

# Saffron Walden County High School Curriculum

## CURRICULUM SUMMARY



SAFFRON WALDEN  
COUNTY HIGH SCHOOL

Year 12		AUTUMN TERM		SPRING TERM		SUMMER TERM	
		TERM 1A	TERM 1B	TERM 2A	TERM 2B	TERM 3A	TERM 3B
Social Sciences - CTEC Business Level 2 & HPQ	KNOWLEDGE DOMAIN  Business	<b>Unit 1 Business Purposes</b> Understand the purpose and ownership of business	<b>Unit 1</b> Understand the business context in which organisations operate	<b>Unit 3</b> Know about costs, revenue and profit in a business organisation Be able to prepare a break even analysis	<b>Unit 3</b> Be able to create a cashflow forecast <b>Unit 4</b> Know about job roles and their functions in organisations Match current knowledge and skills to possible job opportunities using appropriate sources of information and advice	<b>Unit 4</b> Be able to produce documentation for specific job roles Be able to prepare for employment and plan career development	Progression activities
		<b>Unit 2</b> Be able to set business aims and objectives	<b>Unit 2</b> Understand the main functional areas in business organisations <b>Unit 7</b> Know the purpose of communication in business contexts Be able to complete and use business documents for internal communication in an organisation	<b>Unit 7</b> Be able to complete and use business documents for external communication in an organisation Know the importance of using appropriate methods of written communication depending on audience	<b>Unit 8</b> Know the rights and responsibilities of the employee and employer Understand how employees can be motivated	<b>Unit 8</b> Understand the importance of training and performance review	
		<b>Unit 10</b> Know how customer service is provided in business	<b>Unit 10 Customer Relations</b> Understand how consistent and reliable customer service contributes to customer satisfaction	<b>Unit 10</b> Demonstrate presentation, communication and interpersonal skills in different customer service situations	<b>Unit 12 Business Ethics</b> Understand the difference between business values and ethical values	<b>Unit 12 Business Ethics</b> Understand current ethical issues in business	

			Know how to monitor and evaluate customer service within an organisation			Be able to design an ethical policy for a chosen business	
	<p><b>Unit 5</b> Understand marketing concepts used by businesses Plan marketing for a micro start-up business that is relevant to customer needs</p>	<p><b>Unit 6</b> Understand the purpose of verbal communication in business contexts Demonstrate speaking and listening skills in a one to one business context</p>	<p><b>Unit 5</b> Plan &amp; explain costed promotional activity for a micro start-up business that is appropriate for customer groups</p>	<p><b>Unit 6</b> Demonstrate speaking and listening skills in a business group context Analyse own strengths and weaknesses in speaking and listening skills and evaluate improvements</p> <p><b>Unit 9</b> Understand the role of sales staff and the techniques used when making personal sales</p>	<p><b>Unit 9</b> <b>Understand the knowledge and skills used when making sales</b> Be able to demonstrate personal selling skills and processes Analyse strengths and weaknesses of own skills and suggest improvements</p>		
SKILLS DEVELOPED THROUGH THE KNOWLEDGE AND ENQUIRIES TAUGHT THIS HALF TERM	Research Application to a business situation Planning	Research Application to a business situation Evaluation Speaking and listening	Research Application to a business situation Evaluation Speaking and listening	Presentation Communication Interpersonal Speaking and listening Self reflection Evaluation Calculate break even	Prepare a cash flow forecast Research Application Analysis Evaluation Self reflection		
KNOWLEDGE DOMAIN HPQ	By the end of this half term, students will have chosen an area of research and will have a question to develop their research further	By the end of this half term, students will have a working title and will be undertaking extensive research.	By the end of this half term, students will have completed their first drafts of their extended writing. Students will evaluate this process within	By the end of this half term, students will present their projects to the class, including an extensive evaluation of the process. Students will complete their projects this half term.			
SKILLS DOMAIN	Research Critical thinking Question Setting	Note taking Time Management Referencing	Editing Evaluation Critical Thinking	Presentations Final write up Self-evaluation			