

Business Unit Overview Year 13 OCR

OCR Technical Level 3 Business

Year 13 (Term 1)

Over year 13 Students will complete three units (180 GLH in total)

Term 1	Term 2	Term 3
Unit 2: Working in Business (60 GLH)		
Unit 3: Business Decisions (60 GLH)		

Unit 2: Working in Business

This unit will Be delivered over 1 term in year 12 and 1 term in Year 13 – in 5 periods per cycle - culminating in an examination in January of year 13.

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
Unit 2: Working in Business LO3: Be able to use business documents	Knowledge 3.1 The purpose, interpretation and completion of business documents 3.2 The purpose, interpretation of wider business document. Understanding 3.3 How to make payments and the advantages and disadvantages of different methods Skills Mathematics calculation within the documents. Accurate documents completed that meet industrial expectations	Accurate completion of: transaction documents (purchase order, invoice, credit note and statement of account) Employee documents (expenses form) Internal documents (petty cash, stock orders, IT orders, reprographics orders)		Textbooks: Bayley, Tullett et al (2017) Cambridge Technical Level 3 Business ISBN 978 1 4718 7479 6 Mitchell & Wainwright (2018) Business (My Revision Notes series) ISBN 978 1 5104 4232 0 Past Papers: Unit 2 past papers (available from teacher,

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
<p>LO4: Be able to prioritise business tasks</p>	<p>Knowledge</p> <p>4.1 Reasons for prioritising business tasks</p> <p>4.2 Factors that influence task prioritisation</p> <ul style="list-style-type: none"> Urgency Importance Significance of the originator Interactivity between tasks Time Complexity Resources Conflicts Delegation <p>Understanding</p> <p>4.2 Factors that influence task prioritisation</p> <p>4.3 How to use information to inform prioritisation</p> <ul style="list-style-type: none"> Internal sources & factors External sources & factors Changes in the economy <p>4.4 How to assign priorities and identify appropriate actions to complete tasks in accordance with their priority</p> <p>4.5 The need to change priorities when necessary</p> <p>Skills</p> <p>4.3 How to use information to inform prioritisation</p>	<p>Being able to explain why businesses prioritise tasks, including:</p> <ul style="list-style-type: none"> Workload Meeting deadlines <p>Being able to identify a number of factors that influence task prioritisation</p> <p>The practical application of factors to a business prioritisation task</p> <p>Being able to link changes within the external environment to business decision making</p> <p>Being able to determine and justify an appropriate priority rating for a given task</p> <p>The use of charts and data from a range of contexts to inform decision making</p>		<p>on SharePoint and OCR website)</p> <p>Course Notes: Full set of course notes (mainly in PPT format) are available on SharePoint.</p> <p>Website: www.businessed.co.uk www.OCR.org.uk</p>
<p>LO5: Understand how to communicate effectively with stakeholders</p>	<p>Knowledge</p> <p>a. The characteristics which inform the design of business communications</p> <p>Understanding</p>	<p>Being able to identify the influences upon communication design:</p> <ul style="list-style-type: none"> Audience Purpose Context <p>Function</p>	<p>Unit 1: The business environment</p> <p>LO3: Understand the effect i different</p>	

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<p>How the characteristics of business communication design impact on the use of resources</p> <p>b. How and when to use different types of communication Formal Verbal Electronic Marketing Recruitment</p> <p>c. How to review business communications to make sure they are fit for purpose</p> <p>Skills 5.4 How to review business communications to make sure they are fit for purpose</p>	<p>Resources Understanding and justifying which resources are appropriate to be deployed</p> <p>The application of types of communication to different situations</p> <p>Being able to link a document to its intended purpose – and being able to judge if it is fit for purpose and what improvements could be made.</p> <p>Knowing what a professional documents should look like.</p>	<p>organisational structures on how their business operates</p> <p>LO5: Understand the relationship between the business and stakeholders</p> <p>Unit 4 Customers and Communication</p>	
Revision for January examination			Learning Objectives LO1-LO5	

