

CTEC Business Level 3
Extended Certificate
'Learning Journey / Curriculum Map'

	Year 1	Year 2
Autumn Half Term 1	Unit 1 – The Business Environment <i>HTA – MCQ and short answer</i>	Unit 8 - Human Resources <i>No HTA – latest c/w grade</i>
Teacher 1	LO1 <i>Understand different types of businesses and their objectives</i> Start LO4 <i>Be able to use financial information to check the financial health of businesses</i>	Finish Task 1 Start Task 4 <i>The importance of monitoring and managing employee performance</i> Task 5 <i>The importance of confidentiality within HR</i>
Teacher 2	LO2 <i>Understand how the functional areas of businesses work together to support the activities of businesses</i> LO3 <i>Understand the effect of different organisational structures on how businesses operate</i>	Finish Task 2 Start Task 3 <i>Employee motivation</i> Task 5 <i>The importance of confidentiality within HR</i>
Autumn Half Term 2	Unit 1 – The Business Environment <i>HTA – Past Exam Paper</i>	Unit 21 – Being Entrepreneurial <i>No HTA – latest c/w grade</i>
Teacher 1	Finish LO4 LO5 <i>Understand the relationship between businesses and stakeholders</i> LO7 <i>Understand why businesses plan</i>	LO1 <i>Understand what it means to be entrepreneurial</i>
Teacher 2	Finish LO3 LO6 <i>Understand the external influences and constraints on businesses and how businesses could respond</i>	LO2 <i>Be able to assess own entrepreneurial mind and skill sets</i>
Christmas		
Spring Half Term 1	Unit 1 Exam January Unit 4 – Customers & Communication c/w	Unit 21 – Being Entrepreneurial <i>No HTA – latest c/w grade</i>
Teacher 1	Task 1 Part A: <i>Review of existing business practices</i>	LO3 <i>Be able to apply Techniques and Approaches in the identification of feasible opportunities</i> LO5 <i>Be able to hold a dialogue and seek support for viable opportunities</i>
Teacher 2	Task 1 Part B: <i>Review of existing business practices</i>	LO4 <i>Be able to evaluate the viability of opportunities</i> LO5 <i>Be able to hold a dialogue and seek support for viable opportunities</i>
Spring Half Term 2	Unit 4 – Customers & Communication <i>No HTA – latest c/w grade</i>	Units 21 and 8 Moderation Unit 2 – Working in Business <i>HTA – Past Exam Paper</i>
Teacher 1	Task 2 Part B: <i>Demonstration of customer communication techniques</i>	LO1 <i>Understand the protocols to be followed when working in business</i>

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		LO5 <i>Understand how to communicate effectively with stakeholders</i>
Teacher 2	Task 2 Part A: <i>Demonstration of customer communication techniques</i>	LO2 <i>Understand factors that influence the arrangement of business meetings</i> LO3 <i>Be able to use business documents</i> LO4 <i>Be able to prioritize business tasks</i>
Easter		
Summer Half Term 1	Unit 4 – Customers and communication Finish Task 2 Part A and B, ensure all tasks have been completed. <i>No HTA – latest c/w grade</i> Unit 1 resit opportunity	Exam leave starts after approx. 2-3 weeks. Unit 1 resit opportunity Unit 2 exam May/June
Summer Half Term 2	Unit 4 Moderation Unit 8 Human Resources c/w <i>No HTA – latest c/w grade</i>	
Teacher 1	Task 1 <i>The human resource function and HR planning</i>	
Teacher 2	Task 2 <i>The effectiveness of training and development</i>	

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Week	Teacher 1	Teacher 2
1	1.5.3 Business Objectives 3.1.1 Corporate Objectives	1.2.1 Demand
2	1.5.1 Role of an entrepreneur 1.5.2 Entrepreneurial motives and characteristics 1.5.6 Moving from entrepreneur to leader	1.2.2 Supply
3	1.5.4 Forms of business	1.2.3 Markets (S&D)
4	1.5.4 Forms of business 1.5.5 Business Choices	1.2.3 Markets (S&D)
5	2.1.3 Liability 2.1.1.& 2.1.2 Internal finance & External finance	HTA 1.2.4 PED
6	2.1.1.& 2.1.2 Internal finance & External finance	1.2.4 & 1.2.5 PED & IED
7	2.1.4 Planning	1.2.5 IED
1	2.2.1 Sales forecasting	1.1.1 The Market
2	2.2.1 Sales forecasting	1.1.1 The Market
3	2.2.2 Sales, revenue and costs	1.1.1 The Market
4	2.2.2 Sales, revenue and costs 2.3.1 Profit	HTA 1.1.2 Market Research
5	2.3.1 Profit	1.1.2 Market Research
6	2.2.3 Break even	1.1.3 Market Positioning
7	2.2.4 Budgets	1.1.3 Market Positioning 1.3.3 Pricing Strategies
1	3.5.1 Interpretation of financial statements 2.3.2 Liquidity	1.3.1 Product/Service Design
2	3.5.1 Interpretation if financial statements 3.5.2 Ratio Analysis (To include acid test ratio) 2.3.2 Liquidity	1.3.1 Product/Service Design 1.3.2 Branding & Promotion
3	1.4.1 Approaches to staffing 1.4.2 Recruitment, selection and training	1.3.2 Branding & Promotion
4	1.4.2 Recruitment, selection and training	1.3.2 Branding & Promotion
5	1.4.3 Organisational design	1.3.3 Pricing Strategies

