

**YEAR 2 - Year 13 Business Studies OCR Extended Certificate (single award)**

| <b>Business Studies</b>                      | <b>Autumn 1</b>   | <b>Autumn 2</b>  | <b>Spring 1</b>  | <b>Spring 2</b>   | <b>Summer 1</b>   | <b>Summer 2</b>                |
|--|---|--|--|---|---|--------------------------------|
| <b>Unit Title</b>                            | <b>Project Planning<br/>Unit 16</b>   | <b>Working in<br/>Business Unit 2</b>  | <b>Customers &amp;<br/>Communication<br/>Unit 4</b>  | <b>Customers &amp;<br/>Communication<br/>Unit 4</b>   | <b>Customers &amp;<br/>Communication<br/>Unit 4</b>   | <b>Summer 2</b>                |
| <b>Approximate<br/>number of<br/>lessons</b> | 28  | 28   | 24   | 24  | 24  | 28                             |
| <b>Curriculum<br/>content</b>                | <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>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<br>MODERATED |

|                                       |  |  |   |  |  |   |
|---------------------------------------|--|--|---|--|--|---|
|                                       |  | LO5 Understand how to communicate effectively with stakeholders                          |   |  |  |   |
| <b>Links to prior learning</b>        | 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 |   |
| <b>Cultural Capital opportunities</b> | 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<br><a href="https://www.bbc.co.uk/bitesize/guides/z8nk87h/test">https://www.bbc.co.uk/bitesize/guides/z8nk87h/test</a>                     | Role play practice at home / in work place                                     | Produce a press release for a new or existing product                          |   |
| <b>Assessment focus</b>               | Course work<br>Marked fortnightly as per hand-in dates   | Knowledge Test<br><b>External Examination – Mid January Spring 1</b>                     | Course work<br>Marked fortnightly as per hand-in dates  | Course work<br>Marked fortnightly as per hand-in dates                         | Course work<br>Marked fortnightly as per hand-in dates                         |   |
| <b>Link to knowledge organiser</b>    | <a href="https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf">https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf</a><br><br><a href="https://www.ocr.org.uk/Images/294526-working-in-business.pdf">https://www.ocr.org.uk/Images/294526-working-in-business.pdf</a> |  | <a href="https://www.ocr.org.uk/Images/294550-customers-and-communication.pdf">https://www.ocr.org.uk/Images/294550-customers-and-communication.pdf</a> |  |  | <a href="https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf">https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf</a> |