Unit 3: Business Decisions				
This unit will Be delivered over three terms in year 12 – in 5 periods per cycle - culminating in an examination in May 2022.				
What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
Unit 3 Business Decisions LO3: Understand how human resource information informs business decisions	Knowledge 3.1 Workforce planning 3.2 Workforce performance data Understanding 3.2 Interpreting work force performance and the impact this would have. Skills 3.2 Using work force performance data from different source	Being able to describe what factors contribute to work force planning (size, skill, availability and training) To be able to use formulae to calculate the performance of a given workforce. Being able to link these measures to decision making	Unit 8 Introduction to Human Resources LO1 Know the factors that are involved in human resource planning	Textbooks: Bayley, Tullett et al (2017) Cambridge Technical Level 3 Business ISBN 978 1 4718 7479 6 Mitchell & Wainwright (2018) Business (My Revision Notes series) ISBN 978 1 5104 4232 0
LO4: Understand how marketing information informs business decisions	Knowledge 4.1 Types of data used in marketing 4.2 Marketing decision making tools 4.3 Factors which contribute to effective of marketing decisions. Understanding 4.1 Interpretation of marketing data 4.4 How constraints on marketing impact business decisions Skills 4.1 Identifying data correlations & making estimates	Understand the use and application of these techniques: Boston Matrix, Porter's 5 forces Porter's Generic Competitive Strategies in a given situation The use and analysis of marketing data / information to inform an appropriate marketing decision.	GCSE Business Topic 2.2	Past Papers: Unit 3 past papers (available from teacher, on SharePoint and OCR website) Course Notes: Full set of course notes (mainly in PPT format) are available on SharePoint. Website: www.businessed.co.uk www.OCR.org.uk

<p>LO5: Be able to use resources, project and change management information to inform business decisions</p>	<p>Knowledge 5.1 Issues and key tasks associated with resource management. 5.2 How to use project management tools</p> <p>Understanding 5.3 Critical Path Analysis 5.4 The management of change 5.5 Factors involved in contingency planning Purpose of constringency planning Importance Benefits and drawback Creating contingency plans</p> <p>Skills 5.1 Data interpretation in context 5.6 Interpretation of Critical Path Analysis diagrams</p>	<p>Being able to identify the key resources required for a business task: physical, IT and stock management</p> <p>How CPA is used in project management</p> <p>The working of a CPA diagram – applied to a given situation</p> <p>Able to give examples of the causes of change, resistors and responses.</p> <p>Being able to suggest suitable contingencies that a business could take in given situation.</p> <p>Being able to accurately produce and understand a critical path diagram for a given project.</p>		
<p>LO6: Be able to use information to make and inform business decisions</p>	<p>Knowledge 6.1 How to use business decision making tools (internal and external audits, competitor analysis, stakeholder analysis and Ansoff's Matrix) 6.3 How to make business decisions. Understanding</p>	<p>Being able to se a range of business tools to aid a decision making.</p> <p>Knowing the decision-making cycle: Identify issues Criteria for success Options Constraints</p>	<p>Unit 1 The Business Environment LO6 Understanding the external influence and constraints on businesses and how they could respond LO7 Understand why businesses plan</p>	

	<p>6.2 How different strategies are used to help a business achieve a competitive advantage</p> <p>6.4 Justify a business decision within a given context.</p> <p>Skills</p> <p>Analysis and presentation of data ad business information</p>	<p>Presentation of rationale and conclusions</p> <p>To suggest how a business could achieve competitive advantage with reference to:</p> <ul style="list-style-type: none"> Horizontal integration Vertical integration Retrenchment Strategic direction Market entry Change of provision Positioning Market growth Rebranding <p>Justifying a business decision by drawing on a range of supporting evidence</p>	<p>LO8 Be able to assesses the performance of businesses to inform future business activities</p> <p>Unit 2 Working in Business</p> <p>LO1 Understand protocols to eb followed when working in business</p> <p>Unit 4 Customers and Communication</p> <p>LO1 Understand factors to be taken into account when making business decisions</p>	
<p>Revision for January examination</p>	<p>Achieving an external examination grade that is equal to or better than target grade.</p>	<p>Learning Objectives 1-6</p>		

**OCR Technical Level 3 Business
Year 13 (Term 2)**

Over year 13 Students will complete three units (180 GLH in total)

Term 1	Term 2	Term 3
	Unit 8: Introduction to Human Resources (60 GLH)	

Unit 8: Introduction to Human Resources

This unit will Be delivered over one term in year 13 – in 10 periods per cycle - culminating in coursework being submitted in April of year 13.

