BGE Progression Framework to N5

Subject: Business Management
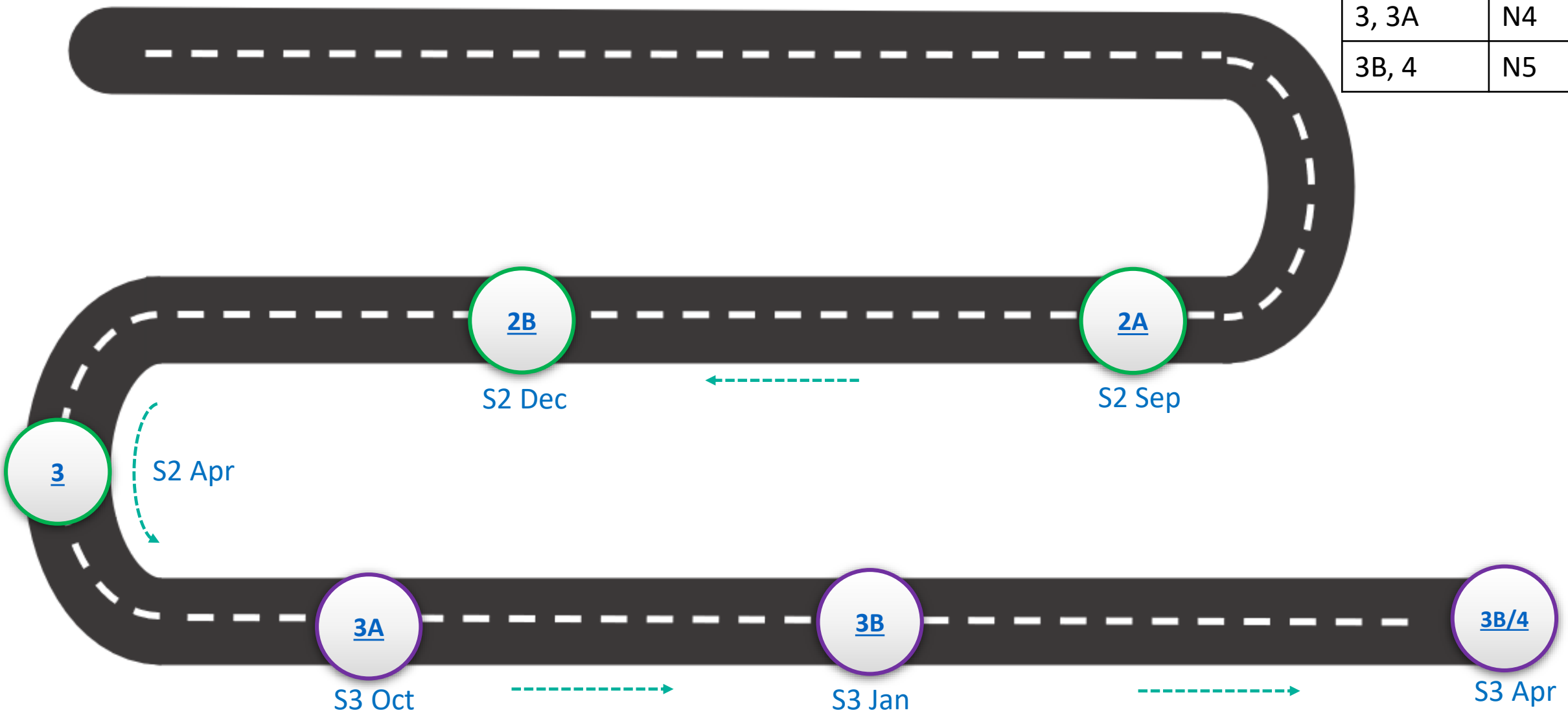
Business Management

