

Subject Curriculum Overview for Academic Year 2023/2024

Subject: Business Studies	Subject Leader: J Males (This course is taught by two teachers each teaching a separate unit simultaneously.)	Year Group: 13	AUTUMN TERM
Topic	Key Learning Points	Key Vocabulary	Assessments
Unit 3 Personal and Business Finance	<p>The importance of managing personal finance</p> <p>Functions and role of money:</p> <ul style="list-style-type: none"> • Know the functions and role of money • Know the different life stages and their impact on people’s view of money • Analyse how individuals can use money to their advantage • Understand the impact of using money inappropriately • Understand different money management strategies. <p>Different ways to pay</p> <ul style="list-style-type: none"> • Know different methods of making payments • Analyse the different uses of these payment methods • Evaluate the advantages and disadvantages of using these payment methods <p>Current accounts</p> <ul style="list-style-type: none"> • Know different types of available current accounts • Know the reasons why people create each type of account • Evaluate the advantages and disadvantages of each account <p>Managing personal finance - borrowing</p> <ul style="list-style-type: none"> • Know the different ways of borrowing money • Analyse how effective these methods of managing borrowing money are <p>Managing personal finances - saving</p> <ul style="list-style-type: none"> • Know the different ways of saving money • Analyse how effective these methods of managing saving money are <p>Managing personal finances - insurance</p> <ul style="list-style-type: none"> • Know the different types of insurance policy and their purposes • Analyse how effective these methods of managing personal finance are <p>The personal finance sector</p> <p>Features of financial institutions</p> <ul style="list-style-type: none"> • Know the different types of financial institution • Understand how individuals use financial institutions • Understand how the conduct of financial institutions impacts their customers. <p>Communicating with customers</p> <ul style="list-style-type: none"> • Know how financial institutions communicate with customers • Evaluate the effectiveness of the methods of communication 	<p>Cash</p> <p>Debit card</p> <p>Credit card</p> <p>Cheque</p> <p>Electronic transfer</p> <p>Direct debit</p> <p>Standing order</p> <p>Contactless card</p> <p>Charge card</p> <p>Mobile banking</p> <p>Bankers Automated Clearing Service (BACS)</p> <p>Clearing House</p> <p>Automated Payment Systems (CHAPS)</p> <p>Current account</p> <p>Overdraft</p> <p>Personal loan</p> <p>Hire Purchase</p> <p>Mortgage</p> <p>Payday loan</p> <p>Premium bonds</p> <p>Bonds and gilts</p> <p>Shares</p> <p>Pensions</p> <p>Insurance</p> <p>Bank of England</p> <p>Building societies</p> <p>Credit un</p> <p>National Savings and Investment</p> <p>Branch</p> <p>Citizens Advice Bureau</p> <p>Debt counsellors</p>	<p>Termly knowledge recall test to evaluate understanding of key terminology and concepts.</p>

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	<p>Consumer protection in relation to personal finance</p> <ul style="list-style-type: none"> • Know the role and responsibilities of three financial authorities. • Understand the impact of these financial authorities on individuals • Understand the impact of these financial authorities on businesses <p>Information guidance and advice:</p> <ul style="list-style-type: none"> • Know the different methods of seeking financial advice • Understand the effectiveness of these sources of advice • Evaluate the impact of taking advice from these sources 	<p>Individual Voluntary Arrangements Financial Ombudsman</p>	
<p>Unit 22 Market Research</p>	<p>Types of Market Research</p> <ul style="list-style-type: none"> • Know the difference between primary and secondary market research • Understand the different market research methods a business can use • Know the difference between qualitative and quantitative data • Know internal sources of market research • Know external sources of market research <p>Purpose of Market Research</p> <ul style="list-style-type: none"> • Know the purpose of market research for successful businesses • Understand customer behaviour and buying trends • Understand how different market research methods are appropriate in helping to meet marketing objectives and inform decision making. <p>Plan and implement Market Research to meet a specific marketing objective</p> <ul style="list-style-type: none"> • Know the key elements incorporated into a market research plan • Know the benefits of creating a pilot questionnaire • Know the 5 different sampling methods and their uses • Understand how sample size can impact market research results • Know how to effectively conduct market research 	<p>Primary market research Secondary market research Baby boomers Millennials Objectives Buying trends Customer behaviour Brand awareness Marketing Advertising Budgets Campaigns Feasibility study Validity Reliability Appropriateness Target population Incentive Quantitative data Qualitative data SMART Objective Pilot sample Population size Sampling methods Probability sampling Random sample Systematic sample Stratified sample Cluster sample</p>	<p>Coursework task for Learning Aim A&B</p> <p>Revision for unit 2 resit for those who missed Year 12 exams.</p>

