Subject: BTEC Business L3 Ext. Cert. **Kay Stage 5 Curriculum Plan** **Year:** 13

Department Information:

The Business Department delivers the BTEC Level 3 National Extended Certificate, focusing on applied learning, vocational skills, and strong preparation for external assessment. Teacher A delivers both Unit 3 (exam) and Unit 8 (coursework), ensuring consistency and targeted support throughout the year.

Curriculum aims and intent:

The Year 13 curriculum aims to:

• Develop strong financial literacy through Unit 3, enabling students to analyse, interpret and evaluate personal and business finance.
• Prepare students thoroughly for the January Unit 3 external exam, with structured revision and opportunities for a May resit.
• Build applied business skills through Unit 8 coursework, including project management, communication, and evaluative writing.
• Strengthen students' readiness for higher education, apprenticeships and employment through explicit careers links.
• Support students in developing transferable skills such as numeracy, decision making, research, and independent learning.

Assessment:

• Unit 3: Personal and Business Finance – External exam
• First sitting: January 2026
• Resit opportunity: May 2026

• Unit 8: Recruitment and Selection Process – Internal coursework
• Learning Aim A submission: 25.11.25
• Learning Aim B + C submission: 24.02.26

Resources used to support learning:

• Pearson BTEC National Business Student Book 1 (ISBN: 9781292126241)
• Classroom PowerPoints and revision materials on Microsoft Teams
• Authorised Assignment Briefs (AABs) for Unit 8
• Past papers and examiner reports for Unit 3
• Independent study resources for weekly home learning

Home Learning:

Students must complete 5 hours of independent BTEC work per week, including:

• Revision for Unit 3
• Practice exam questions
• Coursework drafting and improvements for Unit 8
• Retrieval practice using Teams resources

How parents can help their child:

• Encouraging consistent weekly revision
• Monitoring coursework deadlines and Teams notifications
• Discussing financial topics to build real world understanding
• Supporting revision planning for the January and May exams
• Encouraging attendance at intervention sessions

Parents may also explore business career pathways with their child.

Term	Summary of work being covered	Knowledge, Understanding and skills assessed	How the work is assessed	Career-Links
1	• Unit 3 (Teacher A): • Functions and role of money • Different ways to pay • Current accounts • Types of borrowing • Savings and investments • Unit 8 (Teacher B): Learning Aim A • Recruitment processes, documentation, and job roles	• Financial products and services • Personal finance decision making • Understanding recruitment processes • Research and written communication skills	Unit 8 coursework Unit 3 exam questions	• Banking and financial services • HR and recruitment • Customer service roles • Financial advisory pathways
2	• Unit 3 (Teacher A):• Features of financial institutions • Communication with customers • Customer protection (FCA, FOS, FSCS) • Information and guidance • Capital and revenue income/expenditure • Sources of finance • Unit 8 (Teacher B): Completion of Learning Aim A • Submission deadline: 25.11.25	• Financial regulation and protection • Business finance terminology • Customer communication • Recruitment documentation and evaluation	Unit 1 coursework Unit 2 Mock Exam	• Financial regulation and compliance • Business finance roles • HR administration • Customer advisory services
3	• Unit 3 external exam (January 2026) • Unit 8 (Teacher B): Learning Aim B • Preparing for and participating in interviews • Reviewing performance and producing evaluation • Submission deadline: 24.02.26	• Exam technique and extended responses • Interview preparation and professional communication • Reflective evaluation • Application of financial knowledge	Unit 1 coursework Unit 2 exam questions	• Interview skills for employment • HR and recruitment pathways • Business administration • Financial services apprenticeships
4	• Unit 8: Completion of Learning Aim B • Unit 3: Consolidation and targeted revision • Focus on weaker areas identified from January exam	• Evaluation and reflection • Strengthening financial calculations • Application of financial concepts to scenarios	Unit 1 coursework Unit 2 Mock Exam	• Professional communication • Business consultancy • Finance and accounting pathways
5	• Revision for Unit 3 resit (May 2026) • Revision for Unit 2 resits (if applicable) • Targeted intervention and exam practice	• Financial calculations (break even, cash flow, ratios) • Extended writing for external assessment • Application of theory to unseen contexts	Unit 1 coursework Unit 2 exam questions	• Financial analysis • Business management • Higher education pathways • Apprenticeships in finance, HR, marketing
6	Exam Period			