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
Unit 8 Introduction to Human Resources LO1 Know the factors that are involved in human resources planning	Knowledge 1.1 Key responsibilities of the human resources function, i.e. linking with other functions of a business to contribute to the success of a business (e.g. Operations/Production, Marketing, Accounting/Finance) compensation and benefits ensuring compliance with employment legislation employee relations health and safety skills audit recruitment (e.g. recruitment process, checking eligibility for employment) training and development Understanding	P1: Describe the key responsibilities of the human resources function within a business P2: Describe the internal and external factors a business needs to consider when planning	Unit 1 The business environment LO2 Understand the relationship between businesses and stakeholders LO6 Understand the external influences and constraints on businesses and how businesses could respond Unit 3 Business decisions LO3 Understand how human	Textbooks: Bayley, Tullett et al (2017) Cambridge Technical Level 3 Business ISBN 978 1 4718 7479 6 Mitchell & Wainwright (2018) Business (My Revision Notes series) ISBN 978 1 5104 4232 0 Course Notes: Full set of course notes (mainly in PPT format) are available on SharePoint. Model assignment

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<p>1.2 Internal factors which influence human resources plans, i.e.</p> <ul style="list-style-type: none"> business growth diversification into new sectors employee skill sets finance available (e.g. retained profits) restructuring retirement rates <p>1.3 External factors which influence human resources plans, i.e.</p> <ul style="list-style-type: none"> access to finance from external sources advances in technology demographic changes economic growth legislation 		resources information informs business decisions	<p>Students will be issued with a model assignment</p> <p>Website: www.businessed.co.uk www.OCR.org.uk</p>
Assessment 1	Application of LO1: Know the factors that are involved in human resources planning into a given business scenario	<p>Assessment criteria Task 1: P1 & P2</p> <p>Completed at or above target grade</p>	LO1 Know the factors that are involved in human resources planning	
LO2 Be able to assess the effectiveness of training and development	<p>Knowledge</p> <p>2.1 Methods of training and developing employees, i.e.</p> <ul style="list-style-type: none"> induction training on-the-job training, i.e. <ul style="list-style-type: none"> o coaching o job rotation 	<p>P3: Assess the effectiveness of methods of training and development used by a specific business</p> <p>P4: Describe the benefits to a specific business of training and developing employees</p>		

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<ul style="list-style-type: none"> ○ mentoring ○ observation ○ shadowing <p>off-the-job training, i.e.</p> <ul style="list-style-type: none"> ○ conferences ○ external training courses (e.g. CPD) ○ simulation exercises <p>Understanding</p> <p>2.2 How to measure the effectiveness of training and development, i.e.</p> <ul style="list-style-type: none"> performance ratios monitoring performance employee surveys employee/customer (internal/external) feedback quality of products/services <p>2.3 The benefits to a business of training and developing employees, i.e.</p> <ul style="list-style-type: none"> ensuring a pool of employees to replace staff who may leave or be promoted having a more efficient and productive workforce having employees familiar with advances in technology improving employee motivation improving employee retention <p>Skills</p>	<p>M1: Explain the effect on a business of reducing training and development opportunities</p> <p>D1: Evaluate the training and development offered by a specific business and make justified recommendations for improvement</p>		

