

BTEC Business Year 13 Curriculum

	<p>Unit 3 Personal and Business Finance Learners study the purpose and importance of personal and business finance. They will develop the skills and knowledge needed to understand, analyse and prepare financial information.</p>		<p>Unit 8 Recruitment and Selection Learners explore how the recruitment process is carried out in a business. The unit gives learners the opportunity to participate in selection interviews and review their performance.</p>	
Content and Key terms	<p>Autumn 1</p>	<p>Autumn 2</p>	<p>Spring 1</p>	<p>Spring 2</p>
	<p>Unit 3 Personal and Business Finance B1 Features of financial institutions B2 Communicating with customers B3 Consumer protection in relation to personal finance B4 Information, guidance and advice C1 Purpose of accounting C2 Types of income C3 Types of expenditure D1 Sources of finance</p>	<p>Unit 3 Personal and Business Finance E1 Cash flow forecasts E2 Break-even analysis F1 Statement of comprehensive income F2 Statement of financial position F3 Measuring profitability F4 Measuring liquidity F5 Measuring efficiency F6 Limitations of ratios</p>	<p>Unit 3 Exam Unit 8 Recruitment and Selection Examine how effective recruitment and selection contribute to business success.</p>	<p>Unit 8 Recruitment and Selection Undertake a recruitment activity to demonstrate the processes leading to a successful job offer. Reflect on the recruitment and selection process and your individual performance.</p>
Assessment	<p>Assessment through Exam Wizard and past papers</p>	<p>Assessment through Exam Wizard and past papers</p>	<p>Assessment through BTEC coursework</p>	<p>Assessment through BTEC coursework</p>