



BERWICKSHIRE HIGH SCHOOL

DESIGN & TECHNOLOGIES FACULTY

BUSINESS & ENTERPRISE CURRICULUM: S1-3

S1 BUSINESS AND ENTERPRISE

Introduction to IT

- Accessing features on your iPad and computer
- Word Processing
- PowerPoint Presentations
- Excel Spreadsheets

Introduction to Business

- Features of a Business
- Business Project

S2 BUSINESS AND ENTERPRISE

Understanding Business

- Fundamentals of Business
- Businesses in the 3 Sectors of Economy
- Social Enterprise Project

Preparing for life after school

- Money
- Employability

S3 BUSINESS MANAGEMENT

Understanding Business

- Activities of Small-Medium Sized Businesses
- Influences on a Business
- Entrepreneurship

Role of Functional Departments

- Marketing
- Operations
- Human Resources
- Finance

S1 Business and Enterprise

Sequencing Order: 1

Level: 3 TCH 3-01a

Topic:	Introduction to IT	
Sub-Topic:	Accessing features on your Ipad and the computer.	
Overview:	Students will find the move from Primary to Secondary different in terms of how they access technology. This unit should give them a how to guide on how to access, upload and retrieve from apps on the ipad as well as on the computer. This should allow for more efficient use of technology throughout all faculties in the school as users get confident with the basic functions.	
Term	Knowledge & Skills	Experiences
1	<p>Glow Log Ins</p> <ul style="list-style-type: none">• Taking a note of glow email and password.• Logging into My World of Work with glow details. <p>File Management</p> <ul style="list-style-type: none">• Creating folders and sub folders on the iPad/computer and on one drive. <p>Accessibility</p> <ul style="list-style-type: none">• Downloading the most used apps such as one drive, teams, one note, white board, satchel one, etc. And the basic uses.• Using the most appropriate iPad features to help with learning such as coloured text, coloured background, enlarging text, voice command. <p>File Handling</p> <ul style="list-style-type: none">• Sharing work via one drive and one note.	<ul style="list-style-type: none">• Watch demonstrations on logging, email and file management• Creating their own files and MWOW account• Sending emails to different recipients

	<ul style="list-style-type: none"> • Uploading work to a teams assignment and a satchel one assignment. <p>Communication</p> <ul style="list-style-type: none"> • Creating emails sending to a single recipient. • Inputting a subject into the email • Email Etiquette- how to start it, space it and end it. <p>Planning</p> <ul style="list-style-type: none"> • Adding to personal e-diary to keep track of work. 	
--	--	--

Sequencing Order: 2

Level: 3 SOC 3-20a SOC 3-21a

Topic:	Introduction to Business	
Sub-Topic:	Features of a Business	
Overview:	Students will gain knowledge about the basics of business. So how they exist to meet customer demands, how they work within different sectors of economy and how the business consists of different departments.	
Term	Knowledge & Skills	Experiences
2	<p>Why businesses exist</p> <ul style="list-style-type: none">Defining and giving examples of:<ul style="list-style-type: none">Needs and wantsGoods and services <p>Types of business organisation</p> <ul style="list-style-type: none">The difference of businesses ownership, control and finance across the 3 sectors- private, public and third.Looking at local businesses across the 3 sectors of economy such as Pearsons of Duns, Farne Salmon, the Knoll, Border Pet Rescue.Sole trader's features, advantages and disadvantages.Partnership features, advantages and disadvantages. <p>Structure of Businesses</p> <ul style="list-style-type: none">Main duties of the marketing department- market research, pricing, promoting, finding a suitable place to sell, etc.Main duties of the operations department - manufacturing, quality, sourcing suppliers including fair trade suppliers.	<ul style="list-style-type: none">Take part in discussions about functional departments of a business.Create an advertising campaign for Brussel sproutsWatch a video on interviews- https://pod.univ-lille.fr/video/20081-6a-blacks-vets-episode-2-the-job-interview-channel-4mp4/Watch a video on ford manufacturing and complete a task- On The Line - Mass Production Creates Mass Consumption 1995 - YouTubeComplete a comparison worksheet about cost of ingredients from different supermarkets.

