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

**Level 1 Award Key Stage 4**

**Autumn Spring Summer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  | **Year** |  |  | **Year** |  |
| **10** | **Introduction to Business Administration**Know duties, procedures and requirements relevant to working inan 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** |