

Curriculum Overview Business– Holly Lodge Girls' College

Year 13		
Unit 3 – Personal Business and Finance		
Title	Curriculum content	Assessment
A Understand the importance of managing personal finance	<ul style="list-style-type: none"> <li>• Functions and role of money</li> <li>• Different ways to pay</li> <li>• Current accounts</li> <li>• Managing personal finance</li> </ul>	<p>End of topic assessments</p> <p>DIRT</p> <p>External exam</p> <p><b>Monday 15<sup>th</sup> January 2024</b></p>
B Explore the personal finance sector	<ul style="list-style-type: none"> <li>• Features of financial institutions</li> <li>• Communicating with customers</li> <li>• Consumer protection in relation to personal finance</li> <li>• Information guidance and advice</li> </ul>	
C Understand the purpose of accounting	<ul style="list-style-type: none"> <li>• Purpose of accounting</li> <li>• Types of income &amp; expenditure</li> </ul>	
D Select and evaluate different sources of business finance	<ul style="list-style-type: none"> <li>• Sources of finance</li> </ul>	
E Break-even and cash flow forecasts	<ul style="list-style-type: none"> <li>• Cash flow forecasts</li> <li>• Break-even analysis</li> </ul>	
F Complete statements of comprehensive income and financial position and evaluate a business's performance	<ul style="list-style-type: none"> <li>• Statement of comprehensive income</li> <li>• Statement of financial position</li> <li>• Measuring profitability</li> <li>• Measuring liquidity</li> <li>• Measuring efficiency</li> <li>• Limitations of ratios</li> </ul>	

<b>Unit 8 Recruitment and Selection</b>		
<b>Title</b>	<b>Curriculum content</b>	<b>Assessment</b>
Learning aim A: Examine how effective recruitment and selection contribute to business success	<ul style="list-style-type: none"> <li>• Recruitment of staff</li> <li>• Recruitment and selection process</li> <li>• Ethical and legal considerations in the recruitment process</li> </ul>	All assessments carried out in line with Pearson assignment briefs.
Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	<ul style="list-style-type: none"> <li>• Job applications</li> <li>• Interviews and skills</li> </ul>	All assessments carried out in line with Pearson assignment briefs.
Learning aim C: Reflect on the recruitment and selection process and your individual performance	<ul style="list-style-type: none"> <li>• Review and evaluation</li> <li>• SWOT analysis and action plan</li> </ul>	All assessments carried out in line with Pearson assignment briefs.