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Subject: Business Studies	Subject Leader: J Males	Year Group: 13	SPRING TERM
Topic	Key Learning Points	Key Vocabulary	Assessments
Unit 3 Personal and Business Finance	<p>The purpose of accounting</p> <p>Purpose of accounting</p> <ul style="list-style-type: none"> • Know the purpose of accounting within a business • Understand the consequences for poor financial planning within a business • Understand the impact on businesses for none payment of trade receivables/payables <p>Types of income</p> <ul style="list-style-type: none"> • Know 5 types of Capital Income • Understand how businesses can effectively use these sources of income • Evaluate the benefits and risks of each type of income <p>Types of income</p> <ul style="list-style-type: none"> • Know 4 types of Revenue Income • Understand how businesses can effectively use these sources of income • Evaluate the benefits and risks of each type of income <p>Types of Capital expenditure</p> <ul style="list-style-type: none"> • Know 4 different capital expenditures • Understand how these costs impact a business and their customers • Evaluate how a business can control costs to ensure business success <p>Types of revenue expenditure</p> <ul style="list-style-type: none"> • Know 11 revenue expenditures • Understand how these costs impact a business and their customers • Evaluate how a business can control costs to ensure business success. <p>Different sources of business finance</p> <p>Sources of finance</p> <ul style="list-style-type: none"> • Know three sources of internal finance • Understand how businesses can effectively use these sources of finance • Evaluate the advantages and disadvantages of these sources of finance. • Know twelve sources of external finance • Understand the features of these markets • Evaluate the impact of these features on businesses operating within different markets 	<p>Transaction</p> <p>Compliance</p> <p>Trade receivables</p> <p>Trade payables</p> <p>Capital income</p> <p>Loan</p> <p>Mortgage</p> <p>Shares</p> <p>Debentures</p> <p>Revenue income</p> <p>Commission</p> <p>Interest</p> <p>Non-current assets</p> <p>Intangible assets</p> <p>Revenue expenditure</p> <p>Inventory</p> <p>Depreciation</p> <p>Assets</p> <p>Venture capital</p> <p>Debt factoring</p> <p>Grants</p> <p>Breakeven</p> <p>fixed costs</p> <p>variable costs</p> <p>Sales revenue</p> <p>Total costs</p> <p>Inflows</p> <p>Outflows</p> <p>Cash-flow</p> <p>Forecast</p> <p>Breakeven analysis</p> <p>Contribution</p> <p>Profit</p> <p>Loss</p>	<p>Revision for unit 3 first exam attempt.</p>

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	<p>Breakeven and cash-flow forecasts</p> <p>Cash flow forecasts</p> <ul style="list-style-type: none"> • Know the impact of Supply and Demand changes on a business • Know how a business can take advantage of these changes <p>Cash flow forecasts</p> <ul style="list-style-type: none"> • Prepare, complete, analyse, revise and evaluate cash flow. • Know how to use cash flow forecasts for planning, monitoring, control, target setting. <p>Break-even analysis</p> <ul style="list-style-type: none"> • Know fixed costs, variable costs, sales revenue and total costs. • Know the components of a break-even chart • Calculate contribution per unit and break-even using key formula • Produce a break-even chart • Evaluate the effectiveness of break-even analysis to made key business decisions 		
<p>Unit 22 Market Research</p>	<p>Analyse and present market research findings and provide improvements</p> <ul style="list-style-type: none"> • Know how to interpret market research results and analyse findings. • Know the arithmetic mean, mode, median range and interquartile range • Know what standard deviation is • Calculate standard deviation • Understand how to present market research results in a variety of different formats. • Understand the limitations of data collected and recommend improvements 	<p>Arithmetic mean, mode, median Range and interquartile range Standard deviation Time series Scatter diagrams and trends Sufficiency Accuracy Bias Subjectivity Reliability of sample</p>	<p>Coursework task for Learning Aim C.</p>

