

**Scheme of Work 2020-2021**  
**Subject: BTEC Level 3 Business**

**Year Group: Year 13**

**Specification: BTEC Business level 3 – Unit 1**

<b>Week Beginning</b>	<b>Topic &amp; Objectives</b>	<b>Big Question – What will students learn?</b>	<b>Key Activities &amp; Specialist Terminology (Do Now Task / Starter/Tasks/Plenary)</b>	<b>Planned Assessment</b>	<b>Homework or flipped learning resources DODDLE resources</b>	<b>Lit Num SMSC Codes</b>
2/9/20	Ownership and liability	Explore the features of different businesses and analyse what makes them successful	<ul style="list-style-type: none"> <li>Private, e.g. sole trader, partnership, private limited company, public limited company, cooperative, limited and unlimited liability</li> <li>public, e.g. government department</li> <li>not-for-profit, e.g. charitable trust, voluntary.</li> </ul>	Assignment 1		Lit Social So8 Sp2 Sp5
9/9/20	Ownership and liability	Explore the features of different businesses and analyse what makes them successful	<ul style="list-style-type: none"> <li>Private, e.g. sole trader, partnership, private limited company, public limited company, cooperative, limited and unlimited liability</li> <li>Public, e.g. government department</li> <li>Not-for-profit, e.g. charitable trust, voluntary.</li> </ul>	Assignment 1		Lit Social So8 Sp2 Sp5
16/9/20	Ownership and liability	Explore the features of different businesses and analyse what makes them successful	<ul style="list-style-type: none"> <li>Private, e.g. sole trader, partnership, private limited company, public limited company, cooperative, limited and unlimited liability</li> <li>Public, e.g. government department</li> <li>Not-for-profit, e.g. charitable trust, voluntary</li> </ul>	Assignment 1		Lit Social So8 Sp2 Sp5
23/9/20	Ownership and liability	Explore the different sectors of different businesses and	Sectors: <ul style="list-style-type: none"> <li>Primary</li> <li>Secondary</li> </ul>	Assignment 1		Lit Social

		analyse what makes them successful	<ul style="list-style-type: none"> <li>• Tertiary</li> <li>• Quaternary</li> </ul>			So8 Sp2 Sp5
30/9/20	Ownership and liability	Explore the different sectors of different businesses and analyse what makes them successful	Sectors: <ul style="list-style-type: none"> <li>• Primary</li> <li>• Secondary</li> <li>• Tertiary</li> <li>• Quaternary</li> </ul>	Assignment 1		Lit  Social  So8 Sp2 Sp5
7/10/20	Ownership and liability	Scope of business activities: local, national, international.	Scope of business activities: <ul style="list-style-type: none"> <li>• Local</li> <li>• National</li> <li>• International</li> </ul>	Assignment 1		Lit  Social  So8 Sp2 Sp5
14/10/20	Ownership and liability	Scope of business activities: local, national, international.	<ul style="list-style-type: none"> <li>• Size: micro – up to nine staff, Small and Medium Enterprises (SMEs): small – between 10 and 49 staff, medium – between 50 and 249 staff; large: more than 250 staff.</li> <li>• Reasons for success: how these differ depending on the type of business (profit or non-profit), and its aims and objectives, e.g. clarity of vision, innovative products or processes.</li> </ul>	Assignment 1		Lit  Social  So8 Sp2 Sp5
21/10/20	Stakeholders and their influence	Who are the different stakeholders in a business?	Internal e.g. managers, employees, owners	Assignment 1		Lit  Social  Cultural  So8

						Sp2 Sp5
<b>Half term</b>						
2/11/20	Stakeholders and their influence	Who are the different stakeholders in a business?	External, e.g. suppliers, lenders, competitors, debtors, creditors, customers, government agencies and departments (local, national, international), communities (Local, national, international), pressure groups, interest groups.	Assignment 1		Lit  Social  Cultural So8 Sp2 Sp5
9/11/20	Effective business communications	Appropriate presentation and delivery of information to a given audience	<ul style="list-style-type: none"> <li>• written presentations, e.g. financial, non-financial, formal and informal reports</li> <li>• oral presentations, e.g. computer projection/PowerPoint with speaker notes</li> <li>• Importance of communication to aid business success, e.g. social media, virtual communities.</li> </ul>	Assignment 1		Lit  Social  Cultural  So8 Sp2 Sp5
16/11/20	Investigate how businesses are organised	Structure and organisation	<ul style="list-style-type: none"> <li>• Organisational structure, e.g. hierarchical, flat, matrix, Holarctic.</li> <li>• Functional/operational areas, e.g. human resources, research and development, sales, marketing, purchasing, production and quality, finance, customer service, IT, administration.</li> </ul>	Assignment 1		Lit  Social  Cultural  So8 Sp2 Sp5

23/11/20	Investigate how businesses are organised	Aims and objectives	<p>Aims of businesses in different sectors – mission, vision and values:  private, e.g. making profits, profit maximisation, break-even, survival, growth, market leadership  public, e.g. service provision, cost control, value for money, service quality, meeting government standards  Not-for-profit, e.g. education, housing, alleviating poverty, healthcare.</p> <ul style="list-style-type: none"> <li>• SMART (Specific, Measurable, Achievable, Relevant, Time constrained) objectives.</li> </ul>	Assignment 1		Lit  Social  Cultural  So8 Sp2 Sp5
30/11/20	Examine the environment in which businesses operate	External environment	<ul style="list-style-type: none"> <li>• Political, e.g. government support, membership of trading communities such as the European Union.</li> <li>• Economic, fiscal, monetary and other government policies, e.g. supply side policy, economic growth, exchange rates.</li> <li>• Social attitudes to saving, spending and debt; social responsibility requirements; change, e.g. to demographic trends, consumers' tastes/preferences.</li> <li>• Technological change, e.g. automation, improved communications.</li> <li>• Environmental factors and ethical trends, e.g. carbon emissions, waste, recycling, pollution.</li> <li>• Legal environment, e.g. Partnership Act 1890, Companies Act 2006, Charities Act 2011, Competition Act 1998, UK Corporate Governance Code, financial services regulation, industry regulators, government departments.</li> </ul>	Assignment 2		Lit  Social  Cultural  So8 Sp2 Sp5

			(Statutes and regulations current at the time of teaching should be used. Outline understanding only is expected.)			
7/12/20	Examine the environment in which businesses operate	External environment	<ul style="list-style-type: none"> <li>• Political, e.g. government support, membership of trading communities such as the European Union.</li> <li>• Economic, fiscal, monetary and other government policies, e.g. supply side policy, economic growth, exchange rates.</li> <li>• Social attitudes to saving, spending and debt; social responsibility requirements; change, e.g. to demographic trends, consumers' tastes/preferences.</li> <li>• Technological change, e.g. automation, improved communications.</li> <li>• Environmental factors and ethical trends, e.g. carbon emissions, waste, recycling, pollution.</li> <li>• Legal environment, e.g. Partnership Act 1890, Companies Act 2006, Charities Act 2011, Competition Act 1998, UK Corporate Governance Code, financial services regulation, industry regulators, government departments.</li> </ul> <p>(Statutes and regulations current at the time of teaching should be used. Outline understanding only is expected.)</p>	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
14/12/20	Assignment work		To complete assignment one	Assignment 1		Lit So8 Sp2 Sp5

**Christmas Holidays**