Admin & IT

Accounts

Next >

By April S3	Pathway
	N3
3, 3A	N4
3B, 4	N5

2B
S2 Dec

2A
S2 Sep

3

S2 Apr

3A
S3 Oct

3B
S3 Jan

3B/4
S3 Apr

Year	Period	Course Overview

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Year	Period	Course Overview
S2	August - December	• Café No 1 – Welcome to Business
		<table><tr><td>Starting a Business</td><td>Entrepreneurship</td></tr><tr><td>Business Location</td><td>Business Premises</td></tr><tr><td>Financing a Business</td><td>Business Ethics</td></tr><tr><td>Market Research</td><td>Finding a Supplier</td></tr><tr><td>Hiring People</td><td>Advertising</td></tr></table>
		• COP and Energy Conservation
	January - May	• Databases • Personal Finance
		<table><tr><td>Income</td><td>Borrowing and Saving</td></tr><tr><td>Payslips</td><td>Calculating Payslips</td></tr></table>
		• Introduction to Spreadsheets
S3	August - December	• Intro to Business - Role of Business in Society • Sectors and Stakeholders – inc. "Inside Aldi" • Internal and External Factors
	January - May	• Role of Departments (Dragon's Den) • Ethical Business • Finance

Type of Assessment

On-Going

Periodic

High Quality

Year Group	May - Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
S2 - BEF	Café No 1 Topic Quizzes	Café No 1 Topic Quizzes	Café No 1 end of unit assessment (written questions)	Scottish Business Climate Action Research Report	Database Queries Lesson Worksheets	Database Practical assessment and Quizizz	Personal Finance Quizzes	Personal Finance Quizzes	Spreadsheet (basic formulae and charts)	Spreadsheet (basic formulae and charts)	
S3 – Business Management	Intro to Business assessment	Sectors and Stakeholders assessment	Inside Aldi business report task	Influences on business assessment		Dragon's Den – functional departments presentation preparation	Dragon's Den – functional departments group presentation assessment		Ethical Business– fairtrade task	Business Finance class tasks	

S2 Sep

S2 BEF: Café No1 (Welcome to Business) Lessons 1-7

Everyone can...	Most people can...	Some people can...
✓**Identify** wants and needs ✓**Identify** goods and services ✓**Recognise** definitions of a "skill" and a "quality" ✓**Identify** advantages/disadvantages of rural/city business locations ✓**Recognise** definition of "commercial property" ✓**Identify** ways businesses can be ethical ✓**Define** market research methods	✓**Recognise** definitions of Factors of Production ✓**Identify** skills and qualities of a successful entrepreneur ✓**Identify** benefits/costs of specific factors affecting business locations ✓**Identify** essential features within business premises ✓ **Outline** ethical benefits of using Fairtrade suppliers ✓**Justify** the use of different market research methods	✓**Understand** role of a sole trader ✓**Identify** the benefits of having specific entrepreneurial skills/qualities ✓**Identify** benefits/costs of locating in specific countries ✓**Suggest** new ways a business can be ethical ✓**Understand** the benefits of an organisation carrying out market research

S2 BEF: Café No1 (Welcome to Business)

Everyone can...	Most people can...	Some people can...
✓ **Identify** factors of production ✓ **Identify** skills and qualities of an entrepreneur ✓ **Identify** information found on a job description ✓ **Name** a method of advertising ✓ **Give** examples of good customer service ✓ **Describe** an advantage and disadvantage of being a sole trader ✓ **Describe** why someone may set up a business	✓ **List** factors to consider when choosing a business location ✓ **Define** "interest" and "debt" ✓ **State** benefits of using Fairtrade goods ✓ **List** factors to consider when choosing a business location ✓ **Identify** ways a business can select the best candidate ✓ **Outline** advantages of advertising	✓ **List** factors to consider when choosing business premises ✓ **Describe** a source of finance to fund a sole trader business ✓ **Give** examples of how a business can operate ethically ✓ **Define** "wholesaler" and "manufacturer" ✓ **Describe** why a business will advertise ✓ **Describe** benefits of good customer service

