

**Subject - KS5****Subject -**

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 12	<b>Introduction: Unit 1 The Business Environment</b>  LO1: Understand different types of businesses and their objectives  LO2: Understand how the functional areas work together to support the activities of businesses  LO3: Understand the effect that different organisational structures have on how businesses operate  LO4: Be able to use financial information to check the financial health of business  LO5: Understand the relationship between businesses and stakeholders	<b>Unit 1: The Business Environment</b>  LO6: Understand the external influences and constraints on businesses and how businesses could respond  LO7: Understand why businesses plan  LO8: Be able to assess the performance of businesses	Unit 1 External Exam  <b>Introduction: Unit 2 Working in Business</b>  LO1: Understand protocols to be followed when working in business  LO2: Understand factors that influence the arrangement of business meeting  LO3: Be able to use business documents	<b>Unit 2 Working in Business</b>  LO4: Be able to prioritise business tasks.  LO5: Understand how to communicate with stakeholders  Exam of unit internal assessment	<b>Unit 1 Retake Exam and Unit 2 External Exam</b>  <b>Unit 11 Accounting Concepts (Externally moderated)</b>  LO1: Understand why businesses keep accurate accounting records LO2: Be able to use the accounting equation LO3: Be able to prepare the principal documents in business transactions LO4: Be able to use basic double-entry bookkeeping to prepare a trial balance LO5: Be able to reconcile a cash book with a bank statement	<b>Unit 11 Accounting Concepts (Externally moderated)</b>  LO3: Be able to prepare the principal documents in business transactions LO4: Be able to use basic double-entry bookkeeping to prepare a trial balance LO5: Be able to reconcile a cash book with a bank statement

<b>Year 13</b>	<b>Unit 11 Accounting Concepts Internal Moderation of assignments</b>	<b>Unit 4:Customers &amp; Communication (Externally moderated)</b>  LO1 understand who customers are and their importance to business  LO2 understand how to communicate with customers  LO3 be able to establish a rapport with customers through non-verbal and verbal communication	LO4 be able to convey messages for business purposes  LO5 Know the constraints and issues that affect the sharing, storing and use of information for business communication.  <b>Unit 5 Marketing &amp; Market Research (Externally Moderated)</b>  LO1:understand the role of marketing in businesses  LO2: know the constraints on marketing	<b>Unit 5 Marketing &amp; Market Research (Externally Moderated)</b>  LO3: be able to carry out market research for business  LO4: be able to validate and present market research findings  LO5: control & regulation systems	<b>Moderation of coursework units</b>	<b>Official Examinations</b>  <b>Unit 1 &amp; Unit 2</b>