

## PCHS Curriculum Information

<b>Course Title:</b> Level 3 Extended certificate	<b>Exam Board:</b> OCR	<b>Specification Code:</b> 05837
<b>How will students be assessed?</b> Students will sit two external exams at the end of Year 12 and complete three pieces of coursework by the end of year 13.		

### KEY CONTENT

#### Half Term 1

##### **Unit 1: The Business Environment (JPN)**

##### **Topic 1 - Understand different types of businesses and their objectives**

- 1.1 different types of business activity, i.e. primary, secondary, tertiary,
- 1.2 different sectors of operation, i.e. private, public, third sector
- 1.3 different forms of legal business ownership,
- 1.4 factors which inform business ownership,
- 1.5 differing business aims and objectives,

##### **Topic 2 - Understand how the functional areas of businesses work together to support the activities of businesses (WLU)**

- 2.1 Key tasks of functional areas of businesses, i.e. finance, marketing, sales, human resources (HR), operations management, customer services, business support services, research and development, purchasing/procurement.
- 2.2 How business functions interrelate with other business functions.

##### **Topic 5 Understand the relationship between businesses and stakeholders (JPN)**

- 5.1 Who the main stakeholders are, i.e. Internal stakeholders, external stakeholders and their objectives.
- 5.2 The ways in which different stakeholder groups attempt to alter business behaviour.

##### **Topic 3 - Understand the effect of different organisational structures on how businesses operate (WLU)**

- 3.1 Different organisational structures, i.e. flat structures, hierarchical/tall structures, centralised, decentralised, matrix.
- 3.2 Elements of organisational structures, i.e. division of work, span of control, chain of command.
- 3.3 How the elements of the organisational structures impact on businesses operations, i.e. Communication paths accountability, authority and responsibility, delegation, empowerment.
- 3.4 The use of organisation charts to show: elements of the organisational structure and the status of different levels of job roles.

#### Half Term 2

##### **Topic 6 - Understand the external influences and constraints on businesses and how businesses could respond (JPN)**

- 6.1 The factors which comprise the external business environment, i.e.
- 6.2 To identify how the external environment can impact on a business and its stakeholders.
- 6.3 How businesses can respond to changes in their external environment.

##### **Topic 4 - Be able to use financial information to check the financial health of businesses (WLU)**

- 4.1 What is meant by the terms: cost (including fixed and variable costs) revenue, cash flow, net cash flow, profit, break-even, margin of safety/
- 4.2 How to calculate: profit/loss, break-even point/output.

4.3 How to interpret financial statements, i.e. an income statement, a statement of financial position, a cash flow statement, a cash flow forecast.

**Topic 7 - Understand why businesses plan (JPN)**

7.1 Why businesses plan.

7.2 Determine appropriate sources of finance for businesses.

7.3 What may be included in a business plan.

**Topic 8 - Be able to assess the performance of businesses to inform future business activities (WLU)**

8.1 Factors affecting the success/failure of a business, i.e.

8.2 How to conduct a S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats) analysis.

8.3 How to interpret business performance.

**Half Term 3**

**Unit 2: Working in a business**

**Topic 1 - Understand protocols to be followed when working in business (JPN)**

1.1 The authority protocols.

1.2 The confidentiality protocols.

1.3 The constraints on document content.

1.4 The checking protocols, i.e. Checking of documents, checking of arrangements, implications of poor checking.

1.5 The IT security protocols, i.e. protection of information against unauthorised access, inappropriate use of IT equipment and software.

1.6 The employment protocols.

**Topic 4 - Be able to prioritise business tasks (JPN)**

4.1 The reasons for prioritising business tasks.

4.2 The factors that influence task prioritisation.

4.3 How to use information to inform prioritisation.

4.4 How to assign priorities and identify appropriate actions to complete tasks in accordance with their priority, i.e. high priority, medium priority, low priority

4.5 The need to change priorities when necessary, i.e. change deadline

**Topic 2 - Understand factors that influence the arrangement of business meetings (WLU)**

2.1 The factors that influence meeting arrangements.

2.2 The factors that influence business travel arrangements.

2.3 The factors that influence business accommodation arrangements.

**Topic 3 - Be able to use business documents (WLU)**

3.1 The purpose, interpretation and completion of business documents.

3.2 The purpose and interpretation of other business documents.

3.3 How to make payments and the advantages and disadvantages of each payment method.

3.4 The purpose, completion and checking of meeting documentation.

**Topic 5 - Understand how to communicate effectively with stakeholders (JPN/WLU)**

5.1 The characteristics which inform the design of business communications.

5.2 How the characteristics of business communications design impact on the use of resources.

5.3 How and when to use different types of communication.

5.4 How to review business communications to make sure they are fit for purpose.

**Half Term 4**

**Topic 5 - Understand how to communicate effectively with stakeholders (JPN/WLU)**

5.1 The characteristics which inform the design of business communications.

5.2 How the characteristics of business communications design impact on the use of resources.

5.3 How and when to use different types of communication.  
5.4 How to review business communications to make sure they are fit for purpose.

**Half Term 5**  
**Exam preparation and work on pre-release material**

**Half Term 6**  
Start assignment unit 16 – Project management (Mrs Underwood)  
Start assignment unit 17 – Responsible business practices (Mr Nesbitt)