**Level 3 BTEC National Business (National Diploma)**

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|  | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Year 12** | *Content* | **Unit 4: Managing an Event****Learning aim A**: Explore the role of an event organiserTopic A.1 Tasks to be completedTopic A.2 Different skills needed by an effective event organiser.Topic A.3 Common formats for skills audit collection.**Assignment writing: Complete assignment 1.****UNIT 6: Principles of Management.****Topic A:** The definitions and functions of management.**Topic A.1** Definitions of management and leadership.**Topic A.2** Functions of management and leadership.**Topic A.3** Business culture.**Topic B:** Management and leadership styles and skills.**Topic B.1** Management and leadership styles**Topic B.2** Management and leadership skills.**Topic C: Managing human resources.****Topic C.1** Human Resources (HR)**Topic C.2** Human resource planning | **Unit 4: Managing an Event****Learning aim B**: Investigate the feasibility of a proposed event.Topic B.1 Different types of event, and the factors affecting success.Topic B.2 Feasibility of event proposalTopic B.2 Feasibility measures and critical success factors**Learning aim C**: Develop a detailed plan for a business or social enterprise eventTopic C.1 Event planning and the use of planning tools**UNIT 6: Principles of Management.****Topic D: Factors influencing management, motivation and performance of the workforce.****Topic D.1** Motivation in the workplace.**Topic D.2** Techniques to meet skills requirements.**Topic D.3** Training and development.**Topic D.4** Performance appraisal | **Unit 4: Managing an Event****Learning aim C**: Develop a detailed plan for a business or social enterprise event.Topic C.2 Factors to be considered**Assignment writing: Complete assignment 2.****Learning aim D**: Stage and manage a business or social enterprise event**Topic D.1 Management of the event****Topic D.2 Problem solving****Learning aim E**: Reflect on the running of the event and evaluate own skills developmentTopic E.1 Evaluation of the event.Topic E.2 Review of personal skills development**Assignment writing: Learners complete assignment 3.** **UNIT 6: Principles of Management.****Topic E: Impact of change****Topic E.1** Managing change.**Topic F: Quality management.****Topic F.1** Quality standards.**Topic F.2** Developing a quality culture.**Topic F.3** The techniques and tools of quality management.**Topic F4**: The importance and benefits of quality management.**Research for the external assessment** |
| **Year 13** |  | **Unit 5: International Business.****Topic A.1** Internationalbusiness**Topic A.2** Financing of international business**Topic A.3** Support for international business**.****Learning aim B:** Investigate the international economic environment in which business operates.**Topic B.1** Globalisation**.****Topic B.2** International trading blocs **Topic B.3** Barriers to international business.**Assignment**: Learners commence work on assignment 1.**Unit 22: Market Research.****Learning Aim A** Examine the types of market research used in business.A1 Purpose of marketresearchA2 Types of researchA3 Appropriateness ofchoice of research | **Unit 5: International Business.****Topic C.1** External influences.**Topic C.2** International business support systems.**Topic C.2** International business support systems.**Learning aim D:** Investigate the cultural factors that influence international businesses.**Topic D.1** Cultural factors.**Topic D.2** Impact of cultural factors.**Assignment**: Learners commence work on assignment 2.Unit 22 B1 Planning stageB2 Implementation stage. | **Unit 5: International Business.****Learning aim E:** Examine the strategic and operational approaches to developing international trade.**Topic E.1** Strategies for operating internationally.**Topic E.2** Resource considerations.**Assignment**: Learners commence work on assignment 3. **Unit 22: Market Research.****C1** Statistical analysis andinterpretation of primaryand secondary research**C2** Presentation of researchresults**C3** Value of the information.**Assignment:** Learners commence work on assignment 2. |