**Business Administration Long Term Planning Overview 2024-25**

**Level 1 Award Key Stage 4**

**Autumn Spring Summer**

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| **Year** |  |  | **Year** |  |  | **Year** |  |
| **10** | **Introduction to Business Administration**  Know duties, procedures and requirements relevant to working in  an office.  Know about office equipment. |  | **10** | **Understanding Businesses**  Understand different types of business.  Know how a business structure works.  Understand business planning requirements. |  | **10** | **Business Communication**  Know about forms of communication.  Know about communication in teams. |
| **11** | **Portfolio Consolidation for**  **Unit 1** Introduction to Business Administration  **Unit 2** Understanding Businesses  **Unit 3** Business Communication |  | **11** | **Understanding IT in the workplace.**  Know about IT applications in the workplace.  Know about workplace procedures for using IT. |  | **11** | **Final Portfolio Assessment** |