

**SUBJECT- Exam Board: BTEC**

**Subject Overview (coursework/exam split, timings, weightings etc.):**

- The course covers 4 key units, 2 coursework and 2 examined.
- Coursework units are Unit 1 Exploring Business and Unit 8 Recruitment and Selection
- Examined units are Unit 2 Developing a Marketing Campaign and Unit 3 Personal and Business Finance.
- In June you will be sitting the Unit 3 Finance Exam it is a 2 hour paper and work ¼ of you overall grade.

**Examination Y12 Summer 2021 Key Topics:**

Unit 3:

Functions and Role of Money

Different ways to pay

Current Accounts

Features of Financial Institutions

Communicating with Customers

Consumer protection

Accounting

Types of Income

Types of Expenditure

Sources of Finance

Break Evens and Cash flow forecasts

Useful websites:

[www.bbc.co.uk/news/business](http://www.bbc.co.uk/news/business) [www.bized.co.uk](http://www.bized.co.uk)

[www.businesscasestudies.co.uk](http://www.businesscasestudies.co.uk) [www.economist.com](http://www.economist.com)

[www.gov.uk](http://www.gov.uk) [www.investopedia.com](http://www.investopedia.com)

[www.thetimes.co.uk](http://www.thetimes.co.uk) [www.tutor2u.net](http://www.tutor2u.net)

Useful resources:

Google classroom for revision resources

[www.TED.com](http://www.TED.com) [www.ft.com](http://www.ft.com)

[www.fsb.org.uk](http://www.fsb.org.uk) [www.learnmarketing.net](http://www.learnmarketing.net)

Useful revision tips and specific revision and preparation guidance:

- Making use of flash cards
- Completing mind maps helps to identify areas of weakness within a topic
- Complete as many past paper exam questions as possible
- Spend time analysing mark schemes and get familiar with exam technique
- Start revision as early as possible as leaving it too late often results in cramming
- Get used to working under correct timings i.e. 1 mark per minute