>• Elements of organisational structures</li> <li>• How organisational structures impact on businesses operations</li> </ul>	<ul style="list-style-type: none"> <li>• How to interpret financial statements.</li> </ul> <p><b>LO5:</b></p> <ul style="list-style-type: none"> <li>• Internal and external stakeholders</li> <li>• How stakeholders attempt to alter business behaviour</li> <li>• How businesses respond to different stakeholders</li> <li>• The consequences to a business of not listening to stakeholders.</li> </ul> <p><b>LO6:</b></p> <ul style="list-style-type: none"> <li>• The factors which compromise the external business environment</li> <li>• Identify how the external environment can impact on a business and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• What may be included in a business plan.</li> </ul> <p><b>LO8:</b></p> <ul style="list-style-type: none"> <li>• The factors affecting the success/failure of a business</li> <li>• How to conduct a SWOT analysis</li> <li>• How to interpret business performance.</li> </ul> <p><b>Unit 2:</b></p> <p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>• The authority protocols</li> <li>• The confidentiality protocols</li> <li>• The constraints on document content</li> <li>• The checking protocols</li> <li>• The IT security protocols</li> <li>• The employment protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• The factors that influence business accommodation arrangements.</li> </ul> <p><b>LO3:</b></p> <ul style="list-style-type: none"> <li>• The purpose, interpretation and completion of business documents</li> <li>• The purpose and interpretation of other business documents</li> <li>• How to make payments</li> <li>• The purpose, completion and checking of meeting documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• How to use information to inform prioritisation</li> <li>• How to assign priorities and identify appropriate actions to complete tasks</li> <li>• The need to change priorities when necessary.</li> </ul> <p><b>LO5:</b></p> <ul style="list-style-type: none"> <li>• The characteristics which inform the design of business communications</li> <li>• How the characteristics of business communications design impact on the use of resources</li> <li>• How and when to use different types of communication</li> <li>• How to review business communication</li> </ul>	<ul style="list-style-type: none"> <li>• The purpose of market research</li> <li>• Methods and types of researching</li> <li>• Tools used to carry out market research</li> <li>• Sources for secondary market research</li> <li>• How to carry out market research using primary and secondary methods</li> <li>• Factors that influence the choice of market research methods</li> <li>• Benefits and drawbacks of methods, types and tools of market research.</li> </ul>
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	<ul style="list-style-type: none"> <li>The use of organisation charts.</li> </ul>	<ul style="list-style-type: none"> <li>How businesses can respond to changes in the external environment.</li> </ul>			<p>s to make sure they are fit for purpose.</p> <p><b>Unit 5:</b></p> <p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>An introduction to the marketing function</li> <li>How businesses use market analysis</li> <li>How the impact of marketing can be measured.</li> </ul>	
<p><i>What will students be able to do?</i></p>	<p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>Explain the characteristics of different types of business activity and sectors of operation</li> <li>Identify and explain the advantages and disadvantages of different forms of</li> </ul>	<p><b>LO4:</b></p> <ul style="list-style-type: none"> <li>Define, provide examples of and explain the features of financial key terms</li> <li>Calculate profit/loss and break-even point/output</li> <li>Interpret different features of financial statements.</li> </ul>	<p><b>Unit 1:</b></p> <p><b>LO7:</b></p> <ul style="list-style-type: none"> <li>Identify and explain why businesses plan</li> <li>Explain the advantages and disadvantages of different sources of finance</li> <li>Identify what may be included in a business plan</li> </ul>	<p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>Identify and explain the factors that influence meeting arrangements</li> <li>Identify and explain the factors that influence business travel arrangements</li> <li>Identify and explain the factors that influence business</li> </ul>	<p><b>Unit 2:</b></p> <p><b>LO4:</b></p> <ul style="list-style-type: none"> <li>Identify and explain reasons for prioritising business tasks</li> <li>Identify and explain the factors that influence task prioritisation</li> <li>Explain how to assign prioritise and identify appropriate actions to complete tasks</li> </ul>	<p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>Identify and explain the main elements and impacts of constraints on marketing.</li> </ul> <p><b>LO3:</b></p> <ul style="list-style-type: none"> <li>Explain the purpose of market research</li> <li>Identify and explain different methods and</li> </ul>

