

# Learning Journey Y13 CTEC Business

## The Journey starts

All students to complete Unit 20 Coursework and Units 1 & 2 exams by May of Y12. The assessment task is marked internally but moderated externally.



Year 13

Term 1a

Intro to Unit 2

Unit 2 LO1

Unit 2 LO2

Term 1b

Unit 2 LO3

**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.

**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 Exam**

You will sit a 1.5 hour paper where you will be assessed on all Learning Objectives. This will be marked externally.



Unit 20 LO1

Unit 2 Exam

Term 2a

Unit 2 LO5

**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 20: LO1 Business Events**

You will learn how to prepare for a business event

Term 2b



Unit 20 LO2

Unit 20 LO3



Term 3a

Unit 1 Resit

Unit 2 Resit

END OF Y13



**Unit 20: LO2 Be able to support the running of a business event**

You will learn how to provide support during the running of a business event.

**Unit 20: LO3 Business Events**

You will learn how review and evaluate if the event has met its objectives