	<ul style="list-style-type: none"> • Main duties of the Human Resources department- recruitment and selection, training, motivation. • Main duties of the finance department- sources of finance, budgeting, creating financial documents. • How all 4 departments need each other to be a success business? • Jobs within each department using MWOW. 	
--	--	--

Sequencing Order: 3**Level: 3** TCH 3-01a

Topic:	Introduction to IT	
Sub-Topic:	Word Processing	
Overview:	Students will explore and use the features of a Word Processing to create and adapt documents that can be used for all subject areas.	
Term	Knowledge & Skills	Experiences
3	<p>Creating a New Document</p> <ul style="list-style-type: none">• Starting a new file and saving it in the right folder.• Giving the document a title• Inserting Text- new or copy and pasting from another source. <p>Formatting the Document</p> <ul style="list-style-type: none">• Using bold, italics and underline• Changing font and font size• Changing colour of font• Highlighting font• Changing the alignment of text• Changing the page layout <p>Enhancing the document</p> <ul style="list-style-type: none">• Adding graphics• Add Word Art as a title• Adding bullet points and numbering <p>Checking the Document</p> <ul style="list-style-type: none">• Using spell check• Adding a header/footer• Looking at print preview	<ul style="list-style-type: none">• Watch demonstrations on word from the teacher.• Create word documents and save them to their own area.

Sequencing Order: 4

Level: 3 TCH 3-01a

Topic:	Introduction to IT	
Sub-Topic:	PowerPoint Presentations	
Overview:	Students will learn how to create, edit and do simple formatting of presentations.	
Term	Knowledge & Skills	Experiences
3	<p>Creating a presentation</p> <ul style="list-style-type: none">• Starting a new presentation• Using templates• Adding slides <p>Editing the presentation</p> <ul style="list-style-type: none">• Change the layout of the slides• Duplicate slides• Delete slides• Apply and change background• Apply and change design/colour scheme• Add animation and slide transitions entrances and exits. <p>Editing Text in the Presentation</p> <ul style="list-style-type: none">• Insert text either new or from another source.• Change font and size of the text• Bold, underline and italic text• Change line spacing• Use bullet points and numbers• Insert and delete graphics to add to the text• Insert word art as a title• Inserting a table	<ul style="list-style-type: none">• Watch demonstrations about power point.• Create their own power points.• Adapt power points already made.

Sequencing Order: 5

Level: 3 TCH 3-01a

Topic:	Introduction to IT	
Sub-Topic:	Excel Spreadsheets	
Overview:	Students will learn how to editing a spreadsheet using basic functions, formatting and formulae, and creating and labelling a chart.	
Term	Knowledge & Skills	Experiences
4	<p>Creating a worksheet</p> <ul style="list-style-type: none">• Starting a new worksheet and saving it in an appropriate folder <p>Editing a worksheet</p> <ul style="list-style-type: none">• Cells, rows and columns• Populating cells• Duplicating cells• Using basic formulae:<ul style="list-style-type: none">○ Add○ Subtract○ Multiply○ Divide• Shading cells• Borders <p>Creating a Chart</p> <ul style="list-style-type: none">• Choosing a suitable chart- Pie, bar or column• Labelling the X axis, Y axis and Main heading• Changing the look of the chart	<ul style="list-style-type: none">• Watch demonstrations on Excel.• Edit worksheets already made.

Sequencing Order: 6

Level: 3 SOC 3-20a SOC 3-21a

Topic:	Introduction to Business	
Sub-Topic:	Business Project	
Overview:	Students will take part in a business project where the department will work with design and technology department to make a business plan for a product they are making. Students will learn about what a business plan is, why a business needs one and what all the content means.	
Term	Knowledge & Skills	Experiences
4	<p>Introduction to Business Plans</p> <ul style="list-style-type: none">• What is a business plan?• Why does a business need to produce one?• Who can a business go to for help to produce one?- Princes Trust and Business Gateway <p>The Vision</p> <ul style="list-style-type: none">• What aims to businesses typically have?• How can aims relate to corporate social responsibility?• How can aims relate to sales?• What is a USP (unique selling point) and why is it important? <p>The Marketing of the Business</p> <ul style="list-style-type: none">• What is a brand?• Why does a business name matter?• Who is going to be the customer?• What product are they going to be selling?• What pricing strategies could the business use?- low, premium, promotional• Where is the best place to sell the product?- high street vs online• Where could the business advertise?- social media, tv adverts, radio adverts <p>Running the Business</p> <ul style="list-style-type: none">• What Staff will be needed?	<ul style="list-style-type: none">• Take part in discussions about each topic.• Watch video on business plans- The Importance of a Business Plan - GCSE Business Studies - AQA / Edexcel / OCR - YouTube• Explore business websites and social media accounts to look at their marketing.• Talk from a local entrepreneur- Scotland Shop• Adapting financial records.• Create their own business plan.

