

Year 13 Curriculum Overview Business Studies 2023-24

OCR Extended Certificate (single award)

Business Studies	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Unit Title	Project Planning Unit 16	Working in Business Unit 2	Customers & Communication Unit 4	Customers & Communication Unit 4	Customers & Communication Unit 4	Summer 2
Approximate number of lessons	28	28	24	24	24	28
Curriculum content	<p>LO4 Be able to prepare project plans – justify tools used</p> <p>LO3 Understand how and why projects are monitored and factors that influence a project</p> <p>LO1 Understand the stages of project management</p>	<p>LO1 Understand protocols to be followed when working in business</p> <p>LO2 Understand factors that influence the arrangement of business meetings</p> <p>LO3 Be able to use business documents</p> <p>LO4 Be able to prioritise business tasks</p> <p>LO5 Understand how to communicate</p>	<p>LO1 Understand who customers are and their importance to businesses</p> <p>LO2 Understand how to communicate with customers</p>	<p>LO3 Be able to establish a rapport with customers through non-verbal and verbal communication skills</p> <p>LO5 Know the constraints and issues which affect the sharing, storing and use of information for business communications</p>	<p>Presentation and role play skills are learnt and practised</p> <p>LO3 Be able to establish a rapport with customers through non-verbal and verbal communication skills</p> <p>LO4 Be able to convey messages for business purposes</p>	FINAL COURSE WORK MODERATED

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		effectively with stakeholders				
Links to prior learning	Unit 1 general business concepts and unit 16 project planning	Own general knowledge, work experience & TV	Units 1, 2 & 16 – concepts covered plus previous team meetings & presentations	Units 1, 2 & 16 – concepts covered plus previous team meetings & presentations	Units 1, 2 & 16 – concepts covered plus previous team meetings & presentations	
Cultural Capital opportunities	Plan an event activity for your family – complete the paperwork for it	At work / home / school, ask to see forms & paperwork eg requisition forms, payslips etc	Video / quiz https://www.bbc.co.uk/bitesize/guides/zypsb9q/video	Role play practice at home / in work place	Produce a press release for a new or existing product	
Assessment focus	Course work Marked fortnightly as per hand-in dates	Knowledge Test External Examination – Mid January Spring 1	Course work Marked fortnightly as per hand-in dates	Course work Marked fortnightly as per hand-in dates	Course work Marked fortnightly as per hand-in dates	
Link to knowledge organiser	https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf https://www.ocr.org.uk/Images/294526-working-in-business.pdf		https://www.ocr.org.uk/Images/294550-customers-and-communication.pdf			https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf