

# Learning Journey Y12 CTEC Business

## The journey starts

All students to complete Unit 20 Coursework and Units 1 & 2 exams by May of Y13. The assessment task is marked internally but moderated externally.



**Year 12**

**Term 1a**

**Intro to Unit 1**

**Unit 1 LO1**

**Unit 1 LO4**

**Unit 1 LO2**

**Unit 1 LO3**

**Unit 1: LO6 Understand the external influences and constraints on businesses and how businesses could respond**

You will learn about political, economic, sociological, technological, legal, environment and ethical factors

**Unit 1: LO8 Be able to assess the performance of businesses to inform future business activities**

You will learn about the financial and non-financial factors that affect a business and how to interpret its performance

## Unit 1 Exam

You will sit a 2 hour paper where you will be assessed on all Learning Objectives. This will be marked externally.

**Unit 2: LO1 Understand protocols to be followed when working in business**

You will learn about protocols and how to ensure they are adhered to within the work environment.

**Unit 1: LO1 Understand different types of businesses and their objectives**

You will learn about business activities, sectors, ownership and aims

**Unit 1: LO2 Understand how functional areas of business work together to support the activities of businesses**

You will learn about key tasks of functional areas and how they inter-relate

**Unit 1: LO3 Understand the effect that different organizational structures have on how businesses operate**

You will learn about different organizational structures and how they are used .

**Unit 1: LO4 Be able to use financial information to check the financial health of a business**

You will learn about revenue and costs, how to calculate break even and profit/loss and interpret financial statements.

**Unit 1: LO7 Understand why businesses plan**

You will learn about how to create a business plan to source appropriate finance

**Unit 1 LO8**

**Unit 1 LO7**

**Unit 1 LO6**

**Unit 1 LO5**

**Unit 1: LO5 Understand the relationship between businesses and stakeholders**

You will learn who the main stakeholders are, their objectives, the ways they attempt to alter business behaviour, their conflicting objective and the consequences of not listening to them.

**Unit 1 Exam**

**Unit 2 Intro**

**Unit 2 LO1**

**Term 2b**

**Unit 2 LO2**

**Unit 2 LO3**

**Term 3a**

**Unit 2: LO2 Understand factors that influence the arrangement of business meetings**

You will learn about how to plan and run business meetings taking into account travel and accommodation needs

**Unit 2: LO3 Be able to use business documents**

You will learn about the purpose, interpretation and completion of documents used to buy and selling and how to select the most appropriate payment method.



**Term 2a**



**Term 1b**

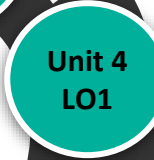
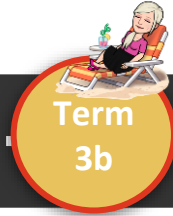
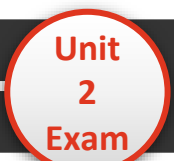
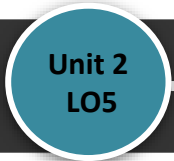
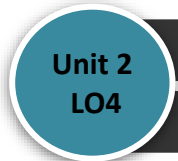
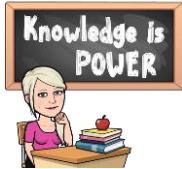


# Learning Journey Y12 CTEC Business

## The Journey Continues

### Unit 2: LO4 Be able to prioritise tasks

You will learn the reasons for prioritising, influences and how to use information to assign priorities and make changes when necessary.



### Unit 2: LO5 Understand how to communicate effectively with stakeholders

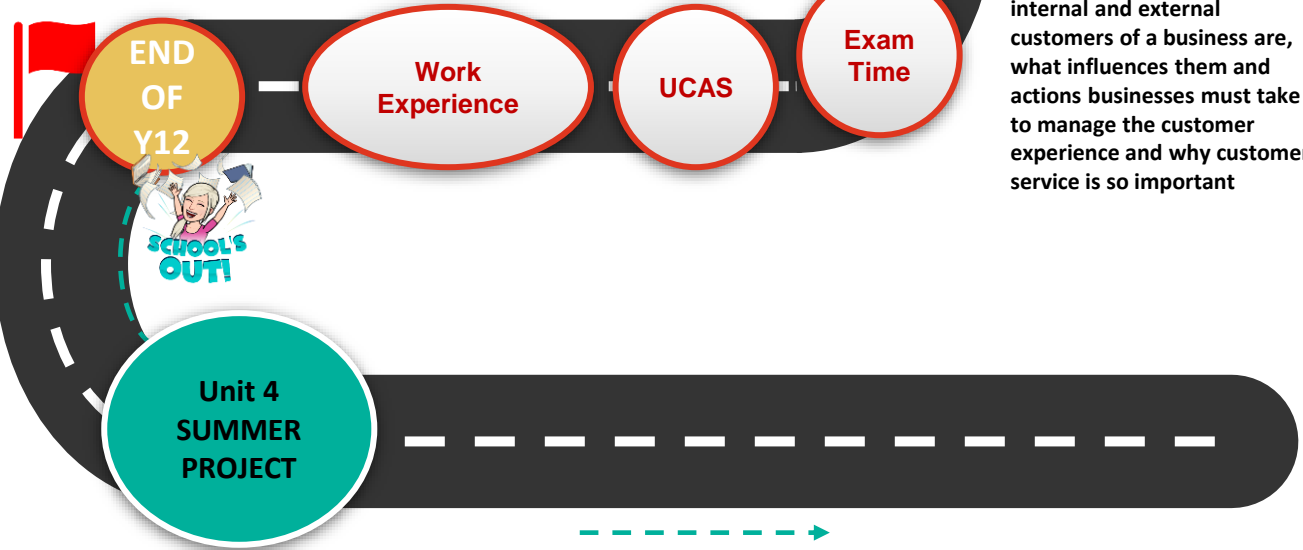
You will learn how to design business communication and select and review the most appropriate type.

### Unit 2 Exam

You will take a 1.5 hour paper that will assess all of the learning objectives.

### Unit 4: LO1 Understand who customers are and their importance to the business

You will learn about who the internal and external customers of a business are, what influences them and actions businesses must take to manage the customer experience and why customer service is so important



You will complete a Unit 4 summer project in preparation for completion of Unit 4 in the Autumn Term of Year 13