	<ul style="list-style-type: none"> • Will the business need premises? • What equipment will they need? • Where will they get their supplies from? <p>The Finance</p> <ul style="list-style-type: none"> • Start up costs- what's included and where can you get financial help from • Preparing budgets • Cash flow forecasts 	
--	--	--

S2 Business and Enterprise

Sequencing Order: 1

Level: 3 SOC 3-20a

Topic:	Understanding Business	
Sub-Topic:	Fundamentals of Business	
Overview:	This topic will allow students to gain knowledge about the basics of business. It will be an opportunity for them to explore how businesses satisfy needs and create consumer wants. It will also allow them to see the contribution of local entrepreneurs to the community, whilst being able to categorise businesses by their activities.	
Term	Knowledge & Skills	Experiences
1	<p>Why businesses exist</p> <ul style="list-style-type: none">• Definitions and examples of needs and wants.• How businesses satisfy the needs and wants of consumers.• Definitions and examples of goods (durable and non-durable) and services. <p>Factors of Production</p> <ul style="list-style-type: none">• Definitions and general examples of capital, enterprise, land and labour.• Looking at the factors of production for specific businesses- a gym and a farm. <p>Role of an Entrepreneur</p> <ul style="list-style-type: none">• What is an entrepreneur• Skills (communication, ICT, money management, etc) and qualities (risk taker, motivated, etc) of entrepreneurs	<ul style="list-style-type: none">• Discussions on all of the topics.• Talk from Anna White from the Scotland Shop.• Research entrepreneurs and create their own resource.

	<ul style="list-style-type: none"> • Entrepreneurs contribution to society- providing jobs, working with schools, etc • Looking at famous (Bill Gates, Kylie Jenner, Elon Musk, etc) and local entrepreneurs- link with Scotland Shop Anna White <p>Sectors of Industry</p> <ul style="list-style-type: none"> • Definitions of all 3 and general examples-Primary, secondary, tertiary. • Looking at different businesses and deciding which sector they would be in- Rutherford Fruit farm, Car Factory, the Coop, etc. • What changes have happened over the years in terms of the sector of industry. 	
--	---	--

Sequencing Order: 2

Level: 3 SOC 3-20a, SOC 3-20b

Topic:	Understanding Business	
Sub-Topic:	Businesses in the 3 Sectors of Economy	
Overview:	This topic will allow students to explore the main features of businesses across the 3 sectors of economy. Students will also find out about why businesses choose to expand internationally as well as how businesses need to consider their corporate social responsibility.	
Term	Knowledge & Skills	Experiences
1	<p>Sectors of Economy</p> <ul style="list-style-type: none">• Introduction to the sectors of economy- private, public, third.• Definitions and example of businesses in each. <p>Private Sector</p> <ul style="list-style-type: none">• The main features of sole traders and partnerships in the private sector:<ul style="list-style-type: none">○ Ownership○ Control○ How financed○ Liability○ Advantages○ Disadvantages• Examples of private sector businesses locally, nationally and internationally.• Advantages and disadvantages to trading internationally. <p>Public Sector</p> <ul style="list-style-type: none">• The main features of public sector organisation:<ul style="list-style-type: none">○ Ownership○ Control	<ol style="list-style-type: none">1. Discussions2. Research of different types of businesses.3. Presenting charity promotions.4. Watch Stacey Dooley video- https://www.youtube.com/watch?v=zOe_M3GutdY

	<ul style="list-style-type: none"> ○ How financed ○ Advantages ○ Disadvantages <ul style="list-style-type: none"> • Examples of public sector organisations and how they have come about. <p>Third Sector</p> <ul style="list-style-type: none"> • The main features of charities and social enterprises: <ul style="list-style-type: none"> ○ Ownership ○ Control ○ How financed ○ Advantages ○ Disadvantages • Examples of charities- Border Pet Rescue, Cancer Research. • Examples of social enterprises- Social Bite. <p>Ethics in Business</p> <ul style="list-style-type: none"> ○ What is ethics/Corporate social Responsibility? ○ Why is it important? ○ How do small and big businesses differ in terms of their corporate social responsibility? ○ Looking at fair trade as part of a businesses corporate social responsibility. 	
--	--	--

