**Cambridge National Business – Level 3 Overview-KS5**

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|  | **Autumn Term** | | **Spring Term** | | **Summer Term** | |
| **Year** | **Term 1** | **Term 2** | **Term 3** | **Term 4** | **Term 5** | **Term 6** |
| **Year 12** | **Unit 1 – The Business Environment**  Introductory unit which is core, looking at the ownership models of businesses and the fundamental running of key businesses looking at case studies; this will prepare students for their Unit 4 coursework and other units of evidenced work.   * understand the legal, financial, ethical and resource constraints under which a business must operate * how these can affect business behaviour. * explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. * appreciate the influence different stakeholders can have on a business, and will learn how to assess business performance | **Unit 4 - Customers and Communication**  Students will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations.  They will develop the skills that will help create a rapport with customers and have the opportunity to practise and develop in business communication skills. Students will also learn about the legal constraints, ethical and security issues that affect how businesses store, share and use information.  ***Recap Unit 1 for external examination in January*** | **Unit 1 - The Business Environment**  ***Recap on this unit for the real exam at the end of January*.** | **Unit 4 – Customers and Communication**  This term, the students will be engaging in recorded role play and presentations to show that they understand the importance of building rapport with customers through both verbal and non-verbal skills. They will also write press releases and have to write reports and commentaries reflecting on their verbal and non-verbal communication skills. Exam Coursework write up sessions | **Unit 20 – Business Events**  This practical unit will help students develop the skills required to plan and make preparations for   * business events; support the running of events and review the extent to which events have been * conferences, exhibitions and product launch events. * This unit provides the opportunity for synoptic assessment and requires you to demonstrate and   apply synoptic skills, knowledge and understanding in any evidence you produce. | **Unit 2 – Working in Business**  This unit will cover the skills and understanding needed to work effectively within a business  environment. This includes arranging meetings, working with business documents, making  payments, prioritising business activities and communicating with stakeholders. The way that  these activities are dealt with will vary according to the specific business protocols in place. Some  of these will be specific to a functional area, however, many are common to almost all job roles.  The skills and understanding you will develop through this unit are critical to the success of any  business and are highly valued in the business world; they are vital regardless of the role held  within an organisation. |
| **Year 13** | Continue with Unit 2 | Continue with Unit 2  Continue with Unit 20 | **Unit 8 – Introduction to Human Resources**  The human resources function will work with other key functions to ensure the success of the  business.  In this unit students will gain an overview of the HR function and learn about factors affecting human  resources planning. Students will understand the importance of motivating and training employees to  achieve their potential and be able to assess the effectiveness of training and development. Students  will learn how to measure employee performance.  You will also understand how and why confidentiality is important for the HR function.  *Unit 2 Examination* | Revision of coursework elements.  Public exams |  |  |