S2 Dec

S2 BEF: Climate Action Research Report

Everyone can…	Most people can…	Some people can…
In their report, include: ✓ **One key facts about company background** ✓ **One ways the company currently reduce carbon footprint** ✓ **Grammar, spelling and punctuation requires improvement**	In their report, include: ✓ **At least 2 key facts about company background** ✓ **At least 1 product images** ✓ **At least 2 ways the company currently reduce carbon footprint** ✓ **At least 1 suggested new ways to consider** ✓ **Reasonable attempt at good grammar, spelling, punctuation throughout**	In their report, include: ✓ **At least 4 key facts about company background** ✓ **At least 2 product images** ✓ **At least 3 ways the company currently reduce carbon footprint** ✓ **At least 2 suggested new ways to consider** ✓ **Good grammar, spelling, punctuation throughout**

S2 BEF: Databases

Everyone can...	Most people can...	Some people can...
✓ **Recognise** the definition of and software package used to create databases ✓ **Perform** a simple search in a database query (single expression) ✓ **Sort** a database by one field	✓ **Identify** fields and columns on a database ✓ **Perform** a search in a database query ("and/or" expression) ✓ **Perform** a search in a database query ("between" expression) ✓ **Perform** a search in a database query (using "greater than" or "less than" expression) ✓ **Perform** a search in a database query ("not" expression) ✓ **Sort** a database by two fields (chronological)	✓ **Identify** suitable data types for fields in a database ✓ **Perform** a search in a database query (wildcard expression) ✓ **Perform** a search in a database query (using "greater than or equal to" or "less than or equal to" expression) ✓ **Sort** a database by two fields (not chronological)

S3 Business Management: Role of Business in Society (Intro to Business) and Sectors & Stakeholders

Everyone can…	Most people can…	Some people can…
✓ **Compare** a need and a want ✓ **Suggest** examples of needs/wants ✓ **Identify** examples of businesses in each business sector ✓ **Identify** skills/qualities of entrepreneurs ✓ **Identify** examples of internal and external stakeholders	✓ **Define** durable/non durable ✓ **Identify** factors of production ✓ **Identify** sectors of industry ✓ **Suggest** reasons for starting a business ✓ **Identify** sectors of the economy ✓ **Discuss** features of sole traders, partnerships and limited companies ✓ **Outline** features of public and voluntary sectors of the economy ✓ **Compare** internal and external stakeholders	✓ **Define** tangible/intangible ✓ **Describe** factors of production ✓ **Describe** sectors of industry ✓ **Compare** a private limited company with a public limited company ✓ **Identify** aims of businesses in different sectors of the economy ✓ **Describe** interests and influences of stakeholders

S3 Jan

Everyone can…	Most people can…	Some people can…
✓ **Identify** examples of internal and external stakeholders ✓ **Distinguish** between internal and external factors ✓ **Identify** methods used to motivate employees	✓ **Compare** internal and external stakeholders ✓ Identify internal and external factors ✓ **Describe** methods used to motivate employees	✓ **Describe** interests and influences of stakeholders ✓ **Describe** the impact of internal and external factors on a business

S3 Business Management: Functional Departments (Marketing, Operations, HR and Finance) and Business Ethics

Everyone can…	Most people can…	Some people can…
✓ **Suggest** examples of successful brands ✓ **Define** "celebrity endorsement" ✓ **Define** "selling price" ✓ **Identify** key factors affecting business location ✓ **Identify** distribution methods ✓ **Identify** advertising methods ✓ **Identify** methods used to motivate employees ✓ **Identify** sources of finance for a business ✓ **Define** "supply chain"	✓ **Outline** role of functional business departments ✓ **Discuss** advantages and disadvantages of branding ✓ **Outline** pricing strategies ✓ **Discuss** advantages and disadvantages of distribution methods ✓ **Distinguish** between promotion and advertising ✓ **Describe** methods used to motivate employees ✓ **Define** "benchmarking" ✓ **Outline** different sources of finance ✓ **Identify** advantages and disadvantages of globalisation ✓ **Discuss** unethical nature of trading relationships ✓ **Identify** ethical practices related to business activity	✓ **Explain** benefits of branding ✓ **Describe** factors that influence selling price ✓ **Explain** how functional departments affect success/failure of an organisation ✓ **Outline** methods to ensure quality ✓ **Discuss** advantages and disadvantages of sources of finance ✓ **Discuss** impact of globalisation on providers, consumers and the environment