Sequencing Order: 3

Level: 3 SOC 2-21a, SOC 3-21a

Topic:	Preparing for Life After School	
Sub-Topic:	Money	
Overview:	This unit is all about getting students to understand about money and how they will use it in later life.	
Term	Knowledge & Skills	Experiences
2	<p>The link between Jobs and Money</p> <ul style="list-style-type: none">• Using MWOW to look at different careers and the average salary of that job.• Work contracts- zero hour, temporary and permanent.• Why complete voluntary work.• Different methods of being paid- salaries, time rate including National minimum wage, piece rate, commission. <p>Payslips</p> <ul style="list-style-type: none">• Deductions- income tax, national insurance, pension contributions and student loan.• Difference between gross and net pay.• Different methods of receiving a payslip- online vs physical copy.• Reasons why to keep a payslip. <p>Budgeting</p> <ul style="list-style-type: none">• Why do individuals/families need to budget.• Why businesses need to budget.• What tools can be used to help prepare a budget.	<ul style="list-style-type: none">• Logging onto MWOW.• Creating their own work contract.• Calculating different levels of income tax and national insurance.• Creating their own monthly budget.• Researching different bank accounts.• Watch this video- Tonight - Cash free society - 7th Jan 2021 - YouTube• Watch this video- https://rbs.mymoneysense.com/teachers/resources-8-12s/topic-6-how-can-i-keep-my-money-safe/interactive-a-uk/• Researching and comparing foreign currencies.

	<ul style="list-style-type: none"> Choosing options for monthly expenses from their chosen salaries. For example, choosing out of 3 options where to purchase a food shop, what house to rent, etc. <p>Bank Accounts</p> <ul style="list-style-type: none"> What services can a bank offer e.g. financial advice, overdraft. Features, advantages and disadvantages of different types of bank accounts e.g. student, current, savings. Different payments eg. Direct debits and standing orders. <p>Savings Vs Investing</p> <ul style="list-style-type: none"> Benefits and costs of savings. Why people invest. How people invest. What can you invest in. Costs and benefits of investing. <p>Methods of paying for Goods and Services</p> <ul style="list-style-type: none"> The difference between credit and debit cards. The boom of contactless payments. The other payment methods such as store cards, online banking, gift cards, cheques, etc. <p>Scamming</p> <ul style="list-style-type: none"> What is a scam? Who is vulnerable to being scammed? What to do if you think you have been scammed. <p>Other Currencies</p> <ul style="list-style-type: none"> International currencies- how to exchange, exchange rates. New currency- how to buy and use Bitcoin. 	
--	---	--

Sequencing Order: 4**Level: 3** TCH 3-01a

Topic:	Preparing for Life After School	
Sub-Topic:	Employability	
Overview:	This unit will allow students to gain an understanding of the process of applying for a job. It will also allow them to become more confident in using Microsoft Office software that they would be expected to use in the workplace but also throughout the rest of their time at School.	
Term	Knowledge & Skills	Experiences
3/4	<p>CV Writing</p> <ul style="list-style-type: none">• What is a CV?• When will you need to use it?• What is included in a CV?• The layout of a CV• Using Microsoft Word to produce one<ul style="list-style-type: none">○ Creating a new document○ Adding titles○ Being able to bold, italic, underline and align○ Change font size and colour○ Adding bullet points○ Proof reading and spell check <p>Interview Etiquette</p> <ul style="list-style-type: none">• How to dress• How to prepare for an interview• Answering questions <p>ICT in the Workplace- Email</p> <ul style="list-style-type: none">• Creating emails sending to a single recipient.	<ul style="list-style-type: none">• Create their own cv template• Create and send emails to multiple recipients.• Type up and format paragraphs of writing on word.• Adapt and format power points.• Create their own power point.• Adapt, format and complete formulas in spreadsheets.

