

	Term 1: Sept –Dec Content	Term 2: Jan-April Content	Term 3: April - July Content	Desired end of year outcomes
Year 10	<p>Introduction to BTEC Level 1 Introductory Award, in Business Students are introduced to the course, which offers the opportunity for them to plan for their next steps after they leave school by completing the mandatory unit: Developing a Personal Progression Plan. Students then study a unit, which is designed for them to gain an introduction to local businesses.</p> <p>Unit A2: Developing a Personal Progression Plan</p> <p>Targeted Learning aims: A Explore the skills and behaviours needed to meet personal progression goal B Produce a progression plan to meet intended progression goal.</p> <p>Key teaching areas Benefits and purpose of developing a progression plan</p> <ul style="list-style-type: none"> • Finding out about progression opportunities • Setting a progression goal • Identifying the skills and behaviours needed to meet progression goal • Reviewing own skills and behaviours against progression goal • Creating a progression plan 	<p>Unit A2: Developing a Personal Progression Plan</p> <p>Targeted Learning aims: A Explore the skills and behaviours needed to meet personal progression goal B Produce a progression plan to meet intended progression goal.</p> <p>Key teaching areas Benefits and purpose of developing a progression plan</p> <ul style="list-style-type: none"> • Finding out about progression opportunities • Setting a progression goal • Identifying the skills and behaviours needed to meet progression goal • Reviewing own skills and behaviours against progression goal • Creating a progression plan 	<p>Unit B5: Finding Out About Businesses in Your Area</p> <p>Learners will research, visit and present information about businesses in their area.</p> <p>Targeted Learning aims: A Find out about different businesses in your area and how they meet customer needs B Produce a document about businesses in your area for a given purpose.</p> <p>This unit provides an introduction to understanding</p> <ul style="list-style-type: none"> • Types and purposes of businesses • Types of customer needs 	<p>Skills developed:</p> <p>Reflect on the skills they have developed when considering their progression goal.</p> <p>Searching for information about businesses</p> <ul style="list-style-type: none"> • Reading to identify information about local businesses • Presenting information about different local businesses <p>Knowledge:</p> <p>Sources of information about progression opportunities and requirements</p> <ul style="list-style-type: none"> • Producing a progression plan <p>Sources of information</p> <ul style="list-style-type: none"> • Types of secondary sources • Ensuring sources are valid • Presentation formats <p>Transferable Skills:</p> <ul style="list-style-type: none"> • Written communication • Finding out information • Managing information • Presentation Skills

				Key Contact Name & Email
Assessment	<p>Unit A2: Developing a Personal Progression Plan</p> <p>Identify a realistic progression goal with details of the skills and behaviours needed to achieve it.</p> <p>Audit of skills and behaviours. Describe how own skills and behaviours meet personal progression goal.</p> <p>Produce a detailed and achievable progression plan, identifying most of the steps needed to meet intended progression goal.</p> <p>Continuous marking and feedback support students to improve work based on assessment criteria</p>	<p>Unit A2: Developing a Personal Progression Plan</p> <p>Identify a realistic progression goal with details of the skills and behaviours needed to achieve it.</p> <p>Audit of skills and behaviours. Describe how own skills and behaviours meet personal progression goal.</p> <p>Produce a detailed and achievable progression plan, identifying most of the steps needed to meet intended progression goal.</p> <p>Continuous marking and feedback support students to improve work based on assessment criteria</p>	<p>Unit B5: Finding Out About Businesses in Your Area</p> <p>Assessment Criteria: Select information about different businesses in your area and how they meet customers' needs.</p> <p>Produce a detailed and well-organised document with information about businesses that explains why they will meet all the needs of people in a given scenario.</p> <p>Completion of</p> <ul style="list-style-type: none"> - Notes that cover the research carried out. - Presentation, could be using presentation software or a leaflet. 	<p>Maureen Jenkins Head of ICT and Business mjenkins@glebe.bromley.sch.uk</p>