

Key Stage 5(13)	
Course title: BTEC National Extended Certificate in Business	
Exam board: PEARSON	
Specification code: 601/7159/5	
<p>Autumn 1 (September- October)</p>	<p>The autumn term focuses on the delivery of unit 3, Personal and Business Finance with Teacher A delivering the personal finance and Teacher B business finance. This is examined in January.</p> <p>Unit 3: Personal and Business Finance (67% Exam) Teacher A: Unit 3 Personal and Business Finance Learning outcomes: A and B Understand the importance of managing personal finance Explore the personal finance sector</p> <p>Teacher B: Unit 3 Personal and Business Finance Learning Outcomes: C and D Understand the purpose of accounting Select and evaluate different sources of business finance</p>
<p>Autumn 2 (October- December)</p>	<p>Once the content is complete, lessons focus on preparing the students for their January exam using past papers and mark schemes, developing a range of revision techniques such as mind-maps and flash cards. The term finishes with a mock exam in December.</p> <p>Teacher A: Unit 3 Personal and Business Finance Learning Outcome E Break-even and cash flow forecasts</p> <p>Teacher B: Unit 3 Personal and Business Finance Learning outcome: F Complete statements of comprehensive income and financial position and evaluate a business's performance</p> <p>Revision/retrieval/exam technique Mock exam - December</p>
<p>Spring 1 (January- February)</p>	<p>After the January exam, we re-visit unit 8 which we started in the summer term of year 12. Students are given feedback on coursework and allowed an opportunity to further improve their work.</p> <p>Revision/retrieval/exam technique Unit 3 exam - mid January</p> <p>Unit 8: The Recruitment and Selection Process (33% coursework) Teacher A and Teacher B: Learning outcome A – re-cap and make improvements to coursework completed in year 12 Learning outcome B</p>

	<p>Undertake a recruitment activity to demonstrate the processes leading to a successful job offer</p> <p>Completion of coursework for LOB</p>
<p>Spring 2 (February- March)</p>	<p>Students continue with their coursework on the recruitment process. They apply for a job and prepare a CV, letter of application and an application form. The unit concludes with a series of mock job interviews. Students then reflect on and evaluate their performance.</p> <p>Teacher A and Teacher B</p> <p>Learning outcome C</p> <p>Reflect on the recruitment and selection process and your individual performance</p> <p>Completion of coursework for LOC</p>
<p>Summer 1 (April-May)</p>	<p>Final moderation and coursework improvements are made followed by preparations for any re-sit exams in May/June.</p> <p>Completion of unit 8 coursework and moderation.</p> <p>Revision/Retrieval for unit 2 or unit 3 re-sit exams, where applicable</p>
<p>Summer 2 (May-July)</p>	<p>Course completed</p>