	<ul style="list-style-type: none"> • Inputting a subject into the email • Email Etiquette <p>ICT in the Workplace- Power Point Presentation</p> <ul style="list-style-type: none"> • Change the layout of the slides • Duplicate slides • Delete slides • Apply and change background • Apply and change design/colour scheme • Add animation and slide transitions entrances and exits. • Insert text either new or from another source. • Change font and size of the text • Bold, underline and italic text • Change line spacing • Use bullet points and numbers • Insert and delete graphics to add to the text • Insert word art as a title • Inserting a table <p>ICT in the Workplace- Excel Spreadsheets</p> <ul style="list-style-type: none"> • What are cells, rows and columns • Populating cells • Duplicating cells • Using basic formulae: • Add • Subtract • Multiply • Divide • Shading cells • Borders • Choosing a suitable chart- Pie, bar or column • Labelling the X axis, Y axis and Main heading 	
--	---	--

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Changing the look of the chart | |
|--|--|--|

Sequencing Order: 5

Level: 3 SOC 3-20a

Topic:	Understanding Business	
Sub-Topic:	Social Enterprise Project	
Overview:	Students will be working with the Social Enterprise Academy Scotland to create their own social enterprise business.	
Term	Knowledge & Skills	Experiences
2-4	<p>Social Enterprises</p> <ul style="list-style-type: none">• Recap of what a social enterprise is.• Recap of social enterprises aims.• Examples of Scottish social enterprises- Social Bite, Green Works, Bread Works.• Chat from Social Enterprise Academy. <p>The Business</p> <ul style="list-style-type: none">• Identifying a social cause.• Identifying a business opportunity to make a profit for the social cause.• Business Planning<ul style="list-style-type: none">○ Team Roles○ Branding○ Pricing Strategies○ Production of good or service○ Recording financial transactions○ Calculating a profit or loss• Showcasing the business<ul style="list-style-type: none">○ Presenting at a final event the overall journey of the business.	<ol style="list-style-type: none">1. Discussion about purpose of social enterprises with examples.2. Talk from the social enterprise academy.3. Starting a social enterprise company.4. Presenting ideas to the class at a celebration event.

	○ Giving profits to the social cause the team wanted to help.	
--	---	--

S3 Business Management

Sequencing Order: 1

Level: 4 SOC 4-20a, SOC 4-20b, SOC 4-22b

Topic:	Understanding Business	
Sub-Topic:	Activities of Small-Medium Sized Businesses	
Overview:	This unit allows students to understand the different business types that exist, why they exist and how their success can be influenced.	
Term	Knowledge & Skills	Experiences
1	Role of Business in Society <ul style="list-style-type: none">• Production of goods (durable and non durable) and provision of services.• Consumption of goods and services.• How businesses satisfy human wants and create wealth.• Sectors of industry- primary, secondary, and tertiary<ul style="list-style-type: none">○ Definition of each○ Examples of each○ Looking at how they have changed in the UK over the last 50 years.• Sectors of the economy- private, public, and third<ul style="list-style-type: none">○ Definition of each○ Example of a type of business in each sector• Entrepreneurship-<ul style="list-style-type: none">○ skills (money management, ICT, communication),○ qualities (risk taker, motivated, committed, etc),○ sources of advice (bank, Princes Trust, Business Gateway, Solicitor, Accountant).	<ul style="list-style-type: none">• Discussion around needs and wants• Watch a video from a local entrepreneur• Complete a case study• Research third sector organisations• Discuss local businesses in relation to the topics

	<p>Types of Business Organisations</p> <ul style="list-style-type: none"> • Private sector businesses- ownership, control, decision making, advantages and disadvantages of: <ul style="list-style-type: none"> ○ Sole Trader ○ Partnership ○ Private Limited Company • Public sector businesses- ownership, control, decision making, advantages and disadvantages of: <ul style="list-style-type: none"> ○ Local Government Organisations • Third sector businesses- ownership, control, decision making, advantages and disadvantages of: <ul style="list-style-type: none"> ○ Charities- Border Pet Rescue, Cancer Research, etc. ○ Social Enterprises- Social Bite <p>Stakeholders</p> <ul style="list-style-type: none"> • The definition of a stakeholder. • The difference between internal and external stakeholders • The interest, influence and impact on a business of the following stakeholders: <ul style="list-style-type: none"> • Owners/Shareholders • Employees • Customers • Suppliers 	
--	--	--

