

YEAR 13 BTEC Business Extended Certificate Level 3 – 2019-2020

|  |   |   |                                       |   |   |  |  |                                     |                   |
|--|---|---|---------------------------------------|---|---|--|--|-------------------------------------|-------------------|
| HT 1 (3rd September – Friday 25 <sup>th</sup> October, 2019 - 8 weeks)       |   |   |                                       |   |   |  |  | HOLIDAY                             | HT 2              |
| Wk1  | Wk2   | Wk3   | Wk4                                   | Wk5   | Wk6   | Wk7 <b>LC1</b>   | Wk8                                    |                                     | Wk9               |
| <b>STAR</b>  | <b>UNIT 8 A1 Recruitment of staff</b>         |   |                                       | <b>UNIT 8 A2 Recruitment and selection process</b>      |   |  |  |                                     | <b>UNIT 8 A3</b>  |
| <b>UNIT 3 B1 Features of financial institutions</b>                          | <b>UNIT 3 B2 communication with customers</b> | <b>UNIT 3 B3 Consumer protection</b>                  | <b>UNIT 3 B4 Information guidance</b> | <b>UNIT 3 C1 Purpose of accounting</b>                  | <b>UNIT 3 C2 Types of income</b>                            | <b>UNIT 3 C3 types of revenue</b>  | <b>UNIT 3 D1 Sources of finance</b>    | <b>UNIT 3 D1 Sources of finance</b> |                   |
| HT 2 (4 <sup>th</sup> November – 20 <sup>th</sup> December 2019 - 7 weeks)   |   |   |                                       |   |   | HOLIDAY  | HT 3                                   |                                     |                   |
| Wk10   | Wk11  | Wk12  | Wk13                                  | Wk14  | Wk15  |  | Wk16                                   | Wk17 <b>LC2</b>                     |                   |
| <b>UNIT 8 A3 Ethical and legal considerations in the recruitment process</b> |   | <b>STAR</b>   | <b>UNIT 8 B1 Job applications</b>     |   | <b>UNIT 8 B2</b>  |  | <b>UNIT 8 B2 Interviews and skills</b> |                                     |                   |
| <b>UNIT 3 E1 Cash flow forecasts</b>   | <b>UNIT 3 E2 Break-even analysis</b>          | <b>UNIT 3 F1-f2 Statement of comprehensive income</b> | <b>Trial EXAM Unit 3</b>              | <b>UNIT 3 F4-6</b>                                      | <b>Revision</b>   | <b>EXAM</b>  | <b>UNIT 3 A1 Revisited</b>             |                                     |                   |
| HT 3 (6 <sup>th</sup> January – 14 <sup>th</sup> February 2020 - 6 weeks)    |   |   |                                       | HOLIDAY   | HT 4 (24 <sup>th</sup> February – 3rd April 2020 - 6 weeks) |  |  |                                     |                   |
| Wk18   | Wk19  | Wk20  | Wk21                                  |   | Wk22  | Wk23   | Wk24                                   | Wk25 <b>LC3</b>                     | Wk26              |
| <b>UNIT 8 C1 Review and evaluation</b>                                       |   |   |                                       |   | <b>UNIT 8 C2 SWOT analysis and action plan</b>              |  |  |                                     |                   |
| <b>UNIT 3 A2- A3 Revisited</b>   | <b>UNIT 3 A3-A4 Revisited</b>                 | <b>UNIT 3 B1 B2 Revisited</b>                         | <b>UNIT 3 B3 B4 Revisited</b>         | <b>UNIT 3 C1 C2 Revisited</b>                           | <b>UNIT 3 C3 Revisited</b>                                  | <b>UNIT 3 D1 Revisited</b>   | <b>UNIT 3 E1 Revisited</b>             | <b>UNIT 3 E2 Revisited</b>          |                   |
| HT 4   | HOLIDAY                                       |   |                                       | HT 5 (20 <sup>th</sup> April – 22nd May 2020 - 5 weeks) |   |  |  | HT 6                                |                   |
| Wk27   | HOLIDAY                                       |   |                                       | Wk28  | Wk29  | Wk30   | Wk31                                   | Wk32                                | Wk33              |
| <b>UNIT 8 C2</b>   | HOLIDAY                                       |   |                                       | <b>UNIT 8 DEADLINE</b>                                  | <b>UNIT 2/3 revision</b>                                    |  |  |                                     | <b>EXAM Resit</b> |
| <b>UNIT 3 F1 Revisited</b>   | HOLIDAY                                       |   |                                       | <b>UNIT 3 F2 Revisited</b>                              | <b>UNIT 3 F3 Revisited</b>                                  | <b>UNIT 3 F4-6 Revisited</b>   | <b>UNIT 2/3 revision</b>               |                                     |                   |
| HT 6 (1st June – 17 <sup>th</sup> July 2020 - 7 weeks)                       |   |   |                                       |   |   | What does this year contribute towards? Final year of the BTEC level 3 course. The final two units of the course unit 3 and Unit 8 with be delivered during this year, with a possible unit 2 resit. |  |                                     |                   |
| Wk34   | Wk35  | Wk36  | Wk37                                  | Wk38  | Wk39  |  |  |                                     |                   |