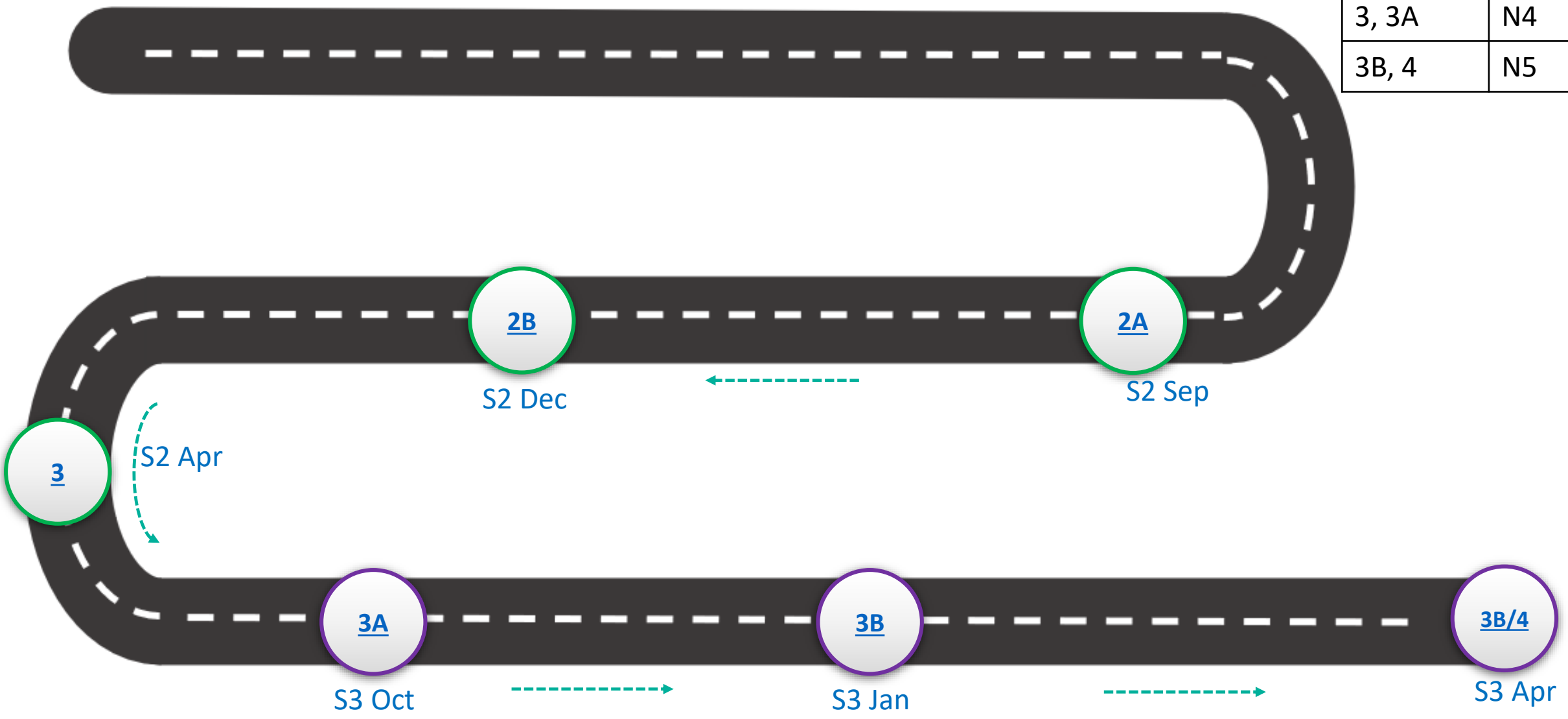# BGE Progression Framework to N5

Subject: Administration and IT

Business Management | Admin & IT | Accounts

Next >

By April S3	Pathway
	N3
3, 3A	N4
3B, 4	N5

2B — S2 Dec

2A — S2 Sep

3 — S2 Apr

3A — S3 Oct

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3B/4 — S3 Apr

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Year	Period	Course Overview
S2	August - December	• Café No 1 – Welcome to Business | Starting a Business	Entrepreneurship
Business Location	Business Premises
Financing a Business	Business Ethics
Market Research	Finding a Supplier
Hiring People	Advertising	 • COP and Energy Conservation
	January - May	• Databases • Personal Finance | Income	Borrowing and Saving
Payslips	Calculating Payslips	 • Introduction to Spreadsheets
S3	August - December	• **Practical** - Editing skills, Business Letters, Desktop Publishing, Databases • **Theory** – Administrative Assistant, Health & Safety and Customer Service
	January - May	• **Practical** – Spreadsheets, Internet Research, PowerPoint • **Theory** – Security of People, Property and Information, Electronic Communication and File Management

Type of Assessment

On-Going

Periodic

High Quality

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S3 – AIT	WP editing skills class tasks WP task with checklist marking	WP business letters class tasks WP task with checklist marking	Administrative Assistant Form Quiz DTP class tasks DTP task with checklist marking	Health and Safety Forms Quiz WP tables and forms class tasks WP tables and forms task with checklist marking	Customer Service Quiz Database creation/ form/ report/ queries class tasks	Database creation/ form/ report/ queries class tasks	Database task with checklist marking	Spreadsheet intro tasks Spreadsheet task with checklist marking	PowerPoint class tasks PowerPoint with checklist marking	Internet Research class tasks Internet Research with checklist marking	

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S2 BEF: Climate Action Research Report

Everyone can…	Most people can…	Some people can…