Sequencing Order: 2

Level: 4 SOC 4-22a

Topic:	Role of Functional Departments	
Sub-Topic:	Marketing	
Overview:	Students will gain an understanding of how businesses are structured. They will then take a deeper look into what role the marketing department has within a business, specifically looking at market research and the marketing mix.	
Term	Knowledge & Skills	Experiences
2	<p>Functional Departments</p> <ul style="list-style-type: none">• What is a functional department?• How are smaller businesses different to larger businesses?• How are businesses structured?- looking at the hierarchy of an organisation and in each department. <p>Market Research</p> <ul style="list-style-type: none">• What is market research?• Why carry market research out?• Two types of market research- desk and field.• The methods of market research- interview, focus group, hall test, online survey, newspaper article, websites.• Target marketing<ul style="list-style-type: none">○ Definition○ Benefits of target marketing○ How businesses segment the market- age, gender, location, occupation, income, etc. <p>Marketing Mix- Product</p> <ul style="list-style-type: none">• Definition of product in the marketing mix	<ul style="list-style-type: none">• Discussion about how an organisation is structured• Create and carry out their own survey• Create their own product life cycle materials• Research pricing strategies of businesses• Research google maps to see what the layout of Duns is• Create their own advertising campaign for a target market and product given to them

	<ul style="list-style-type: none"> • Product development stages- generate the idea, analyse the idea, produce a prototype, test the market, alter the product, and produce the product. • Product life cycle <ul style="list-style-type: none"> ○ introduction, growth, maturity and decline ○ sales and profit at each stage <p>Marketing Mix- Price</p> <ul style="list-style-type: none"> • Definition of price in the marketing mix • Definition, advantages and disadvantages of 5 pricing strategies- low, premium, cost plus, competitive and promotional <p>Marketing Mix- Place</p> <ul style="list-style-type: none"> • Definition of place in the marketing mix • Places of selling products -looking at advantages and disadvantages of e-commerce • Methods of distribution advantages and disadvantages- road, rail, air and sea <p>Marketing Mix- Promotion</p> <ul style="list-style-type: none"> • Definition of promotion in the marketing mix • Methods of advertising- radio, tv adverts, social media, etc • Sales promotional methods- loyalty cards, discounts, etc 	
--	--	--

Sequencing Order: 3

Level: 4 SOC 4-22a

Topic:	Role of Functional Departments	
Sub-Topic:	Operations	
Overview:	Students will gain an understanding into the operations department within a business. They will look specifically at production and how to ensure goods are of high quality.	
Term	Knowledge & Skills	Experiences
2	<p>Production</p> <ul style="list-style-type: none">• Stages of production- input, process, output• The 4 factors of production definitions and business examples: capital, enterprise, land and labour• Methods of production definitions, advantages and disadvantages- job, batch and flow <p>Ensuring Quality</p> <ul style="list-style-type: none">• Methods of ensuring quality- raw materials, quality assurance, quality control and quality circles• Advantages and disadvantages of all the methods	<ul style="list-style-type: none">• Watch a recent inside the factory on BBC iPlayer• Create their own products using different methods of production• Discussion around which method is best

Sequencing Order: 4

Level: 4 SOC 4-20c SOC 4-22a

Topic:	Role of Functional Departments	
Sub-Topic:	Human Resources	
Overview:	Students will gain an understanding into the role of the Human Resource department within a business. They will specifically look at recruiting new staff, how to develop staff and how to motivate staff.	
Term	Knowledge & Skills	Experiences
3	<p>Recruitment and Selection</p> <ul style="list-style-type: none">• How recruitment and selection differ• Stages of recruitment- identify the job vacancy, carry out a job analysis, create a job description, create a person specification, advertise the job, send out application forms.• The difference between internal and external recruitment• Stages of selection- collect application forms/CVs, create a short list, hold interviews/testing, and select a candidate. <p>Training</p> <ul style="list-style-type: none">• Why train staff? - links to customer service• The general costs and benefits of training staff• On the job and off the job training <p>Motivation</p> <ul style="list-style-type: none">• Non-financial motivators- working practices such as flexi time, part time, job share, home working.• Financial motivators- salary, bonus, commission, piece rate, time rate, etc.	<ul style="list-style-type: none">• Watch a video on interviews• Create a person specification and job description from given information• Carry out some training on other students• Play the financial motivation game• Research businesses financial and non-financial incentives• Create a report on leadership

