Clitheroe Royal Grammar Sixth Form: Transition Pack

Welcome to the Business Department

We look forward to meeting you and welcoming you to the Sixth Form.

This Transition Pack contains information to support your transition from GCSE to A Level study.

Please read all the pack ready to begin Year 12:

- The Business Department Handbook, which contains:
  - Introduction to Staff in the Business Department
  - Business Departmental Standards and Requirements
  - A list of equipment required
  - Business Suggested Reading
  - Business Introductory Task

✓ **Read the Subject Information Sheet** which is available here:
CRGS Sixth Form Subject Sheet - Business Studies

✓ **Download the exam board specification** which is available here:
Eduqas A Level Business

✓ Some of these resources will become more useful when you have moved further through the course, such as the A Level specification, so store them where you can revisit them over the next 2 years.

✓ Don't worry if some of the work sounds challenging. A Level work is more difficult than GCSE work after all. Your teachers will be supporting you through this transition. Please talk to us if you are unsure about any aspect of the course.

We look forward to meeting you.

Mrs Kendall - Head of Learning, Business

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The Business Department

The Department

This Department has seen a huge growth in popularity over the last ten years and is now one of the largest departments in the Sixth Form with approx. 160 students studying A Level Business. Our record of achievement is consistently outstanding.

Business looks in detail at all types of businesses from the small sole-trader who runs the corner shop, to the large and complex Plc's such as BP, JLR, Kraft/Cadbury. The subject is varied. It can be scientific, subjective, practical and analytical, but don't let this put you off - as a Business student you will be taught all the relevant and necessary skills/theories/applications to be able to cope with the demands of the exams.

Vocabulary /Language

Every academic discipline has its own technical language and Business is no exception. You will come across expressions and phrases that will be new to you and at first this may seem rather daunting. But remember everyone is in the same situation as you are, and as you progress through the year these words and phrases will become second nature to you giving you the confidence to use then fluently and enhancing your opportunity for a top grade.

Staff

The Department has two members of staff: Mrs R Kendall (Head of Learning) and Miss C. Speak. Each member of staff is experienced and highly skilled. Our visions are: to help you to achieve the best results possible; to build self- confidence and self- belief in your own ability to succeed; to nurture, develop and build upon the individual's business acumen; to gain the skills necessary for you to progress in whatever direction your future may take.

Teaching Methods

The department uses a variety of teaching methods i.e. group work, presentations, role play, discussion groups, power point, visits and especially real-life business scenarios. If some of these seem challenging at this stage don't be too concerned, there is plenty of help available and with practice and a little help and persuasion they will become an integral part of your learning experience. All departmental members of staff are very approachable and always willing to give advice and further help when needed on an individual basis. The department is well stocked with the resources, e.g. reference books, Business Magazines, DVDs and a variety of activities.

The first year of the A Level syllabus is taught over 4 lessons per week, and you will have two members of staff each one delivering their section of the syllabus in two lessons. The teaching group you are assigned to will determine your members of staff.

Assessment

Homework is not set on timetable, but given when appropriate and in most cases, you will be given one week to complete the task. Homework requires planning, research, draft writing and construction and therefore it cannot and should not be done on the bus, or in the ten

minutes prior to the lesson. Time management is essential and can be one of the hardest changes to get used to at Sixth Form level.

Assessment takes place in some form every lesson i.e. orally, written, peer, group etc. Alongside this, more formal written, timed assessments will be given at appropriate times. On return, each member of staff will give detailed feedback highlighting the strengths and the improvements to be made. Staff will always be available for further discussion on a one to one basis if necessary.

In addition, the student will keep a detailed record of each piece of marked work so that they are aware of their individual progress and this can be measured against their potential grade.

Organisation

You will need at least one folder for each member of staff- the work must be kept separate otherwise it will make no sense at all. All content can be transferred to one large lever arch file at the end of year to make up the Component 1 folder. Each lesson is structured to follow on from the last and therefore it is important that you keep your files organised in the correct order. Dividers will be used to separate the work on individual topics areas. **Files must be brought to every lesson** and they are regularly checked by both the Department and Senior Management.

Work booklets are issued for each topic and we ask students to bring the booklet to each lesson

Equipment needed for the first lesson:

- Lever-arch file/ day folders
- Set of dividers
- Pens, pencils, small ruler
- Eraser
- Calculator [phones are not allowed in lessons nor to be used for calculators]
- File paper

Frequently Asked Questions

What knowledge do you need before starting the A level?
Answer – No specific knowledge is required, nor do you have to have studied Business at GCSE level.

What does the syllabus entail?
Answer – the A level covers all types of businesses, both large and small in all the different sectors. It looks at all aspects of the Business e.g. Finance, Marketing, Operations Management, Human Resource Management, External influences, Economic Trends. Internationalisation, Demography and Social Change.

What degrees can students study using this A level?
Answer – Students follow a variety of Degree courses e.g. Teaching, Law, Accountancy, Events Management, Logistics, Land Management, International Business, Sports Management/Science, Military, Finance/Stock Markets, Marketing, etc. with many students successfully entering Companies such as PWC, KPMG, Close Brothers, Deloittes.

Is there coursework with this A level?
Answer – No there is no coursework.

Is the course essay-based?
Answer – The course has a very practical side as well as well as writing essays.

Is there a lot of maths in the course?
Answer – The course requires you to be able to add, subtract, multiply and divide as well as calculate percentages. Students should not think of the Finance as Maths, it requires the student to analyse and read the story behind the numbers.

Does this subject link with other subjects?
Answer – Yes extremely well.

Recommended Sources of Information

To help gain a detailed understanding of the course we suggest that students read a daily paper e.g. Telegraph, Guardian, watch Business programmes i.e. Documentaries, Dragon's Den, and The Apprentice etc. Please see the information below for a selection of electronic resources for students to become familiar with.

If you want to make the most of your time as a Business student we strongly recommend that you spend time outside of the classroom keeping up to date with business current affairs. What makes Business such an enthralling and dynamic subject is what may happen one day in the business world, could be discussed in lesson that day.

BBC theguardian Telegraph

The following links are provided as a guide to help you with your research

- Follow the Business Department and receive advice and links catered specifically for your learning: @ Business.Revision.CRGS

Instagram

- www.bbc.co.uk/business

NEWS BUSINESS

Excellent impartial website which focuses on national and international business news stories. The "companies" tab within the BBC Business website is also another useful link.

- www.tutor2u.net

tutor2u

Business specific website with blogs, focused articles, key theory and examination advice.

- www.telegraph.co.uk/finance
- www.independent.co.uk/news/business

business

Links to national newspapers **free** online content. These are updated daily and provide an opportunity for each and every Business student to keep as up to date.
Copies of national newspapers are also available in the library on a daily basis.

- www.businesscasestudies.co.uk

THE TIMES 100

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Business A Level
Introductory Task

Please complete this task ready to begin Year 12.

The aim of this assignment is to introduce students to the sectors of the economy and the different types of businesses that operate within them.

- Define what we mean by a “Primary Industry” and find at least 2 examples of businesses that operate in this industry.

- Define what we mean by a “Secondary Industry” and find at least 2 examples of businesses that operate in this industry.

- Define what we mean by a “Tertiary Industry” and find at least 2 examples of businesses that operate in this industry.