In their report, include: ✓ **One key facts about company background** ✓ **One ways the company currently reduce carbon footprint** ✓ **Grammar, spelling and punctuation requires improvement**	In their report, include: ✓ **At least 2 key facts about company background** ✓ **At least 1 product images** ✓ **At least 2 ways the company currently reduce carbon footprint** ✓ **At least 1 suggested new ways to consider** ✓ **Reasonable attempt at good grammar, spelling, punctuation throughout**	In their report, include: ✓ **At least 4 key facts about company background** ✓ **At least 2 product images** ✓ **At least 3 ways the company currently reduce carbon footprint** ✓ **At least 2 suggested new ways to consider** ✓ **Good grammar, spelling, punctuation throughout**

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S3 Administration & IT: Editing Skills, Business Letters and Role of Admin Assistant

Everyone can…	Most people can…	Some people can…
✓ **Enhance** text in a letter by using bold, underline, italics, larger font and all capital letters	✓ **Fully justify** text within a document	✓ **Use** find and replace to update a document
✓ **Key-in** text in the correct place	✓ **Key-in** text with a number of errors within tolerance	✓ **Key-in** text with minimal/zero errors
✓ **Add** name in the document footer	✓ **Insert** a page border	✓ **Insert** different footers
✓ **Use** a variety of document fonts	✓ **Insert** a graphic	✓ **Insert** a page number on the second page only
✓ **Recognise and apply** two correction signs	✓ **Insert** a page break at an appropriate point	✓ **Insert** a graphic and wrap text around it
✓ **Create** a basic letter head to include company name and address details	✓ **Review** spacing within a document/letter to follow company house style	✓ **Recognise and apply** almost all/all correction signs
✓ **Insert** a subject heading within a letter	✓ **Recognise and apply** four correction signs	✓ **Create** a letter head and use suitable reference
✓ **Key in** letter signatory's name and job title	✓ **Create** a letter head following house style with a graphic	✓ **Add** the correct complimentary close
✓ **Insert** a letter date in the long date format	✓ **Create** an appropriate letter reference	✓ **Describe** more than two roles of the AA
✓ **Describe** one role of the AA	✓ **Describe** two roles of the AA	

