

# Year 13 BTEC Business

Year Calendar Plan		
Dates	Lesson Focus	Assessment/Revision
Term 1	Unit 3 A4 managing personal finance – insurance B1 Features of Financial institutions - Types of organisations, their advantages and disadvantages B2 Communicating with customers - Methods with interacting with customers – advantages & disadvantages B3 consumer protection in relation to personal finance - Function role and responsibilities of FCA, FOS, FSCS, OFT B4 information guidance and advice C1 purpose of accounting C2 Types of income C3 Types of expenditure D1 Sources of Finance E1 Cash flow forecasts	Revision resources for each topic to be created as ongoing work this term  Key terms and formulae assessed each lesson  PC1- Personal Finance
Term 2	Unit 3 E2 Breakeven - Breakeven chart, costs, breakeven formula Contribution, benefits and limitations, use of breakeven for planning, analysis of breakeven and evaluation F1 Statement of comprehensive income Purpose & use, calculation of Gross profit & net profit, depreciation – straight line & reducing balance Adjustment for prepayments & accruals, interpretation, analysis & evaluation of statements F2 statement of financial position - Purpose & use, completion, calculation and amendment of statement using vertical presentation F3 Measuring profitability - GPM, mark-up, profit margin, ROCE F4 measuring liquidity - Calculation, interpretation, analysis & evaluation of current & acid test ratios F5 measuring efficiency - Calculation, interpretation analysis and evaluation of trade receivable, trade payable days and inventory turnover	Revision resources for each topic to be created as ongoing work this term  Practice exam questions  Key terms assessed each lesson  PC 2 Topics A-F mock
Term 3	Unit 8 overview & reasons for recruitment A1 recruitment & selection processes Methods and documents involved Recruitment documents evaluation of processes A2 Legal issues Employment legislation & recruitment legislation Create portfolio evidence B1 recruitment process Prepare to take part in interview process Take part in recruitment process & reflect on	Exam prep and unit 1 final improvements Create portfolio evidence  Create portfolio evidence

	performance in interview process	
Term 4	C1 Evaluation of recruitment process Reflect on performance and create portfolio evidence C2 Personal Development Planning Prepare PDP and evaluate usefulness for future employment Unit 2 external assessment Preparation Marketing tools & marketing strategy Revision resource & practice questions Review examiner's report and mark scheme from Jun 2017 Unit 3 external assessment Unit 2 Pre – release prep Unit 2 exam 1st Resit unit 3 prep if needed	Create portfolio evidence  Unit 3 revision and completion of portfolio evidence Unit 3 revision Unit 3 revision
Term 5	Unit 2 Pre- release tasks Unit 2 prep & exam Unit 3 revision and exam prep Unit 3 revision and exam prep	Unit 2 pre-release prep Unit 2 pre-release prep Unit 3 revision and exam prep Unit 3 revision and exam prep
Term 6	Course complete	