

Certificate Year 12 OR Year 13 (Extension)	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	
	Unit 1: The business environment LO1: Understand different types of businesses and their objectives LO2: Understand how the functional areas of businesses work together to support the activities of businesses LO3: Understand the effect that different organisational structures have on how businesses operate LO4: Be able to use financial information to check the financial health of businesses LO5: Understand the relationship between businesses and stakeholders	Unit 1: The business environment LO6: Understand the external influences and constraints on businesses and how businesses could respond LO7: Understand why businesses plan LO8: Be able to assess the performance of businesses to inform future business activities	Unit 1: The business environment Examination	Unit 4: Customers & communication LO3: Be able to establish a rapport with customers through non-verbal and verbal communication skills LO4: Be able to convey messages for business purposes	Unit 4: Customers & communication Coursework submission	Unit 1: The business environment Resit Revision	Unit 1: The business environment Resit opportunity
	Unit 4: Customers & communication LO1: Understand who customers are and their importance to businesses LO2: Understand how to communicate with customers	Unit 4: Customers & communication LO5: Know the constraints and issues which affect the sharing, storing and use of information for	Unit 4: Customers & communication LO3: Be able to establish a rapport with customers through non-verbal and verbal communication LO4: Be able to convey messages for business purposes				Unit 4: Customers & communication Coursework re-submission opportunity

Extended Certificate Year 12	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	
	Unit 1: The business environment LO1: Understand different types of businesses and their objectives LO2: Understand how the functional areas of businesses work together to support the activities of businesses LO3: Understand the effect that different organisational structures have on how businesses operate LO4: Be able to use financial information to check the financial health of businesses LO5: Understand the relationship between businesses and stakeholders	Unit 1: The business environment LO6: Understand the external influences and constraints on businesses and how businesses could respond LO7: Understand why businesses plan LO8: Be able to assess the performance of businesses to inform future business activities	Unit 1: The business environment Examination	Unit 4: Customers & communication LO3: Be able to establish a rapport with customers through non-verbal and verbal communication skills LO4: Be able to convey messages for business purposes	Unit 4: Customers & communication Coursework submission	Unit 1: The business environment Resit Revision	Unit 1: The business environment Resit opportunity
	Unit 4: Customers & communication LO1: Understand who customers are and their importance to businesses LO2: Understand how to communicate with customers	Unit 4: Customers & communication LO5: Know the constraints and issues which affect the sharing, storing and use of information for business communications	Unit 4: Customers & communication LO3: Be able to establish a rapport with customers through non-verbal and verbal communication skills LO4: Be able to convey messages for business purposes			Unit 2: Working in Business LO1: Understand protocols to be followed when working in business LO2: Understand factors that influence the arrangement of business meetings	Unit 2: Working in Business LO3: Be able to use business documents Unit 4: Customers & communication Coursework re-submission opportunity

Extended Certificate Year 13	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	
	Unit 2: Working in Business LO1: Understand protocols to be followed when working in business LO2: Understand factors that influence the arrangement of business meetings LO3: Be able to use business documents	Unit 2: Working in Business LO4: Be able to prioritise business tasks LO5: Understand how to communicate effectively with stakeholders	Unit 2: Working in Business Examination	Unit 5: Marketing & market research LO4: Be able to validate and present market research findings	Unit 5: Marketing & market research Coursework submission	Unit 2: Working in Business Resit Revision	Unit 2: Working in Business Resit Opportunity
	Unit 20: Business events LO1: Be able to prepare for a business event	Unit 20: Business events LO2: Be able to support the running of a business event LO3: Be able to review and evaluate if the business event met its objectives	Unit 5: Marketing & market research LO1: Understand the role of marketing in businesses LO2: Know the constraints on marketing LO3: Be able to carry out market research for business opportunities				Unit 20: Business events Coursework re-submission opportunity Unit 5: Marketing & market research Coursework re-submission opportunity
		Coursework submission					