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	<p>legal business ownership</p> <ul style="list-style-type: none"> <li>Identify factors which inform business ownership</li> <li>Identify and explain differing business aims and objectives.</li> </ul> <p><b>LO2:</b></p> <ul style="list-style-type: none"> <li>Discuss and explain the key tasks of each functional area</li> <li>Explain how business functions interrelate.</li> </ul> <p><b>LO3:</b></p> <ul style="list-style-type: none"> <li>Explain the features of different organisational structures</li> </ul>	<p><b>LO5:</b></p> <ul style="list-style-type: none"> <li>Identify who the main stakeholders are</li> <li>Explain how different stakeholder groups alter business behaviour</li> <li>Explain how businesses respond to stakeholders with conflicting objectives</li> <li>Identify the consequences to a business of not listening to its stakeholders.</li> </ul> <p><b>LO6:</b></p> <ul style="list-style-type: none"> <li>Identify and explain the factors which comprise the external business environment</li> <li>Explain how the external environment can impact a</li> </ul>	<ul style="list-style-type: none"> <li>Explain the use of a business plan.</li> </ul> <p><b>LO8:</b></p> <ul style="list-style-type: none"> <li>Identify factors affecting the success/failure of a business</li> <li>Conduct a SWOT analysis</li> <li>Explain how to interpret business performance.</li> </ul> <p><b>Unit 2:</b></p> <p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>Identify links between authority and job roles within an organisational chart</li> <li>Explain chain of command and levels of authority</li> <li>Identify how confidentiality can be maintained</li> <li>Explain the benefits and drawbacks of</li> </ul>	<p>accommodation arrangements.</p> <p><b>LO3:</b></p> <ul style="list-style-type: none"> <li>Interpret and use the contents of business documents</li> <li>Understand terms and abbreviations used in business documents</li> <li>Complete calculations within business documents</li> <li>Identify and explain the advantages and disadvantages of different payment methods</li> <li>Identify and explain the benefits of meeting documentation and the importance of it being checked.</li> </ul>	<ul style="list-style-type: none"> <li>Understand and explain that sometimes priorities must be changed.</li> </ul> <p><b>LO5:</b></p> <ul style="list-style-type: none"> <li>Consider the design of documentation used by businesses</li> <li>Identify appropriate use of resources to be considered</li> <li>Consider and explain the appropriateness of different types of communication in different situations</li> <li>Review communications and decide whether it is fit for the intended purpose and audience</li> <li>Identify and explain improvements that can be made to business</li> </ul>	<p>types of researching</p> <ul style="list-style-type: none"> <li>Identify and explain different tools used to carry out primary market research</li> <li>Identify and explain different sources for secondary market research</li> <li>Explain how to carry out market research using primary and secondary methods</li> <li>Identify and explain the factors that influence the choice of market research method</li> <li>Explain the benefits and drawbacks of methods, types and tools of</li> </ul>
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	<ul style="list-style-type: none"> <li>Identify the elements of organisational structures</li> <li>Explain how elements of organisational structures impact on business operations</li> <li>Explain the use of organisation charts.</li> </ul>	<p>business and different stakeholders</p> <ul style="list-style-type: none"> <li>Explain the advantages and disadvantages of how a business can respond to changes in the external environment.</li> </ul>	<p>maintaining confidentiality</p> <ul style="list-style-type: none"> <li>Identify the importance of the avoidance of plagiarism</li> <li>Explain the benefits and drawbacks of the checking of documents and protocols</li> <li>Identify and explain why and how data is protected</li> <li>Explain the importance of employment protocols.</li> </ul>		<p>communications.</p> <p><b>Unit 5:</b></p> <p><b>LO1:</b></p> <ul style="list-style-type: none"> <li>Provide an introduction to the marketing function</li> <li>Explain how businesses use market analysis</li> <li>Explain how the impact of marketing can be measured.</li> </ul>	<p>market research.</p>
<b>How will they be formally assessed?</b>	End of topic LO1, LO2 and LO3 test. The test will consist of exam style questions and past paper questions.	End of topic LO4, LO5 and LO6 test. The test will consist of exam style questions and past paper questions.	<b>Unit 1:</b> End of topic LO7 and LO8 test. The test will consist of exam style questions and past paper questions.	End of topic LO1, LO2 and LO3 test. The test will consist of exam style questions and past paper questions.	<b>Unit 2:</b> End of topic LO4 and LO5 test. The test will consist of exam style questions and past paper questions.	Internally assessed coursework unit. Work will be marked against the marking grids from the exam board.
<b>Blended Learning Opportunities (yr 7 &amp; 8)</b>						
<b>Literacy/Numeracy/Personal Development</b>	<ul style="list-style-type: none"> <li>New terminology</li> <li>Extended writing.</li> </ul>	<ul style="list-style-type: none"> <li>New terminology</li> <li>Extended writing</li> <li>Business calculations</li> </ul>	<ul style="list-style-type: none"> <li>New terminology</li> <li>Extended writing.</li> </ul>	<ul style="list-style-type: none"> <li>New terminology</li> <li>Extended writing.</li> </ul>	<ul style="list-style-type: none"> <li>New terminology</li> <li>Extended writing.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Reading and understanding numerical data.</li> </ul>				
<b>Links to Prior learning</b>	These topics were covered in GCSE Business. However, they are covered in greater detail as well as new information is introduced for the CTEC qualification.	These topics were covered in GCSE Business. However, they are covered in greater detail as well as new information is introduced for the CTEC qualification.	Business plans were covered in GCSE Business. However, they are covered in greater detail as well as new information is introduced for the CTEC qualification.		Marketing was covered in GCSE Business. However, they are covered in greater detail as well as new information is introduced for the CTEC qualification.	Marketing was covered in GCSE Business. However, they are covered in greater detail as well as new information is introduced for the CTEC qualification.