

St Mary's CE High School Curriculum Map 2023-24

Business Year 13 – Extended Certificate (single)



Intent:

Give students the opportunity to explore real business issues and how businesses work.

Provide students with the knowledge, understanding and skills necessary to prepare them for employment or higher education

gives learners the opportunity to gain a broad understanding and knowledge of a vocational sector

Support progression into a more specialised level 3 vocational or academic course, apprenticeship and work

Course intent: The qualification provides the knowledge, understanding and skills that allow learners to gain business sector experience that will prepare them for further study or training. This includes the opportunity to choose two units from a selection of options to supplement the mandatory units, which reflect the key topics in business.

Key: **Unit 3- Personal and Business Finance** / **Unit 8 – Recruitment and Selection**

	Autumn 1a	Autumn 1b	Spring 2a	Spring 2b
	A Understand the importance of managing personal finance B Explore the personal finance sector Learning aim A: Examine how effective recruitment and selection contribute to business success	C Understand the purpose of accounting D Select and evaluate different sources of business finance E Break-even and cash flow forecasts F Complete statements of comprehensive income and financial position and evaluate a business's performance	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Learning aim C: Reflect on the recruitment and selection process and your individual performance
CONTENT	A1 Functions and role of money A2 Different ways to pay A3 Current account A4 Managing personal finance B1 Features of financial institutions B2 Communicating with customers B3 Consumer protection in relation to personal finance B4 Information guidance and advice A1 Recruitment of staff A2 Recruitment and selection process A3 Ethical and legal considerations in the recruitment process	C1 Purpose of accounting C2 Types of income C3 Types of expenditure D1 Sources of finance E1 Cash flow forecasts E2 Break-even analysis F1 Statement of comprehensive income F2 Statement of financial position F3 Measuring profitability F4 Measuring liquidity F5 Measuring efficiency F6 Limitations of ratios	B1 Job applications B2 Interviews and skills	C1 Review and evaluation C2 SWOT analysis and action plan

St Mary's CE High School Curriculum Map 2023-24
Business Year 13 – Extended Certificate (single)



Skills	Data analysis, personal management, money management, Decision making, investigating and research, critical thinking, employability and literacy	Decision making, investigating, money management and research, critical thinking, and literacy	Data analysis, creativity, decision making, investigating and research, critical thinking, employability literacy and numeracy	Data analysis, decision making, investigating and research, critical thinking, and literacy
---------------	--	--	--	---

St Mary's CE High School Curriculum Map 2023-24
Business Year 13 – Extended Certificate (single)



<p style="text-align: center;">Key Questions</p>	<p>What is the function of money? How is the role of money influenced by different factors? Why is it important to plan and manage expenditures? What are the different ways we pay? What current accounts are available? What are the features of each one? What different types of personal borrowings are available? What are the advantages and disadvantages of each? What different types of savings are available? What are the risks and rewards of different types of investments? What different insurance products are available? What the features of each? What different financial institutions are available for our use what are their advantages and disadvantages? What consumer protection is there available for personal</p>	<p>Why is it important to record transactions? How do accounting records support the management of the business? What is capital income? What is revenue income? What is capital income? What is revenue expenditure? What sources of finances are available for businesses? What are the advantages and disadvantages of each? Which is most suitable in a given scenario? What are inflow? What are outflows? What are the benefits and limitations of using cash flow forecast? What is break-even analysis? What are the different costs involved in running a business? What is margin if safety? What are the benefits and limitations of using break-even analysis? What is the purpose of statement of comprehensive income? How is it used?</p>	<p>What documents are needed in the job application process? What are the communication skills required for interview situations?</p>	<p>How could your performance in the recruitment process be improved? What are your strengths and weaknesses in your own performance? How can an action plan support you in the future?</p>		
---	---	--	--	---	--	--

St Mary's CE High School Curriculum Map 2023-24
Business Year 13 – Extended Certificate (single)



	<p>finances? What information and guidance is available for personal finances?</p> <p>Why is workforce planning important in a business? How does the recruitment process link with the success of a business? What is the purpose of the different stages of the recruitment process? How does a big business use the selection process, what are the reasons for these processes? What are the current equal opportunity legislations involved in the recruitment process?</p>	<p>What is the purpose of statement of financial position?</p> <p>What are the different ways we can measure profit? How can we measure liquidity? How can efficiency be measured? What are the limitations of ratios?</p>				
--	--	--	--	--	--	--

St Mary's CE High School Curriculum Map 2023-24
Business Year 13 – Extended Certificate (single)



<p style="text-align: center;">Assessment</p>	<p>Written exam that assess knowledge and application of the importance of managing personal finance and explore the personal finance sector.</p> <p>A report that Explains how a large business recruits and selects giving reasons for their processes and Explains how and why a business adheres to recruitment processes, which are ethical and comply with current employment law. It may also include an analysis of the different recruitment methods used in a selected business and an evaluation of the recruitment processes used and how they contribute to the success of the selected business.</p>	<p>Written exam that assess knowledge and application of the purpose of accounting, sources of finance, break even and cash flow and statement of comprehensive income and financial position and evaluate a business's performance.</p>	<p>January 2024 – Personal and Business Finance Exam.</p> <p>Prepare appropriate documentation for use in selection and recruitment activities. Participate in the selection interviews, as an interviewer and interviewee. There will also be an evaluation on how well the documents prepared and participation in the interview activities supported the process for a job offer.</p>	<p>A report that includes a SWOT analysis on your performance in the interviewing activities and a personal skills development plan for future interview situations. This may also include and analysis of the results of the process and how your skills development will contribute to your future success. In addition, an evaluation of how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career.</p>	<p>May 2024 – Personal and Business Finance Exam retake opportunity</p>	
--	--	--	---	--	--	--