



Subject	BTEC Level 3 National Extended Diploma in Business	
Exam Board	Edexcel/ Pearson	
Head of Department	Mr Caceres	
Assessment		
Equivalent in size to three A Levels . 13 units of which 7 are mandatory and 4 are External. Mandatory content (66%) External assessment (42%).		
The Extended Diploma is a two-year, full-time course that meets entry requirements in its own right for learners who want to progress to higher education courses in business areas before entering employment. It can also support learners who want to progress directly to employment in job roles in business or business management and Higher Apprenticeships in the business sector.		
<p>Welcome to Business, This transition pack will provide you with a brief outline of the course structure and a reading list of sources and videos. You may wish to use these sources before and throughout the course to improve your wider understanding. This pack also contains some interesting and fun activities to get you ready for the first few weeks of the course. Please submit your work by the set due dates to sixthform@sta.islington.sch.uk for the attention of Mr Caceres.</p>		
Curriculum Map (Term 1)		
September - October 2020	November - December 2020	
<ul style="list-style-type: none"> • Explore the features of different businesses and analyse what makes them successful • Investigate how businesses are organised • Examine the environment in which businesses operate • Examine business markets • Investigate the role and contribution of innovation and enterprise to business success. 	<ul style="list-style-type: none"> • Explore the role of an event organiser • Investigate the feasibility of a proposed event • Develop a detailed plan for a business or social enterprise event • Stage and manage a business or social enterprise event • Reflect on the running of the event and evaluate own skills development. 	
Subject Specific Reading List:	https://www.bbc.co.uk/news/business recommended to keep up with the daily business news Company of One: Why staying small is the next big thing for business by Paul Jarvis Good to Great: Why some companies make the leap and others don't by Jim Collins Grinding it Out: The making of McDonalds by Ray Kroc	
Useful Websites:	www.businessed.co.uk (if new to studying business) www.tutor2u.net www.senecalearning.com https://www.youtube.com/c/TakingTheBiz	

BTEC Business prepares you for progression to further study or the world of work:

- Transferable skills like making decisions, solving problems, numerical skills, understanding the business environment and commercial awareness are relevant to university and employment
- You might want to study a degree in business management, accountancy, tourism management or international business
- You might progress to a career in banking, sales, product management or for charity
- The possibilities are endless!

Topics that are required for you to be successful in your course with activities associated with the topics, which test your key knowledge and understanding of the building blocks required to be successful in this subject. You will undertake **13 units** in total of which **six** are mandatory units and the other are optional units:

Mandatory Units

Exploring Business
Developing a Marketing Campaign
Personal and Business Finance
Managing an Event
International Business
Principles of Management

Optional Units

Recruitment and Selection Process
Team Building in Business
Recording Financial Transactions
Final Accounts for Public Limited Companies
Financial Statements for Specific Businesses
Cost and Management Accounting
Investigating Customer Service
Investigating Retail Business
Visual Merchandising
Digital Marketing
Creative Promotion
Pitching for a New Business
Investigating Corporate Social Responsibility
Training and Development
Market Research
The English Legal System
Employment Law
Aspects of Civil Liability Affecting Business
Aspects of Criminal Law Impacting on Business and Individuals
Work Experience in Business

Suggested reading and associated websites where you can research the topics you will be exploring in your BTEC Business course.

1. The two most commonly used websites with a great degree of material available are 'Tutor2u' and 'biz/ed'.
2. A superb resource for starting to develop an understanding is the BBC website as part of its news section.
3. The Bank of England has a good site that explains its role and what is meant by monetary policy and the links between interest rates and inflation.
4. Practical start-up advice for businesses - Business Link.
5. Marketing basics – learnmarketing.net.
6. Access to national data –statistics.gov.uk and ons.gov.uk website.
7. A resource centre for business students and teacher – thetimes100.co.uk
8. YouTube also has lots of business resources available.
9. This is money has a great reputation for providing business news.
10. Newspaper websites such as the Times, Guardian and the Telegraph have very good business articles on current news stories.