S3 Jan

Everyone can…	Most people can…	Some people can…
✓ **Select and use** a DTP template for the task	✓ **Select and** use an appropriate DTP template	✓ **Key-in** text with few/zero of errors in a DTP task
✓ **Include** a logo in a DTP task	✓ **Include** a slogan in a DTP task	✓ **Insert** at least two appropriate graphics and place them in a visually effective place within the DTP template
✓ **Insert** basic text within a DTP task	✓ **Key-in** text in a DTP task with a number of errors within tolerance	
✓ **Search and insert** one appropriate graphic	✓ **Search and insert** two appropriate graphics	✓ **Leave** appropriate spacing for signature within a DTP document
✓ **Insert** a new row within a table	✓ **Merge** rows within a table	
✓ **Edit** font, size and style within a table	✓ **Remove** comments within a table	✓ **Centre** text vertically and horizontally within a table
✓ **Insert** basic text within a table	✓ **Key-in** text in a table with a number of errors within tolerance	✓ **Key-in** text with few/zero of errors in a table
✓ **Add** name in a document footer	✓ **Fit** a table on one page	✓ **Identify** three or more hazards which can cause injury
✓ **Identify** one hazard which can cause injury	✓ **Identify** two hazards which can cause injury	

S3 AIT: Desktop Publishing, Health and Safety and Tables/Forms 2/2

Everyone can...	Most people can...	Some people can...
✓ **Identify** one method to prevent a hazard causing injury ✓ **Identify** one or two items in an Accident Report Form ✓ **Identify** one or two items in a Health and Safety Policy ✓ **Identify** one responsibility of the employer under Health and Safety legislation ✓ **Identify** one responsibility of the employee under Health and Safety legislation	✓ **Describe** two methods to prevent a hazard causing injury ✓ **Identify** three/four items in an Accident Report Form ✓ **Describe** the difference between an Accident Report From and the Accident Book ✓ **Identify** three/four items in a Health and Safety Policy ✓ **Identify** the legislation which covers Health and Safety ✓ **Identify** two/three responsibilities of the employer under Health and Safety legislation ✓ **Identify** two/three responsibilities of the employee under Health and Safety legislation	✓ **Describe** three methods to prevent a hazard causing injury ✓ **Identify** more than four items in an Accident Report Form ✓ **Explain** why it is important to keep an Accident Book ✓ **Identify** more than four items in a Health and Safety Policy ✓ **Identify** more then three responsibilities of the employer under Health and Safety legislation ✓ **Identify** more than three responsibilities of the employee under Health and Safety legislation

S3 Apr

Everyone can…	Most people can…	Some people can…
✓ **Add** a new record to a database table	✓ **Perform** a sort on two fields	✓ **Create** a query using the operator to find a range of dates
✓ **Delete** a record within a database table	✓ **Create** a query using the operators less than and greater than a value	✓ **Ensure** all data is visible in a form and know how to adjust/move fields
✓ **Perform** a basic sort on one field	✓ **Create** a basic form from two tables	✓ **Ensure** all data is visible in a report
✓ **Create** a basic query with matching items	✓ **Insert** a suitable header and logo to a form	✓ **Add** a report footer and page footer accurately after proof reading for minimal/zero errors
✓ **Create** a basic form on one table	✓ **Print** a selected form	
✓ **Create** a basic report	✓ **Add** a form footer and page footer	
	✓ **Create** a report which includes a suitable heading and graphic	

