

KS5 – Long Term Overview		Subject: Level 3 BTEC National Ext Certificate	Year 13
Autumn Term 2022	Spring Term 2023	Summer Term 2023	
<p>Half Term 1</p> <p>External Exam UNIT 3 Personal & Business Finance</p> <p>Understand the importance of managing personal Finance</p> <ul style="list-style-type: none"> • Functions of money • Role of money • Planning expenditure • Methods of payment • Current accounts <p>Managing Personal Finance</p> <ul style="list-style-type: none"> • Different types of borrowing • Different types of saving and investment • Risks and rewards of saving versus investment • Different types of insurance products 	<p>Half Term 3</p> <p>Unit 3 Exam</p> <p>Coursework Unit 8 – Recruitment & Selection</p> <p>Learning Aim A - Examine how effective selection and recruitment contribute to business success</p> <ul style="list-style-type: none"> • Explain how a large business recruits and selects giving reasons for their processes • Explain how and why a business adheres to recruitment processes which are ethical and comply with current employment law • Analyse the different recruitment methods used in a selected business • Evaluate the recruitment processes used and how they contribute to 	<p>Half Term 5</p> <p>Unit 3 External Exam Re-sit</p>	

<p>Explore the personal finance sector</p> <ul style="list-style-type: none"> • Features of financial institutions • Communicating with customers • Consumer protection in relation to personal finance • Information, guidance and advice <p>Understand the purpose of accounting</p> <ul style="list-style-type: none"> • Purpose of accounting • Measuring performance • Types of income • Types of expenditure 	<p>the success of the selected business</p> <p>Learning Aim B</p> <p>Undertake a recruitment activity to demonstrate the processes leading to a successful job offer</p> <ul style="list-style-type: none"> • Prepare appropriate documentations for use in selection and recruitment activities • Participate in the selection interviews, as an interviewer and interviewee • Demonstrate analytical responses and questioning to allow assessment of skills and knowledge • Evaluate how well the documents prepared and participation in the interview activities supported the process for a job offer 	
<p>Half Term 2</p> <p>Unit 3 – Personal and Business Finance cont.</p> <ul style="list-style-type: none"> • Sources of finance • Pros and cons of external sources of finance <p>Break-even and cash flow forecasts</p> <ul style="list-style-type: none"> • Cash flow forecasts • Prepare, complete, analyse, revise and evaluate cash flow 	<p>Half Term 4</p> <p>Learning Aim C – Reflect on the recruitment and selection process and your individual performance</p> <ul style="list-style-type: none"> • Complete a SWOT analysis on your own performance in role in the interviewing activities • Prepare a personal skills development plan for further interview situations 	<p>Half Term 6</p>

- Credit periods
- Use of cash flows forecasts for planning, monitoring, control and target setting
- Problems within cash flow forecast
- Solutions to cash flow problems

Break-even analysis

- Drawing a break-even chart
- Contribution per unit benefits and limitations
- Use of break-even for planning, monitoring, control and target setting
- Prepare, complete, analyse, revise and evaluate break-even

Complete statements of comprehensive income and financial position and evaluate business performance

- Statement of comprehensive income
- Calculation of profit or loss for the year
- Adjustments for depreciation
- Adjustments for prepayments, accruals
- Statement of financial position

Measuring profitability

- Measuring profitability
- Measuring liquidity
- Measuring efficiency
- Limitations of ratios

- Analyse the results of the process and how your skills development will contribute to your future success
- Evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions as to how it will support your future career