

# Business Studies

## Year 13: Unit 2

Assessment Opportunities	Literacy/Reading opportunities	CEIAG Links
<p>Unit 1 is a 60 GLH unit which is externally assessed.</p> <p>Students complete a DIN task each lesson, which is a knowledge retrieval activity based on the previous lesson, week and topic. Students self-assess based on a classroom discussion.</p> <p>Students are also assessed at least twice per half term using exam style case studies and questions.</p> <p>Unit 2 is very skills based and therefore exam style questions can be problem solving, written responses, or accounting equations.</p>	<p>Throughout this unit, students are presented with a wide range of case study businesses with a range of written and numerical tasks which are used for reciprocal reading.</p>	<p>Unit 2 is heavily linked to Administration &amp; Accounting and students gain a deeper understanding of the roles and responsibilities of each career area. Students learn how to deal with every day scenario based on organising meetings, travel and accommodation as well as how to complete basic accounting documents such as invoices, purchase orders and credit notes.</p>

### Curriculum vision:

“Our aim is to deliver a curriculum that is inclusive, relevant and progressive for all learners.”



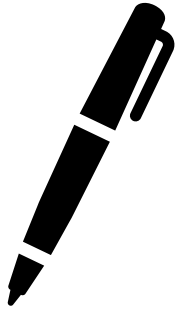
# OCR Cambridge Technical Level 3 Business Studies

Delivered over two years  
Certificate & Extended certificate

## UNIT 2



# Course information & methods of assessment



- The Certificate (Year 12 only) comprises of two units. One externally assessed and one internally assessed.
- The Extended Certificate (Year 12 & 13) builds upon this and in the second year of studies students will have one externally assessed unit and two internally assessed units.
- Deadlines will be set for students to work towards completing.
- Students will have a resit attempt of the externally assessed units.

# Course overview

## Unit 2- Working in Business.

This unit is externally set and assessed in January of year 13.

Businesses today need employees, managers and entrepreneurs who are multi skilled, independent thinkers. During this unit you will develop skills in accordance with organisational protocols, to be able to prioritise work and communicate effectively with others.

You will develop skills and understanding of the working environment including arranging meeting, travel and accommodation, making and receiving payments and communicating with stakeholders.

This unit is practical and will require you to complete and create business documents.

Year 13 Half term 1	Learning Outcome	TBAT
<b>Unit 2- Working in business</b>		
1	Learning objective 1- Understand protocols to be followed when working in business: Authority in the workplace Confidentiality protocols Constraints on document content Checking protocols	1. TBAT Explain protocols to be followed when working in business (x2)
2-3	Learning objective 2- Understand factors that influence the arrangement of business meetings	1. TBAT Explain the factors that influence the arrangement of business meetings 2. TBAT Explain the factors that influence travel arrangements 3. TBAT Explain factors influencing accommodation arrangement 4. TBAT Explain factors influencing business meeting arrangements

**Unit 2- Working in business**

<p>4-5</p>	<p>Learning objective 3- Be able to use business documents</p> <ul style="list-style-type: none"> <li>• Transaction documents:</li> <li>• Purchase orders</li> <li>• Invoice</li> <li>• Credit note</li> <li>• Statement of account</li> <li>• Employee documents</li> <li>• Other internal documents</li> </ul>	<ol style="list-style-type: none"> <li>1. TBAT Discuss the use of transaction documents</li> <li>2. TBAT complete a purchase order</li> <li>3. TBAT complete an invoice and credit note</li> <li>4. TBAT Complete a statement of account</li> <li>5. TBAT Complete other business documents (x2)</li> </ol>
<p>6</p>	<p>Learning objective 4- Be able to prioritise business tasks:</p> <ul style="list-style-type: none"> <li>• Reasons for prioritisation</li> <li>• Factors impacting prioritisation</li> <li>• How to use information to inform prioritisation</li> <li>• How to assign priorities to identify appropriate actions</li> <li>• The need to change when priorities change</li> </ul>	<ol style="list-style-type: none"> <li>1. TBAT Identify reasons for prioritisation (x2)</li> <li>2. TBAT Discuss the reasons why levels of prioritisation change</li> <li>3. TBAT Identify tasks of low, medium and high levels of urgency</li> </ol>
<p>7</p>	<p>Learning objective 5- Understand how to communicate effectively with stakeholders:</p> <ul style="list-style-type: none"> <li>• Characteristics which inform the design of documents and communication</li> <li>• How and when to use different types of communication</li> <li>• How to review business communications</li> </ul>	<ol style="list-style-type: none"> <li>1. TBAT Create communications which meet the needs of differing stakeholders</li> <li>2. TBAT Identify the purpose and create promotional materials</li> <li>3. TBAT Create effective business communications (x4)</li> <li>4. TBAT Analyse methods of communication for business purposes</li> </ol>
<p>8-9</p>	<p>Revision for Unit 2- This is a unit which requires a lot of application to different scenarios, therefore students work through a wide range of tasks as revision for the examination in January.</p>	

Year 13  
Half term 3

Learning Outcome

TBAT

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Final revision for Unit 2- Exam during the second week in January