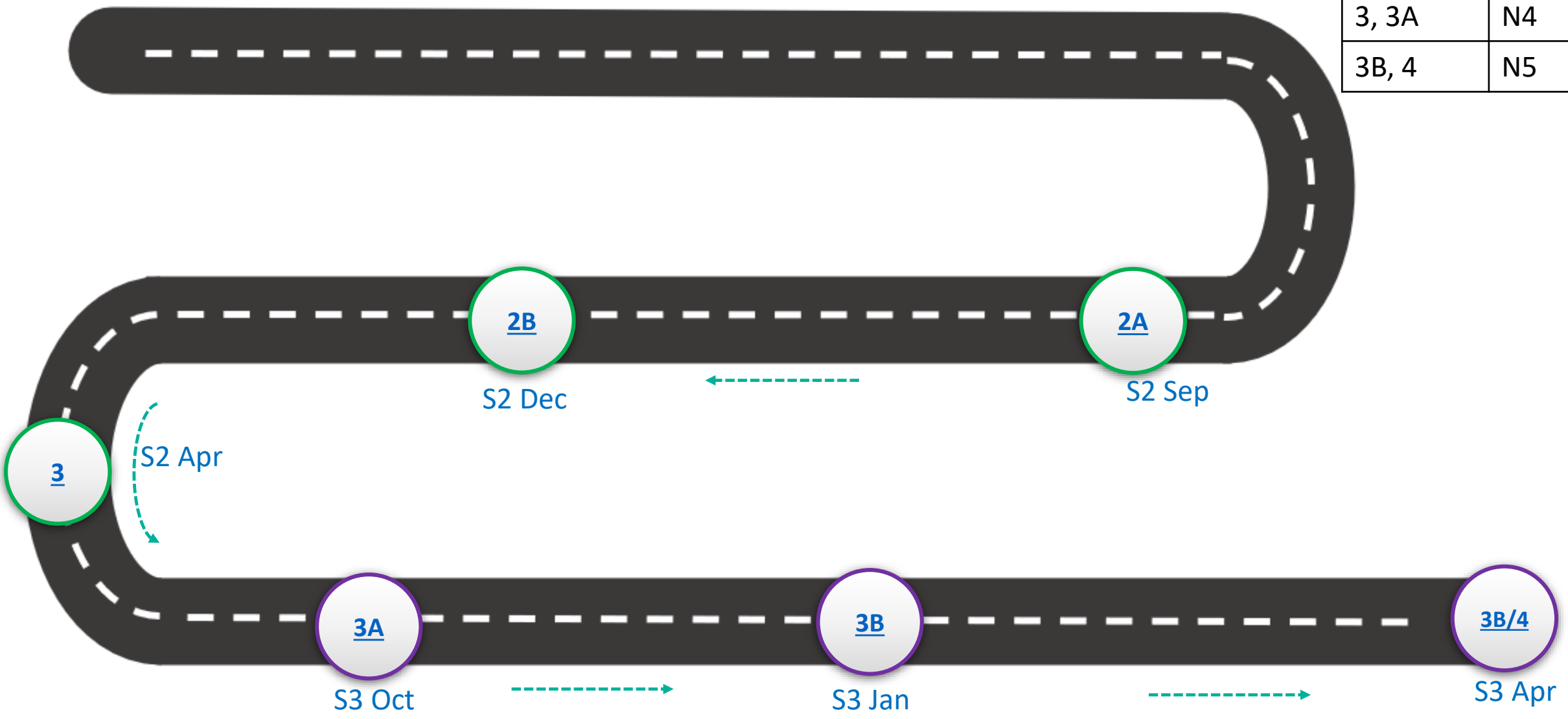| Everyone can…	Most people can…	Some people can…
✓ **Key in** data into cells within a spreadsheets ✓ **Apply** different formatting to cells in a spreadsheet e.g. currency ✓ **Wrap** text heading ✓ **Create** a basic chart using figures already in spreadsheet	✓ **Enter** a formula to add cells together in a row or column (SUM) ✓ **Enter** a formula to find the average of cells in a row or column (AVG) ✓ **Enter** a formula to find the highest value of cells in a row or column (MAX) ✓ **Enter** a formula to find the lowest value of cells in a row or column (MIN) ✓ **Delete** comments prior to printing ✓ **Print** fit to one sheet with formulae or values ✓ **Insert** a chart heading provided ✓ **Add** suitable axis labels to a chart	✓ **Enter** a formula to find the number of items in a row or column (COUNT or COUNTA) ✓ **Create** an IF statement to display a value based on the response to a question ✓ **Create** a suitable chart heading based on data provided ✓ **Print** chart on a separate sheet

BGE Progression Framework to N5

Subject: Accounting

By April S3	Pathway
	N3
3, 3A	N4
3B, 4	N5

Business Management

Admin & IT

Accounts

2B
S2 Dec

2A
S2 Sep

3

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3A
S3 Oct

3B
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3B/4
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Year	Period	Course Overview

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Year	Period	Course Overview
S2	August - December	• Café No 1 – Welcome to Business