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	Mathematic calculations and data interpretation within the context of measuring the effectiveness of training and development (2.2) for example Ratios surveys results (Quantitative) Qualitative feedback			
Assessment 2	Application of LO2: Be able to assess the effectiveness of training and development within a given business scenario	Assessment: Task 2: P3, P4, M1 & D1 Completed at or above target grade	LO2 Be able to assess the effectiveness of training and development	
Revisit assessment 1 based on individual feedback	Development of Assessment 1: Criteria: P1: Describe the key responsibilities of the human resources function within a business P2: Describe the internal and external factors a business needs to consider when planning	Assessment 1: Task 1: P1 & P2 Completed at or above target grade	LO1 Know the factors that are involved in human resources planning	
LO3 Understand how and why businesses motivate employees	Knowledge 3.1 Motivational theories which study employee behaviour, e.g. Maslow's hierarchy of needs (Abraham Maslow) Motivational Needs theory (David McClelland) Motivator-Hygiene theory (Frederick Herzberg) Scientific Management (Frederick Taylor)	P5: Explain why and how a business motivates employees with reference to motivational theories M2: Assess the benefits and drawbacks of the methods of employee motivation used by a specific business		

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<p>Expectancy theory (Victor Vroom) Hawthorne Studies (Elton Mayo) Theory X and Theory Y (Douglas McGregor)</p> <p>3.2 Methods of employee motivation, i.e. monetary rewards, i.e. bonuses maternity/paternity schemes/benefits performance-related pay perks (e.g. company cars, healthcare schemes) profit-sharing workplace crèche o workplace pension schemes non-monetary rewards, i.e. delegation o empowerment o flexible working job rotation opportunity for team working promotion opportunities recognition training and development opportunities</p> <p>Understanding</p> <p>3.3 Benefits to a business of having motivated employees, i.e. improved productivity lower levels of absenteeism lower levels of labour turnover lower recruitment costs</p>	<p>P6: Explain how a business measures the success of employee motivation</p>		

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<p>improved reputation improved product quality improved customer service (e.g. resulting in increased customer satisfaction) improved company loyalty improved employee engagement</p> <p>3.4 How a business measures the success of employee motivation, i.e. increased customer satisfaction (e.g. repeat custom, positive feedback, improved reputation) improved market position (e.g. increased market share, profitability and revenue) employee turnover rate and mean duration of tenure internal staff mobility</p>			
Assessment 3	Application of LO3: Understand how and why businesses motivate employees into a given business scenario	Assessment 3: Task 3: P5, P6 & M2 Completed at or above target grade	LO3 Understand how and why businesses motivate employees	
Revisit assessment 2 based on individual feedback	Development of Assessment 2: Criteria: P3, P4, M1 & D1	Task 2: P3, P4, M1 & D1 Completed at or above target grade	LO2 Be able to assess the effectiveness of training and development	
LO4 Understand the importance of monitoring and	Knowledge 4.1 How businesses monitor employee performance, i.e. formal appraisal techniques, i.e.	P7: Explain how employee performance is monitored and managed within a specific business		

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
managing employee performance at work	<p>results-based appraisals o self-appraisal upward appraisal grading (e.g. attendance) 360-degree feedback ongoing monitoring of performance (e.g. productivity rates, absenteeism rates, labour turnover rates) performance management by objectives</p> <p>Understanding 4.2 Benefits and drawbacks of different performance management tools, i.e. disciplinary procedures grievance procedures individual development plan individual objectives/SMART (specific, measurable, achievable, realistic, timely) targets management of ill health/counselling processes probationary periods</p>	<p>P8: Describe the benefits to employees and businesses of the use of different performance management tools</p> <p>M3: Analyse the benefits and drawbacks of a specific performance management tool in a specific business</p> <p>D2: Recommend and justify tools that specific business could implement to improve employee performance</p>		
Assessment 4	Application of LO4: Understand the importance of monitoring and managing employee performance at work to a given business scenario	Assessment 4: Task 4: P7, P8, M3 & D2 Completed at or above target grade	LO4 completed Understand the importance of monitoring and managing employee performance at work	
Improvement of	Development of Assessment 3	Assessment 3: Task 3: P5, P6 & M2	LO3 Completed	