Additional information you may find useful:

www.Bee.business.bee.co.uk

www.tutor2u.net

www.businesscasestudies.co.uk Times 100

www.businessed.co.uk

www.businessstudiesonline.co.uk

Course Specification

https://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Business/2016/specification-and-sample-assessments/9781446938218_BTECNationals_Bus_ExCert_Spec_Iss3C.pdf



**Due: Friday 29th May
2020**

Email: sixthform@sta.islington.sch.uk

Transaction task 1 — Exploring the Local Business Community

Think of a street or square in your area and look around for examples of businesses. These could be shops, cafes, factories, nurseries or anywhere else where services or products are provided. Complete the table below for six businesses. But first can you answer the following questions:

What is the difference from a product or service?

What are the differences between businesses in the public, private or voluntary sector?

What are the differences between businesses in the primary, secondary or tertiary sector?

Name of the business	What products or services are provided?	Is it a local, national or international business?	Is it in the public, private or voluntary sector?	Is it in the primary, secondary or tertiary sector?



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**Transition Task 2 - Research and choose a fast growing business/ successful business.
To demonstrate your creativity do not select anything obvious e.g. Tesco's, McDonalds!**

You are to prepare a detailed fact file about this business to be used in your first business lesson. In Your fact file document you need to include the following;

- The nature of the business idea and how it is unique/ successful.
- Who started the business & how their idea came about? What characteristics does this person have that have contributed to their success?
- What form of ownership does the business have? Do they have limited/unlimited liability?
- How many employees do they have? What is their annual sales revenue? What does this information tell you about the size of the business?
- Where the business is located and why? Is it local/national/international/global?
- Finally, please include a list of all the sources you have used, and a brief comment evaluating which were most/least useful/reliable and why.



Due: Friday 26th June 2020

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Transition Task 3

Assignment Title: Features contributing to the success of contrasting businesses

You have been asked to research and collect information on two contrasting businesses and use this evidence to write a report on why businesses are successful. Choose 1 profit making business and 1 Charity e.g Water Aid (not for profit) as this will ensure that they are contrasting businesses.

Complete the following checklist of tasks for both businesses:

- ✓ Explain the business mission, vision and values, aims and objectives
- ✓ Describe the type of activities they carry out
- ✓ Explain the features of the business (ownership, purpose, the sector they belong in, size, number of employees).
- ✓ Explain why you believe each business is successful (target a gap in the market, superior products or services, price, customer service they provide, location).

Evidence

This should be written as a report with clear heading. As a guide, I would expect one page on each business. It can contain images, bullet point notes, screen shots and should have websites used listed as a bibliography.

Due: September 2020

Please bring this work to your first Business lesson.

Transition Task 4

To ease you into this wonderful course, please choose a company that has a public listing on the stock market – a plc, e.g. Boots, Amazon, M&S, Sony, and prepare a report/ presentation about the company. Include:

- History / background
- Board of Directors
- Vision & Mission statement
- Company structure
- Description of business activities
- List any Subsidiaries, Where are they based – why? What are their activities?
- Share value and therefore value of the business (number of share * shares issued)
- Over the last 5-8 years why has your chosen business been in the news e.g. Takeover (LinkedIn bought for £26bn by Microsoft), Liquidation (BHS), Launch of a successful new innovative product (Dyson products), Child exploitation (Primark), taken the lion's share of the marketplace (Heinz), etc?

Insert any illustrations and information you think will be relevant.

You will spend 5-10 minutes presenting your company to the Year 12 Business group. I look forward to meeting you in September and happy researching and reporting!

News websites for Business

The Guardian: <https://www.theguardian.com/uk/business>

The Independent: <https://www.independent.co.uk>

The FT: <https://www.ft.com>

Reuters: <https://www.reuters.com>

Textbook – the course aligned textbooks are the following;

<https://www.pearsonschoolsandfecolleges.co.uk/FEAndVocational/BusinessandEconomics/BTEC/BTECNationalsBusiness2016/ISBN/Student-Books/BTECNationalsBusinessStudentBook1Activebook.aspx>

<https://www.pearsonschoolsandfecolleges.co.uk/FEAndVocational/BusinessandEconomics/BTEC/BTECNationalsBusiness2016/ISBN/Student-Books/BTECNationalsBusinessStudentBook2Activebook.aspx?tmsb=hz0m9iy&ttml=rk0dc&tmsl=sec-voc-web-productpage&tmt=y&tmcv=18&tmc=6og7i4o>