

Subject Long Term Plan Year X 2021-20

Temperance Term

W/C	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	HALF TERM	
Topic	Unit 1 Principles of working in business administration. LO1 – Types of business Ownership			L01 – Key functional areas in a business		L02 – Arranging and supporting meetings			
Core	Research different types of ownership and summarise legal structures			Discussion of key responsibilities within business		Plan and arrange a business meeting			
Challenge	Identifying benefits and drawbacks of each legal structure			Recognising key functional roles within different departments within a business		Identify suitable meeting formats for a range of given scenarios and calculate costs			
Assessment	PowerPoint presentation demonstrating knowledge of business entities.				Informal topic assessment (Quiz, Skills checklist, written samples)				

W/C	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	CHRISTMAS
Topic	L02 – Arranging business travel and accommodation	L03 – The importance of deadlines		L03 – Team working	L03 – Verbal communication in the workplace	L04 – Handling mail	
Core	Research travel and accommodation bookings	Explain the importance of adhering to deadlines.		Identify the benefits of teamwork within the workplace.	Identify various forms of verbal and non-verbal communication	Research the options of sending mail for a variety of given scenarios.	
Challenge	Identify factors that would influence choice of accommodation			Produce a guide to effective teamwork within the workplace	Analyse the importance of effective communication		
Assessment	Informal topic assessment (Quiz, Skills checklist, written samples)				Informal topic assessment (Quiz, Skills checklist, written samples)		

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Justice Term

W/C	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	HALF TERM
Topic	LO4 – Payment methods used and accepted in business	LO5 – Computer devices/ resources and hardware	LO5 Use of technology in the work place	LO6 – Understanding transactional documents & How is stationary ordered, received, stored and disposed of?	LO7 Legislation and common business practices	LO7 Risk Assessments	
Core	Reflect on own experiences of making payments	Identify a range of computer devices and hardware	Discuss the use of various forms of technology in the workplace	Identify the process of purchasing products from a supplier	Research legislation in business	Identify risks in business	
Challenge	Analyse data based on own purchase history			Complete a range of transactional documents	Carryout an incident report	Complete a risk assessment	
Assessment	Informal topic assessment (Quiz, Skills checklist, written samples)		Informal topic assessment (Quiz, Skills checklist, written samples)			End of unit summative assessment paper	

W/C	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	EASTER
Topic	Unit 2 – Understand the role of an administrator. –LO1 Arrange a meeting and provide effective administration support			LO1 – Recommend travel and accommodation arrangements	LO2 – Written versus verbal communication		
Core	Plan, arrange and provide support for a meeting			Recommend suitable travel arrangements	Identify forms of written communication		
Challenge	Evaluate the effectiveness of a meeting or an event			Price up a range of travel options			
Assessment			Project based assignment			Informal topic assessment (Quiz, Skills checklist, written samples)	

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Courage Term

W/C	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	HALF TERM
Topic	LO2 – Practical demonstration of telephone skills	LO3 – Team work in the workplace			LO3 – Thinking practically about prioritisation		
Core	Demonstrate the ability to communicate over the phone (via role play) for a number of scenarios	Identify the characteristics of effective teamwork			Explain why certain tasks should be prioritised.		
Challenge		Analyse the characteristics of effective teamwork					
Assessment				Informal topic assessment (Quiz, Skills checklist, written samples)		Informal topic assessment (Quiz, Skills checklist, written samples)	

W/C	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	SUMMER
Topic	LO4- Producing and reviewing internal communication documents for given scenarios	LO4 – Producing and completing transactional documents		Recap and Review			
Core	Produce internal communication documents		Complete a transactional document				
Challenge	Rectify pre prepared invoices that have been completed with mistakes		Identify improvements that can be made on a transactional document				
Assessment		Informal topic assessment (Quiz, Skills checklist, written samples)		End of unit summative assessment paper			