## **Learning Journey Y13 CTEC Business**

Intro

Unit

20

LO<sub>1</sub>

20

LO<sub>2</sub>

Unit 2

Unit 2

**Exam** 

## The Journey starts

All students to complete Unit 20 Coursework and Units 1 & 2 exams by May of Y12. The assessment task is marked internally but moderated externally.

Unit 2: LO1 Understand protocols to be followed when working in business

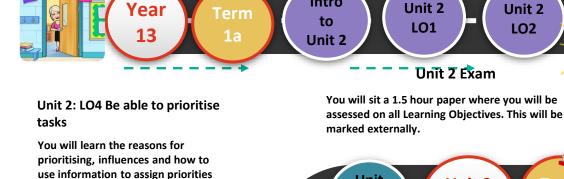
You will learn about protocols and how to ensure they are adhered to within the work environment.

Unit 2: LO2 Understand factors that influence the arrangement of business meetings

You will learn about how to plan and run business meetings taking into account travel and accommodation needs

## Unit 2: LO3 Be able to use business documents

will learn about the purpose, interpretation completion of documents used to buy and selling and how to select the most appropriate payment method.



Unit

Unit 20: LO1 Business Events

and make changes when necessary.

You will learn how to prepare for a business event

Unit 2: LO5 Understand how to communicate 20 effectively with stakeholders LO<sub>2</sub> You will learn how to design business communication and select and review the most appropriate type. **Term** Unit Unit 2<sub>b</sub> Unit Unit 2 Term

Term

2a

Гerm

Unit 2

LO<sub>3</sub>

Unit 2

LO<sub>5</sub>

Resit

Unit 2

LO<sub>4</sub>

Resit

Unit 20: LO2 Be able to support the running of a business event

You will learn how to provide support during the running of a business event.

## **Unit 20: LO3 Business Events**

20

LO<sub>3</sub>

You will learn how review and evaluate if the event has met its objectives