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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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 organiser  Topic A.1 Tasks to be completed  Topic 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 proposal  Topic B.2 Feasibility measures and critical success factors  **Learning aim C**: Develop a detailed plan for a business or social enterprise event  Topic 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 development  Topic 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 market  research  A2 Types of research  A3 Appropriateness of  choice 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 stage  B2 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 and  interpretation of primary  and secondary research  **C2** Presentation of research  results  **C3** Value of the information.  **Assignment:** Learners commence work on assignment 2. | |