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6	Mock rtn and correction	1.3.3 Pricing Strategies 1.3.4 Distribution
1	1.4.3 Organisational design	1.3.4 Distribution
2	1.4.3 Organisational design	1.3.5 Marketing Strategy
3	1.4.3 Organisational design	1.3.5 Marketing Strategy
4	1.4.4 Motivation in theory and practice	1.3.5 Marketing Strategy
5	1.4.4 Motivation in theory and practice	1.3.5 Marketing Strategy
6	1.4.4 Motivation in theory and practice	2.4.1 Production, Productivity & Efficiency 2.4.4 set for HW
1	1.4.4 Motivation in theory and practice	2.4.1 Production, Productivity & Efficiency
2	1.4.5 Leadership	2.4.4 Quality – mainly done by students as earlier HW
3	1.4.5 Leadership	2.4.2 Capacity Utilisation
4	1.4.5 Leadership	2.4.2 Capacity Utilisation
5	3.5.3 Human Resources	2.4.3 Stock Control
6	3.5.3 Human Resources	2.4.3 Stock Control
1	3.5 Revision	2.4 revision
2	3.4.3 Shareholders V Stakeholders	2.5.1 Economic Factors
3		
4	Rtn mock 3.4.3 Shareholders V Stakeholders	Rtn mock 2.5.1 Economic Factors
5	3.4.3 Shareholders V Stakeholders	2.5.1 Economic Factors 2.5.2 Legal Factors
6	3.4.1 Corporate influences (ethics) 4.4.2 Ethics 3.4.2 Corporate culture	2.5.2 Legal Factors 2.5.3 Competition and market size
7	3.4.1 Corporate influences (ethics) 4.4.2 Ethics	2.5.3 Competition and market size

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	3.4.2 Corporate culture	
Summer Holiday		3.1.3 SWOT
1	3.4.2 Corporate culture	3.1.3 SWOT 3.1.4 External Influences
2	3.1.2 Theories of corporate strategy	3.1.4 External Influences NOT Porters 5 Forces
3		3.3.1 Quantitative Sales forecasting HTA
	3.1.2 Theories of corporate strategy to include Porter from 3.1.4	
4	4.3.1 Marketing	3.2.1 Growth
5	4.3.1 Marketing	3.2.2 Mergers and Takeovers
6	4.3.1 Marketing	3.2.2 Mergers and Takeovers 3.2.3 Organic Growth
7	4.3.3. Cultural and social issues 4.3.2 Niche markets	3.2.3 Organic Growth
1	4.3.3. Cultural and social issues 4.3.2 Niche markets	3.2.4 Reasons for staying small
2	3.3.2 Investment Appraisal	3.6.1 Causes and effects of change
3	3.3.2 Investment Appraisal	3.6.1 Causes and effects of change 3.6.2 Key factors in change
4	3.3.2 Investment Appraisal	HTA 3.6.3 Scenario planning
5	3.3.2 Investment Appraisal 3.3.3 Decision trees	4.1.1 Growing Economies
6	3.3.4 Critical Path Analysis	4.1.4 Protectionism
7	3.3.4 Critical Path Analysis	4.1.4 Protectionism 4.1.5 Trading Blocs
1	2.3.3 Business Failure	4.1.5 Trading Blocs
2	4.1.2 International trade and business growth	4.2.2 Assessing a country as a market HTA
3	4.1.2 International trade and business growth	4.2.3 Assessing a country as a production location
4	4.1.2 International trade and business growth	4.2.1 Conditions that Prompt Trade 4.2.4 Reasons for global mergers or joint ventures
5	4.1.2 International trade and business growth	4.2.4 Reasons for global mergers or joint ventures 4.4.1 The impact of MNCs
6	4.1.3 Factors contributing to increased globalisation	4.4.1 The impact of MNCs
1	Exams	
2	4.1.3 Factors contributing to increased globalisation	4.4.1 The impact of MNCs

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3	4.1.3 Factors contributing to increased globalisation	4.4.3 Controlling MNCs
4	4.2.5 Global competitiveness	4.4.3 Controlling MNCs
5	4.2.5 Global competitiveness	4.4 review
6	Revision and exam prep	Revision and exam prep
1	Revision and exam prep	Revision and exam prep
2	Revision and exam prep	Revision and exam prep
3	Revision and exam prep	Revision and exam prep
4	Revision and exam prep	Revision and exam prep
5	Study Leave	
6	Exams	