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
Assessment 3 based on individual feedback	Criteria: Task 3: P5, P6 & M2	Completed at or above target grade	Understand how and why businesses motivate employees	
LO5 Understand the importance of confidentiality within the human resources function	<p>Knowledge</p> <p>5.1 Examples of confidential information and their sources, i.e. employee information (e.g. recruiting and hiring, administering benefits, investigating complaints, job performance, personal contacts, work history, medical information and employment eligibility documentation, which may include a copy of the employee's social driver's licence, passport or qualifications) management or business information that is not available to non-management employees (e.g. business strategies and processes, office/plant closures, major expansions or greenfield operation start-ups)</p> <p>5.2 Methods of maintaining confidentiality, i.e. hierarchical access rights identity checking procedures (e.g. emailing information only after contact made by telephone) non-disclosure agreements password protection for digital files</p>	<p>P9: Describe the methods that a specific business uses to maintain confidentiality within the human resources function</p> <p>P10: Explain the consequences to a specific business of the HR function failing to maintain the confidentiality of information</p>	<p>Unit 1 The business environment LO2 Understand the relationship between businesses and stakeholders LO6 Understand the external influences and constraints on businesses and how businesses could respond</p> <p>Unit 2 Working in business LO1 Understand protocols to be followed when working in business ,,,,,,Unit 4 Customers and communication LO5 Know the constraints and issues which affect the sharing, storing and use of information for business communications</p>	

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
	<p>secured filing cabinets training</p> <p>Understanding</p> <p>5.3 Why businesses maintain the confidentiality of documents and/or personal information, i.e.</p> <ul style="list-style-type: none"> legal requirements (e.g. data protection legislation) ethical responsibility maintain trust between employee and employer reputation of business maintain credibility of HR function risks of confidential information being exposed (e.g. identity theft, fraud, use by competitors) consequences of failing to comply with legislation (e.g. court action, fines, prison) 			
Assessment 5	Application of LO5: Understand the importance of confidentiality within the human resources function into a given business scenario	Assessment 5: Task 5: P9 & P10 Completed at or above target grade	LO5 Understand the importance of confidentiality within the human resources function	
Improvement of Assignment 4 based on individual feedback	Development of Assessment 4 Criteria: P7, P8, M3 & D2	Assignment 4: Task 4: P7, P8, M3 & D2 Completed at or above target grade	LO4 Understand the importance of monitoring and managing employee performance at work	

Working / Achieving
Together



**OCR Technical Level 3 Business
Year 13 (Term 3)**

Over year 13 Students will complete three units (180 GLH in total)

Term 1	Term 2	Term 3
		Unit 8: Introduction to Human Resources (60 GLH)
		Revision for any retakes

Unit 8: Introduction to Human Resources (60 GLH)

What are we learning?	What knowledge, understanding and skills will we gain?	What does mastery look like?	How does this build on prior learning?	What additional resources are available?
Unit 8 Introduction to Human Resources Revisiting Assignments 1-5	Understanding Further understanding will be developed based on individual feedback in order to complete gaps in assessment criteria	Assessment 1: Task 1: P1 & P2 Assessment 2: Task 2: P3, P4, M1 & D1 Assessment 3: Task 3: P5, P6 & M2 Assignment 4: Task 4: P7, P8, M3 & D2 Assessment 5: Task 5: P9 & P10 Completed at or above target grade	All learning objectives been competed	Textbooks: Bayley, Tullett et al (2017) Cambridge Technical Level 3 Business ISBN 978 1 4718 7479 6 Mitchell & Wainwright (2018) Business (My Revision Notes series) ISBN 978 1 5104 4232 0 Course Notes: Full set of course notes (mainly in PPT format) are available on SharePoint. Website:

Unit 1 The Business Environment	<p>Knowledge</p> <p>No new knowledge associated with content.</p>		Unit 1 content already completed	www.businessed.co.uk www.OCR.org.uk
Unit 2 Woking in Business	<p>Understanding</p> <p>Further understanding will be developed through the use of examination papers and application to given business contexts</p>		Unit 2 content completed	
Unit 3 Business Decisions	<p>A pre examination research brief will be issued for students to undertake independent research. (Unit 1 only)</p> <p>Skills</p> <p>Examination technique skills will be developed</p>		Unit 3 content completed	