

## SJBC Curriculum Termly Plan: Year 12 Level 2 Cambridge Technical Certificate in Business

Term	Topic(s) and links to other subjects	Core Knowledge	Core Vocabulary	Assessment	Resources
Autumn 1	<p><b>UNIT 1: Principles of working in business administration</b></p> <p><b>UNIT 3: Use social media for business purposes</b></p> <p>Links to: Maths English IT</p>	<p>Students explore the underpinning knowledge relating to general business administration, in preparation for future employment. It covers:</p> <ul style="list-style-type: none"> <li>• different types of organisational structure and business ownership</li> <li>• key functional areas</li> <li>• common responsibilities such as handling mail and arranging meetings, travel and accommodation</li> <li>• types of communication to use in different situations and their features</li> <li>• types of business technology and their uses</li> <li>• business administration documents and their uses and the ways to store them effectively</li> <li>• legislation compliance for a Business Administrator</li> </ul> <p>Students investigate how and why real businesses use different social media platforms to interact with stakeholders and analyse the impacts. They will:</p> <ul style="list-style-type: none"> <li>• compare and contrast social media policies adopted by different businesses</li> <li>• review recent posts on different social media platforms</li> <li>• monitor and respond to social media activity for different businesses</li> <li>• learn how to prioritise responses</li> <li>• analyse and recommend online monitoring tools</li> </ul>	<p>Agenda Chain of command Community enterprise Credit note Disciplinary procedure Grievance procedure Invoice Minutes (of a meeting) Partnership Petty cash Private limited company (Ltd) Public limited company (PLC) Purchase order Receipt Sole trader Staff appraisal</p> <p>Brand awareness Feed (social media context) Online monitoring tools Networking Social media platform Social media policy Spyware Trojans</p>	<p>Yr 12 Assessment (Multiple choice past paper questions)</p> <p>Independent coursework</p>	<p>Core resources: Cambridge Technical Level 3 Business (2016) Tess Bayley et al</p> <p>Enrichment and extension resources: BBC Business News BusinessEd Indeed Career Guide Corporate websites</p>



	<p><b>UNIT 2: Working in business</b></p>	<ul style="list-style-type: none"> <li>types of communication to use in different situations and their features</li> <li>types of business technology and their uses</li> <li>business administration documents and their uses and the ways to store them effectively</li> <li>legislation compliance for a Business Administrator</li> </ul> <p>Students will further develop their skills and understanding needed to work effectively within a business environment:</p> <ul style="list-style-type: none"> <li>understanding business protocols</li> <li>factors that influence the arrangements for meetings, business travel and accommodation</li> <li>preparing and checking transactional documents and internal business documents</li> <li>making payments</li> <li>prioritising business tasks</li> <li>communicating with stakeholders</li> </ul>	<p>Partnership Petty cash Private limited company (Ltd) Public limited company (PLC) Purchase order Receipt Sole trader Staff appraisal</p>	<p><b>External Exam 13/01/2026</b></p> <p>Past paper questions</p> <p>Business scenarios</p> <p>In-tray examples</p>	<p>Enrichment and extension resources:</p> <p>BBC Business News</p> <p>BusinessEd</p> <p>Indeed Career Guide</p> <p>Corporate websites</p>
	<p><b>Unit 7: Support the organisation of an event</b></p>	<p>Working as a team, students plan and host a fundraising event by:</p> <ul style="list-style-type: none"> <li>Identifying and sourcing resources</li> <li>Communicate with internal and external stakeholders</li> <li>Promote the event</li> <li>Hold meetings to agree actions, prevent problems and update on progress</li> <li>Hold the event</li> </ul>	<p>Colleague Contingency planning Delegate Insurance Licence Teleconference</p>	<p>Independent coursework based on group project</p>	
Spring 2	<p><b>UNIT 1: Principles of working in business administration</b></p>	<p>Students consolidate their knowledge relating to general business administration, including:</p> <ul style="list-style-type: none"> <li>different types of organisational structure and business ownership</li> </ul>	<p>Agenda Chain of command Community enterprise Credit note Disciplinary procedure</p>	<p>Multiple choice past paper questions</p>	<p>Core resources:</p> <p>Cambridge Technical Level 3 Business</p>