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Subject: Business Studies	Subject Leader: J Males	Year Group: 13	SUMMER TERM
Topic	Key Learning Points	Key Vocabulary	Assessments
Unit 3 Personal and Business Finance	<p>Statements of comprehensive income and financial position and understanding a business's performance.</p> <p>Statement of comprehensive income</p> <ul style="list-style-type: none"> ● Identify the components of a Statement of Comprehensive Income ● Perform a series of calculations using key formula ● Analyse a Statement of Comprehensive Income ● Evaluate a business' performance through a Statement of Comprehensive Income <p>Statement of financial position</p> <ul style="list-style-type: none"> ● Identify the main contents of a Statement of Financial Position ● Interpret contrasting Statements of Financial Position and make key decisions ● Create a Statement of Financial Position <p>Statement of financial position</p> <ul style="list-style-type: none"> ● Identify two methods of calculating depreciation ● Complete a straight-line depreciation calculation ● Complete a reducing balance depreciation calculation <p>Measuring profitability</p> <ul style="list-style-type: none"> ● Identify four different methods of measuring profitability ● Perform calculations using correct formula for measuring profitability ● Evaluate the performance of a business based on these measures of profitability <p>Measuring liquidity</p> <ul style="list-style-type: none"> ● Identify how to calculate Current and Liquidity Ratios ● Calculate these performance ratios using live examples ● Assess the implications of the results of these calculations on a business ● Evaluate the limitations of ratio analysis for a business. <p>Measuring efficiency</p> <ul style="list-style-type: none"> ● Identify the formula for different types of ratio analysis ● Calculate different ratios using formula ● Evaluate the effectiveness of ratio analysis <p>Limitations of ratios</p> <ul style="list-style-type: none"> ● Identify the limitations of ratios 	<p>Statement of comprehensive income</p> <p>Inventory</p> <p>Profit</p> <p>Loss</p> <p>Prepayments</p> <p>Depreciation</p> <p>Balance</p> <p>Accrual</p> <p>Statement of financial position</p> <p>Non-current assets</p> <p>Liabilities</p> <p>Capital</p> <p>Straight-line depreciation</p> <p>Profitability</p> <p>Gross profit margin</p> <p>Mark-up</p> <p>Profit margin</p> <p>Return on capital employed (ROCE)</p> <p>Liquidity</p> <p>Current ratio</p> <p>Liquid capital ratio</p> <p>Efficiency</p> <p>Turnover</p> <p>Limitations of ratios</p>	

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	<p>Exam technique and practice ready for Summer exam.</p> <ul style="list-style-type: none"> • Structure of the exam • Practice with past papers and understanding the mark scheme. 		
Revision and resit opportunities	<ul style="list-style-type: none"> • Revise ready for any resits of unit 2 and unit 3. 		

How parents can support learning in the subject this academic year

Encourage all students to frequently revisit their notes from lessons to digest the key content being taught.
All students have their own textbook to supplement their learning outside of lessons.

Recommended Reading

- Keeping up to date with the news is also very helpful. <https://www.bbc.co.uk/news> , <https://www.theguardian.com/uk/business>
- Market research - <https://www.bbc.co.uk/bitesize/guides/z6y9rj6/revision/1>
- The UK economy - <https://www.bbc.co.uk/bitesize/guides/z332sg8/revision/1>
- BTEC Nationals Business Student Book 1 Textbook. ISBN: 9781292126241
- Revise BTEC National Business Revision Guide. ISBN: 9781292230566

Additional wider reading

- Principles of Marketing, Philip Kotler. 2008. ISBN: 9780273711568
- Complete A-Z Business Studies Handbook 5th Edition, David Lines and Martin Barr, 5th edition. ISBN: 9780340915165
- Strong Woman: The Truth About Getting To The Top, Karren Brady, 2013. ISBN: 9780007416141
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Points to note

Organisation is essential for success in this course, so students should aim to keep their thorough notes in a structured folder – one per unit. Folder checks will take place regularly throughout the year.