**BUSINESS Scheme of work Second Term Year 10 (2020-21)**

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| **Month** | **DATE** | **WEEK** | **Unit/Subunit** | **Mode of Learning** | **Resources** | **LEARNING OBJECTIVES** | **Assessment Platform** |
| Jan | 3-7 | 1 | External Factors | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:  Understand the nature of external factors  Understand how social, technological, environmental and political factors affect business decisions | Quizziz , MS team |
| Jan | 10-14 | 2 | Measuring success in Business | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | * Understand the measures of success such as:   Revenue  Market share  Customer satisfaction  Profit  Growth  Owner/shareholder satisfaction  Employee satisfaction | Kahoot,Nearpod , MS team |
| Jan | 17-28 | 3-4 | **Mid Year Assessment** | | | | |
| Feb | 31Jan-4Feb | 5 | Reasons for BUSINESS Failure | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:   * Understand the reasons for business failure :   Cash-flow problems  Lack of finance  Not competitive  Failure to adapt to changes in the market | Google form, MS Team |
| Feb | 7-11 | 6 | The Importance of good communication in Business | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:   * Understand the nature of communication * Understand the difference between internal and external communication * Understand the importance of good communication   Understand the different methods of communication, their benefits and their limitations | Quizziz |
| Feb | 14-18 | 7 | Barriers to Business communication | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:   * Understand how communication barriers arise * Understand the problems of ineffective communication   Understand how communication barriers can be removed | Padlet, Quizziz , MS team |
| Feb | 24-25 | 8 | Recruitment and selection | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:  Understand the different types of employment – full time, part time, job share, casual, seasonal and temporary  Understand the different recruitment documents – job description, job specification, application form and curriculum vitae  Understand internal and external recruitment – job advertisement, short listing and interviewing | Ms Team Google form |
| Feb/Mar | 28-4 | 9 | Legal controls over employment | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | Students should:   * Understand the nature of equal opportunities legislation (gender, race, disability, religion, sexual preference and age) and its impact on businesses   Understand the nature of minimum wage legislation and its impact on businesses | Kahoot ,MS team |
| Mar | 7-11 | 10 | Training | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | * Understand the Importance of training to a business and its workers * Understand the different types of training and their man purpose: induction, on-the-job and off-the-job training * Understand the role of training in compliance with health and safety laws   Understand the benefits and limitations of training | Padlet, Quizziz , MS team |
| Mar | 14-18 | 11 | The importance of Motivation | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:   * Understand the nature of motivation at work * Understand the importance of motivation at work for attracting employees, retaining employees and productivity   Understand the motivational theories of Herzberg, Maslow and Taylor | Kahoot ,MS team |
| Mar | 21-25 | 12 | Methods of motivation | Blended | -Edexcel Business  -Online worksheet  -Google classroom  -Related websites | By the end of the lesson, students should:   * Understand the financial methods of motivation: remuneration, bonus, commission, promotion and fringe benefits   Understand the non-financial methods of motivation: job rotation, job enrichment and autonomy | Padlet, Quizziz , MS team |