

Year 10 Business		LP1	LP2	LP3	LP4	LP5
	TOPIC	Business Theory, Controlled Assessment Preparation & Controlled Assessment Task		Controlled assessment preparation and controlled assessment task		
	Knowledge	LP1 & LP2 introduces learners to the importance of customer service to retail organisations. Learners will gain knowledge and understanding of the principles of customer service and how retail organisations use these to give their customers a positive experience. Learners will gain knowledge and understanding of the importance of meeting the expectations of different types of customers in physical stores and online and how this can be achieved in different retail environments. Learners will develop research skills to gather data in order to investigate the quality of customer experience across different retail organisations, analysing and presenting findings. Learners will apply the knowledge they learnt from LP1 & LP2 to their controlled assessment task.		This unit introduces learners to the importance of visual merchandising and marketing to retail organisations. Learners will gain knowledge and understanding of the purpose and principles of visual merchandising and the ways in which retail organisations use visual merchandising in their physical stores and online to attract customers and achieve their aims. Learners will have to design visual merchandising installations and explain how these installations will target customers and help achieve aims. Learners will gain knowledge and understanding of how marketing is used by retail organisations to achieve their aims. Learners will understand the importance of identifying and targeting customers and how the marketing mix is used to achieve aims, including the increased use of technology in promotion. Learners will have to design promotional materials and explain how these materials will target customers and help achieve aims		
	Skills	The study of Business in Year 10 concentrates on the key business concepts, issues and skills involved in starting and running a retail business. It provides a framework for students to explore core concepts through the lens of an entrepreneur setting up a business.				
	Key Vocab	Entrepreneur, segmentation, primary, secondary, quantitative, qualitative, focus group, survey, questionnaire, customer service, expectations, competitive advantages, products and services, e-commerce, retail, patience, empathy, courtesy, rapport, target customer, click and collect, open and closed questions, mystery shopper, analysis		Visual merchandising, survival, breakeven, revenue, profit, impulse, footfall, seasonal, point of sale displays, storytelling, landscaping, texture, e-commerce, m-commerce, pop-up, scale, installations, market segmentation, mass market, unique selling point, differentiation, brand, penetration, skimming, psychological, loss leaders, marketing mix, price, place, product, promotion market, direct marketing,		

Year 10 ICT		LP1	LP2	LP3	LP4	LP5
	TOPIC	<i>Graphics</i>	<i>Spreadsheets</i>	<i>Databases</i>	<i>Automated Documents</i>	<i>Controlled Assessment Graphics</i>
	Knowledge	Students will begin to gain knowledge on graphics including the key qualities of an image, file types available, version control, software analysis and testing. Students will then learn the different knowledge, skills and tools to create a graphic.	Students will begin to gain knowledge on spreadsheets including the layout of a spreadsheet, importing a data set, formulas and functions, conditional formatting, validation checks, validation messages, sorting, filtering, creation of charts and graphs. Students will then apply this knowledge to create a working spreadsheet.	Students will begin to gain knowledge on databases including the layout of a database, entity relationships, database design, data sets, queries, reports and forms. Students will then apply this knowledge to create a working database.	Students will begin to gain knowledge on automated documents including the layout of a document, appropriate fields, accuracy checks and mail merges. Students will then apply this knowledge to create an automated document.	Students will use knowledge learnt from Year 10 and apply it to their given controlled assessment tasks
	Skills	Students will be able to apply the knowledge and skills needed to complete the controlled assessment tasks on graphics, spreadsheets, databases & automated documents.				
	Key Vocab	Vector, bitmap, photoshop, file types, copyright, trademarks	Cell, formatting, conditional formatting, rows, columns, autofill, data, SUM, COUNTA, MAX, MIN, IF, COUNTIF, macros, modelling, charts, data, data validation, Lookup, conditional formatting	Table, record, field, primary key, foreign key, flat file, relational, validation, data type	Mail merge, standard document, source document, data, fields, subject, salutation, alignment,	Client brief, success criteria, timeless, memorable, scalable, properties, DPI, marquees, lasoss, magic wand, png, tiff, jpeg, version control

Year 11 Business		LP1	LP2	LP3	LP4	LP5
	TOPIC	Controlled Assessment	Exam preparation	Exam preparation	Revision	Exams
	Knowledge	Students will use their knowledge from LP4 & LP5 in year 10 to complete their controlled assessment	During these LPs learners will be introduced to the competitive and dynamic nature of the retail industry. Learners will gain knowledge and understanding of the different types of retail organisations that compete for customers and how these businesses are managed in order to achieve their aims and provide a continuous supply of products. Learners will also gain knowledge and understanding of the external environment in which retailers operate and the impact of external factors on their operations		Students will use knowledge learnt from Year 10 and Year 11 use revision strategies in preparation for their exam	N/A
	Skills	Focus on the key business concepts, issues and decisions used to build and run a retail business. Impacts of the wider world on the decisions a business makes as it grows. National and global business contexts. Developing an understanding of the interdependent nature of business activity through interactions between business operations, finance, marketing and human resources				
	Key Vocab	Revenue, profit, breakeven, cash inflow, cash outflow, net cash flow, overdraft, mortgage, venture capital, trade credit, crowd funding, retained profit, shares, margin of safety, loss, unlimited liability, limited liability, sole trader, partnership, limited company, multi-channel, concession, hybrid, diversification, purchasing, logistics, warehousing, human resources, administration, supply chain, ethics, economic, social, stock, mass market, niche market, dynamic, transport hub, VAT, income tax, national insurance			N/A	N/A

Year 11 ICT		LP1	LP2	LP3	LP4	LP5
	TOPIC	<i>Controlled Assessment: Spreadsheets & Exam Theory</i>	<i>Controlled Assessment: Databases & Exam Theory</i>	<i>Controlled Assessment: Automated Documents & Exam Theory</i>	<i>Revision</i>	<i>N/A</i>
	Knowledge	Students will use knowledge learnt from Year 10 and apply it to their given controlled assessment tasks	Students will use knowledge learnt from Year 10 and apply it to their given controlled assessment tasks	Students will use knowledge learnt from Year 10 and apply it to their given controlled assessment tasks	Students will use knowledge learnt from Year 10 and Year 11 use revision strategies in preparation for their exam	N/A
	Skills	Students will be able to complete controlled assessment tasks on graphics, spreadsheets, databases & automated documents.				
	Key Vocab	Cell, formatting, conditional formatting, rows, columns, autofill, data, SUM, COUNTA, MAX, MIN, IF, COUNTIF, macros, modelling, charts, data, data validation, Lookup, conditional formatting,	Table, record, field, primary key, foreign key, flat file, relational, validation, data type	Mail merge, standard document, source document, data, fields, subject, salutation, alignment,	N/A	N/A