



Edgbarrow School
Year 12
BTEC Extended Certificate in Business



Curriculum Intent

Our intent is to equip our learners with skills and knowledge that can be easily transferred and adapted to just about any future career or job position imaginable.

*The Level 3 BTEC Business curriculum aims to offer learners a wealth of opportunities to develop academically and personally. For example, the optional unit studied is Unit 14 Investigating Customer Service. This provides an opportunity for learners studying the BTEC qualification to enhance their **employability skills**. Our aim is to give learners **transferable skills** to enable a smooth transition from the classroom to the work environment. To complement the **customer service** unit, learners will also explore different established businesses, develop a **marketing campaign** and examine **personal and business finance**. We believe this creates learners with a well-rounded experience of the world of business and vital knowledge of current affairs.*

○ What am I studying this year and how and when will I be assessed?

The qualification has four units (two in Year 12 and two in Year 13) that focus on the assessment of knowledge, skills and practices. These are all essential to developing a basis for progression and therefore learners need to demonstrate attainment across all units in order to achieve the qualification. In Year 12 you will be studying:

- Unit 1 – Exploring Business
- Unit 3 – Personal and Business Finance

Knowledge & Skills	Time of Year (approx.)	Assessment	Homework
Unit 1: LAA - Explore the features of different businesses and analyse what makes them successful LAB - Investigate how businesses are organised	September - December	Internal assessment (broken down into 2 parts)	10 hours per fortnight, to focus on independent learning skills and research. This may be set homework task and/or a self-selected independent study task. Variety of forms: <ul style="list-style-type: none"> ▪ Independent research ▪ Exam-style questions ▪ Revision ▪ Preparation for key terms test ▪ Practice assessment (group work) ▪ Coursework completion
Unit 1: LAC - Examine the environment in which businesses operate LAD – Examine business markets	January – April	Internal assessment (broken down into 2 parts)	
Unit 1: LAE - Investigate the role and contribution of innovation and enterprise to business success	May – June	Internal assessment	
Unit 3 – Personal and Business Finance	September – May	External exam – May	
Summer project	July		

Resources you will need this year:

[Qualification Resources and Specification](#)

[Text book](#)

[Revision Guide](#)

Marking for Literacy

(Longer answers and written work will be marked for at least one of the below, your teachers will tell you which)

Sp – Spelling mistake of key term
 // - Needed new paragraph
 C – Capital letter missing
 P – Punctuation needed
 Expr - Expression

Subject Specific Literacy

Attached:

- Coursework specific command words
- Analytical and evaluative connectives
- Specialist key words (Course handbook)

Students will demonstrate pride in their work by:

- An A4 binding folder, lined paper and stationery is needed for all lessons
- Take care of your folder and must be brought in for every lesson
- Divide folder according to unit of study
- Presenting information clearly and neatly to aid learning
- Using a title and date for all work including homework
- Underlining all dates and titles using a ruler
- Writing in blue or black pen
- Completing drawings and diagrams in pencil
- Glue in sheets flat and in order
- Annotating work and making corrections in coloured pens
- Crossing out mistakes neatly with a line
- Highlighting key words and concepts