

Learning Journey Y13 CTEC Business

The Journey starts

All students to have completed 1 exam by May of Y12.

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

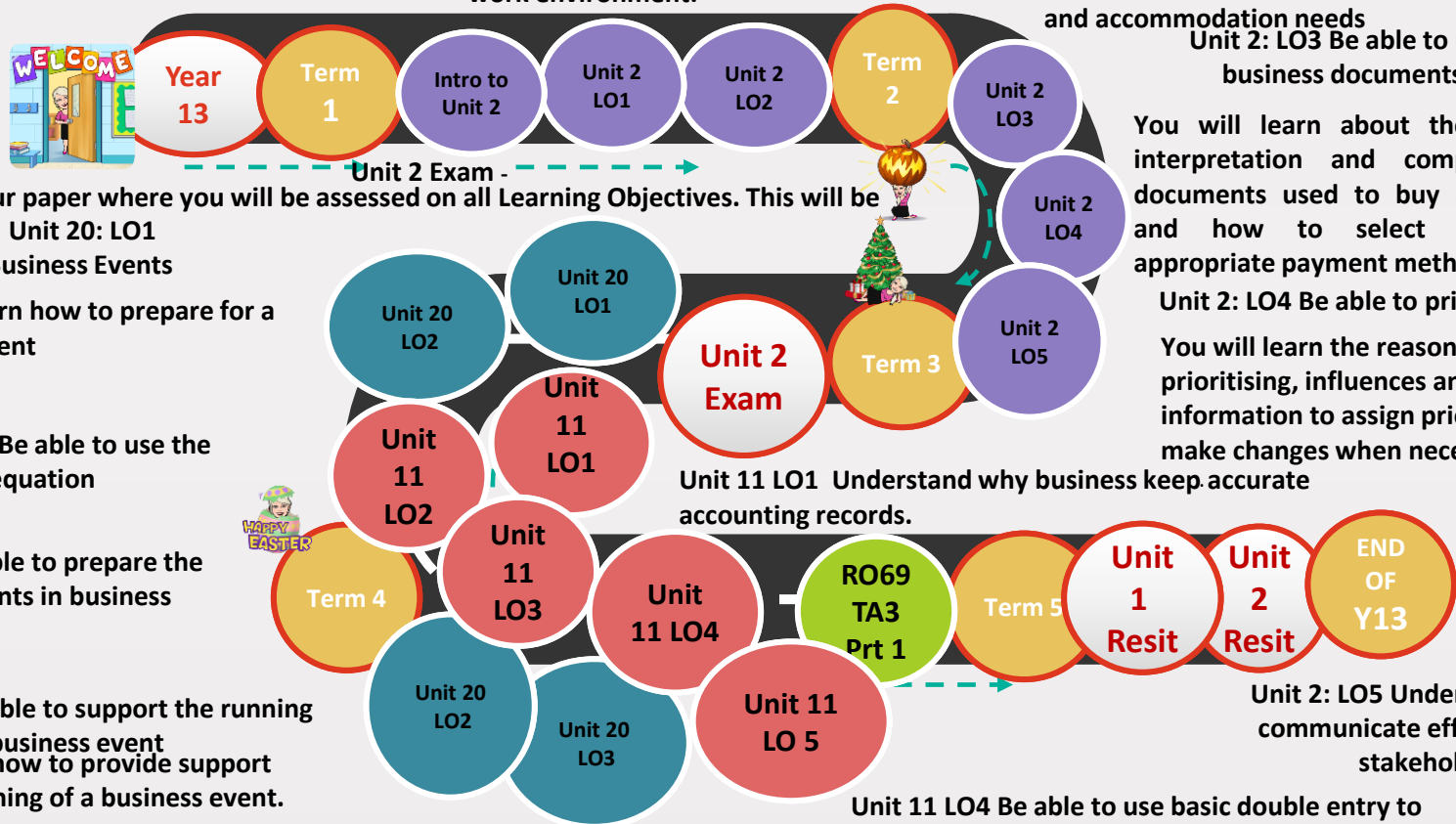
You will learn about how to plan and run business meetings taking into account travel and accommodation needs

Unit 2: LO3 Be able to use business documents

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

Unit 2: LO4 Be able to prioritise tasks

You will learn the reasons for prioritising, influences and how to use information to assign priorities and make changes when necessary.



You will learn how to prepare for a business event

Unit 11 LO2 Be able to use the accounting equation

Unit 11 LO3 Be able to prepare the principal documents in business transactions

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 Event

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

Unit 11 LO1 Understand why business keep accurate accounting records.

Unit 11 LO4 Be able to use basic double entry to prepare a trial balance

Unit 11 LO5 Be able to reconcile a cash book with a bank statement.

Unit 2: LO5 Understand how to communicate effectively with stakeholders