	<ul style="list-style-type: none"> • Fringe benefits- discounts at shops, subsidised canteen, company car, etc. <p>Leadership</p> <ul style="list-style-type: none"> • Definition, advantages and disadvantages of 3 leadership styles- autocratic, democratic, laissez-faire 	
--	---	--

Sequencing Order: 5

Level: 4 SOC 4-21 a, SOC 4-21b, SOC 4-22a

Topic:	Role of Functional Departments	
Sub-Topic:	Finance	
Overview:	Students will gain an understanding of how businesses decide on the price of products, where they can get finance from and what cash flow issues may a business run into.	
Term	Knowledge & Skills	Experiences
3-4	<p>Sources of Finance</p> <ul style="list-style-type: none">• Why do businesses need finance?• Description, advantages and disadvantages of the following sources of finance:<ul style="list-style-type: none">○ Owners savings○ Bank Loan○ Business Grant○ Commercial Mortgage○ Share Issue• Choosing the most suitable source of finance for different situations <p>Interpreting Financial Documents to make a decision</p> <ul style="list-style-type: none">• Job costing sheet:<ul style="list-style-type: none">• Purpose• How to create one• Interpreting one that is already made• Calculating Breakeven:<ul style="list-style-type: none">• Sales revenue• Costs- total, fixed and variable	<ul style="list-style-type: none">• Complete case studies• Draw and calculate break even• Create and calculate cash budgets• Calculate job costs

	<ul style="list-style-type: none"> • How to calculate if a profit/loss • How to calculate the breakeven point • Drawing a break even chart <ul style="list-style-type: none"> • Interpreting Cash Budgets by knowing the: <ul style="list-style-type: none"> • Opening balance • Closing balance • Deficit/surplus situation • Solutions to a deficit situation 	
--	---	--

SEQUENCING ORDER: 6

Level: 4 SOC 4-20 a, SOC 4-22b

Topic:	Understanding Business	
Sub-Topic:	Influences on a Business	
Overview:	Students will gain an understanding of how businesses can be influenced in terms of success on things they can't control such as change in laws and a change in consumer tastes. They will also gain an understanding of things a business can control such as the amount of finance available or the skill level of staff and how that can impact the businesses success.	
Term	Knowledge & Skills	Experiences
4	<p>External Influences</p> <ul style="list-style-type: none">• The impact and real-life examples of the following factors:<ul style="list-style-type: none">• Political• Economic• Social• Technological• Environmental• Competitive <p>Internal Influences</p> <ul style="list-style-type: none">• The impact and real-life examples of the following factors:<ul style="list-style-type: none">• Surplus or deficit of finance.• Human resources- including employees and managers abilities.• Current technology the business owns.	<ul style="list-style-type: none">• Research the news about how external factors impact a business• Create a report on a specific business about internal and external factors that impact them

Sequencing Order: Competition Date to be announced- October time last year for 2 weeks

Level: 4 SOC 4-20b

Topic:	Understanding Business	
Sub-Topic:	Entrepreneurship	
Overview:	This topic is designed to allow students to explore digital entrepreneurship. Following a resource sent out by Young Enterprise Scotland, students will compete in teams to come up with their own app/website to help solve an issue they perceive important to them. The best 2 entries will be sent to Young Enterprise to be entered into a Scotland wide competition.	
Term	Knowledge & Skills	Experiences
4	<p>Entrepreneurs</p> <ul style="list-style-type: none"> • What is an entrepreneur? • Recap of skills and qualities of an entrepreneur. • How has entrepreneurship changed over the years (especially during the pandemic)- online businesses booming. <p>Idea for a Business</p> <ul style="list-style-type: none"> • What issues could be solved with a digital business? • Idea development • Strengths of team members • Target marketing- who is the business for? • Branding- logo, colours, strap line <p>Decision Making</p> <ul style="list-style-type: none"> • Environmental considerations- eco-friendly premises. • Stakeholder considerations- recruiting locally vs recruiting nationally • Data considerations- should the business invest in anti-virus software? 	<ul style="list-style-type: none"> • Working in a team • Pitching product idea • Creating a business plan poster

	Pitching the Idea <ul style="list-style-type: none">• What makes a good presentation?<ul style="list-style-type: none">○ Students presenting skills- eye contact, speaking clearly, not looking at notes all the time.○ Designing a poster board or PowerPoint which represent their business idea and brand.	
--	---	--