

# HELSBY

## Sixth Form



# **Year 11 Sixth Form Transition Material**

**Subject**  
**Btec Business**  
**Level 3 Edexcel**

Congratulations on choosing to study Btec Business.

The information and tasks contained in this booklet will help you to research and prepare for your course when you start at Sixth Form Helsby in September. They will provide you with an overview of what to expect from your Btec studies and help you to develop a greater understanding of the subject.

This is by no means an exhaustive list but it will help you to start thinking about the subject and extra-curricular study and research.

### **The Purpose**

The purpose of this booklet is to **support your transition** into Btec Business. The more **YOU** take ownership and look beyond the text book, the more success you will find with the course and concepts. You will also take part in a weekly Business Quiz competition so will need to download the BBC Business News app and prepare yourself for the weekly challenge!

<https://www.bbc.co.uk/news/business>

You should bring your completed work to your first Business Studies lesson in September.

### **Trips/Visits... just a flavour of what you can expect**

- Bank of England guest speakers
- JCB factory tour and educational talk
- Russell Taylor Recruitment Agency
- The Business of Retail Trafford Centre

### **UCAS**

Once you have decided on your subject area you can search UCAS to find appropriate University courses that best suit your interests. Examples below;

- <https://www.ucas.com/explore/subjects/business-and-management-studies>
- <https://www.ucas.com/explore/subjects/marketing>

## **Y11 Transition Work for 6 Weeks – Business Studies BTEC Level 3**

### **Personal and Business Finance – Unit 3**

Hi everyone,

Essentially, 2 units are completed in Y12 – Unit 1 which is coursework, and Unit 3 which is an exam. The work I have set ties in with the exam. The reason for this is that Unit 3 is weighted the most and you should also have some baseline knowledge of the topics I will set you below and the work will therefore be more accessible.

I would make some notes on the topic, making sure you cover any new/additional information from Level 2. There are also different tasks and questions included in the booklet which you can attempt.

Week 1 – Cash Flow Forecasts – page 95

Week 2 – Break-Even Analysis – page 44

Week 3 – Statement of Comprehensive Income – page 50

Week 4 – Statement of Financial Position – page 55

Week 5 – Depreciation – page 52

Week 6 - Summary/questions/revision cards

In addition to support each section, there is a good YouTube channel called beebusinessbee. I would watch the video for each topic in addition to using the pdf document.

Many thanks

Miss N Kavanagh

*Business BTEC – Year 11 to Year 12 6 week learning programme*

**During the induction programme I am learning:**

- The key terms required in business
- The key financial models used in business
- The different careers in business

**By the end of this induction programme I will:**

- Be able to identify and evaluate financial models
- Be able to complete financial documents
- Be able to explain the use of each model in relation to business success

**Key Terms I will learn this half term:**

- Cash flow
- Inflows/outflows
- Creditors
- Debtors
- Negotiating
- Overdraft
- Break-even point
- Contribution
- Fixed/variable costs
- Revenue
- Margin of safety
- Profit/loss
- Inventory
- Gross profit
- Net profit
- Expenses
- Stakeholders
- Assets
- Liabilities
- Net assets
- Capital
- Capital employed
- Share capital
- Straight line/reducing balance
- Residual value
- Historic cost
- Prepayments/accruals
- Expected life

Activate  
Go to Sett

**In week 1 I will:**

- Complete any 'check your knowledge' questions in the topic
- Create a table on inflows and outflows
- Complete a full cash flow forecast and keeping a record of the formulas used

**Key terms week 1:**

- Cash flow
- Inflows/outflows
- Creditors
- Debtors
- Negotiating
- Overdraft

**In week 2 I will:**

- Complete the case study on page 59
- Make a list of all the new formulas linked to BE
- Workout BE using the formula and a graph
- Know the pros and cons of BE

**Key terms week 2:**

- Break-even point
- Contribution
- Fixed/variable costs
- Revenue
- Margin of safety
- Profit/loss

<p><b>In week 3 I will:</b></p> <ul style="list-style-type: none"> <li>• Complete your own full document creating your own figures</li> <li>• Explain the stakeholders who would use this document</li> <li>• Explain the use of this document in relation to business success</li> </ul>	→	<p><b>Key terms week 3:</b></p> <ul style="list-style-type: none"> <li>• Inventory</li> <li>• Gross profit</li> <li>• Net profit</li> <li>• Expenses</li> <li>• Stakeholders</li> </ul>
<p><b>In week 4 I will:</b></p> <ul style="list-style-type: none"> <li>• Complete a full document creating your own figures</li> <li>• Distinguish the difference between all the different assets and liabilities</li> <li>• Explain the use of this document in relation to business success</li> </ul>	→	<p><b>Key terms week 4:</b></p> <ul style="list-style-type: none"> <li>• Assets</li> <li>• Liabilities</li> <li>• Net assets</li> <li>• Capital</li> <li>• Capital employed</li> <li>• Share capital</li> </ul>
<p><b>In week 5 I will:</b></p> <ul style="list-style-type: none"> <li>• Complete some calculations on depreciation creating your own figures</li> <li>• Learn the formulas for the 2 different approaches</li> <li>• Understand why businesses depreciate their assets</li> </ul>	→	<p><b>Key terms week 5:</b></p> <ul style="list-style-type: none"> <li>• Straight line/reducing balance</li> <li>• Residual value</li> <li>• Historic cost</li> <li>• Prepayments/accruals</li> <li>• Expected life</li> </ul>
<p><b>In week 6 I will:</b></p> <ul style="list-style-type: none"> <li>• Create revision/flash cards for the 5 topics I have covered</li> <li>• Create a separate formula sheet similar to what you were given in Y11</li> <li>• Watch the YouTube videos on BeeBusinessBee and add to your notes if required</li> </ul>	→	<p><b>Key terms week 6:</b></p> <ul style="list-style-type: none"> <li>• Key terms from all 5 topics will be added to your revision notes &amp; and flash cards</li> </ul>

### Folder Policy:

**You will be given a folder to use during Year 12. Your folder should have:**

- Course specification and content checklist at the front.
- Six subject dividers for Year 12 units taught across the first year and then you will be given another folder for Year 13.
- After each lesson you should be filing away your notes/worksheets in chronological order. An organised folder keeps an organised mind.
- Marked essays and mock exams to be kept at the back of your folder for reference purposes and to check progress.
- Example essays and other revision materials are also to be kept at the back.

### Marking looks like:

- There will be end of topic assessment for each topic area. You will be given marks, a grade and feedback for improvement.
- You will also have a least one formal homework each week which will include a past paper essay question. This will be marked by your teacher with a grade and feedback for improvement.
- Ordinary class notes will not be marked, although a folder check will take place after every topic has been completed.

### Teachers

You will have experienced business and economics teachers who are also official examiners.

*We look forward to being part of your success!*