Starting a Business	Entrepreneurship
Business Location	Business Premises
Financing a Business	Business Ethics
Market Research	Finding a Supplier
Hiring People	Advertising

• COP and Energy Conservation

	January - May	• Databases • Personal Finance

Income	Borrowing and Saving
Payslips	Calculating Payslips

• Introduction to Spreadsheets

S3	August - December	• Inventory Valuation • Labour Remuneration • Income Statements
	January - May	• Statement of Financial Position • Breakeven • Cash Budgets • Overheads • Job Costing • Introduction to Ledgers

Type of Assessment

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S3 - Accounts	Inventory class tasks Inventory Valuation Assessment Labour remuneration class tasks Labour remuneration assessment	Income Statements class tasks	Income Statements assessment task Statement of Financial Position class tasks	Statement of Financial Position assessment task	Breakeven tasks Breakeven assessment Christmas RS project	Cash Budget class tasks	Cash Budget assessment task	Overheads class tasks Overheads assessment task	Job costing class tasks	Intro to Ledgers class tasks	

S2 Sep

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S2 BEF: Databases

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S3 Oct

S3 Accounts: Inventory Valuation, Labour Remuneration and Income Statements

Everyone can…	Most people can…	Some people can…
✓ **Use** an Inventory Record Card template ✓ **Record** purchases on an Inventory Record Card using FIFO method ✓ **Calculate** wages using piece rate and time rate ✓ **Define** piece rate, time rate, overtime and bonus ✓ **Create** a basic Income Statement (with template)	✓ **Record** purchases and issues on an Inventory Record Card using FIFO method ✓ **Calculate** overtime payments (time and a half, time and a third etc) ✓ **Calculate** basic bonus payments ✓ **Identify** advantages and disadvantages of piece rate and time rate ✓ **Define and calculate** commission ✓ **Create** a basic Income Statement (without template) ✓ **Calculate** prepayments/accruals	✓ **Record** returns on an Inventory Record Card using FIFO method ✓ **Calculate** overtime payments (with different rates at weekend, weeknight etc) ✓ **Calculate** bonus payments (based on time saved) ✓ **Calculate** depreciation charge on assets ✓ **Calculate** provision for bad debts

S3 Jan

S3 Accounts: Statement of Financial Position and Breakeven

Everyone can…	Most people can…	Some people can…
✓ **Create** a Statement of Financial Position, using house-style layout (with template)	✓ **Create** a Statement of Financial Position using house-style layout (without template)	✓ **Define** Equity section's purpose
✓ **Compare** an "asset" and "liability"	✓ **Define** non-current and current assets and liabilities	✓ **Calculate** working equity
✓ **Define** "breakeven"	✓ **Identify** sections of a SoFP to record items	✓ **Define and calculate** contribution (using numerical data or a breakeven chart)
✓ **Compare** fixed and variable costs	✓ **Define** fixed and variable costs	✓ **Define and calculate** margin of safety
✓ **Identify** breakeven point (in units and sales value) on a breakeven chart	✓ **Suggest** examples of fixed and variable costs	
✓ **Identify** fixed costs on a breakeven chart	✓ **Calculate** variable cost (using numerical data or a breakeven chart)	
✓ **Calculate** sales revenue		

S3 Accounts: Cash Budgets and Overheads

Everyone can…	Most people can…	Some people can…
✓ **Compare** receipts and payments ✓ **Calculate** cash budget opening and closing balances (using a labelled template) ✓ **Identify** correct basis of apportionment for overhead costs	✓ **Suggest** examples of receipts and purchases ✓ **Calculate** cash budget opening and closing figures (using a blank template) ✓ **Calculate** cash and credit sales figures ✓ **Interpret** a cash budget to identify potential cash flow issues ✓ **Identify** trends in cash budget figures ✓ **Allocate** costs across a range of departments ✓ **Accurately** total up overheads allocated/apportioned to each department	✓ **Suggest** possible solutions to identified cash flow problems ✓ **Calculate** cash and credit sales figures (including discounts) ✓ **Calculate** payments that are payable in a different month from production ✓ **Accurately** re-apportion service department overheads on a pre-determined basis