

The Friary Sixth Form



BTEC Business Subject Bridging Pack 2025

Course Expectations



Introduction

The bridging pack contains activities and resources to prepare you to start your BTEC Business course in September. The activities should be used after you complete your GCSEs, throughout the rest of the summer term and over the summer holidays to make sure you are ready to start your new course in September.

The course will be delivered by the following teachers:

- Mrs Sherry - course leader/subject teacher - jsherry@friaryschool.co.uk
- Miss Shabir - subject teacher - fshabir@friaryschool.co.uk

Our expectations of you

- Excellent attendance/punctuality to lessons
- Correct equipment
- Correct dress code – smart business wear and lanyard to be worn at all times
- Meet coursework deadlines
- Contribute positively in lessons

What you can expect from us

- High quality teaching and learning
- Commitment to you as individuals
- Constant support and guidance
- Weekly after school booster/revisions sessions
- Submitted work will be marked and assessed within 10 days of handing it in

Equipment

- **Two** A4 folders (1 lever arch folder and 1 ring binder)
- Calculator
- A large supply of plastic wallets
- Two sets of folder dividers
- An A4 pad for making notes
- Pens, pencils, highlighters, ruler

You will need access to a computer/laptop at home to continue your homework or independent learning outside of the class room.

Course Overview



Edexcel – Pearsons BTEC Level 3 National Extended Certificate in Business

There are four units to cover for this qualification:

In Year 12 you will study Exploring Business (Unit 1) and Personal and Business Finance (Unit 3)

In Year 13 you will study Developing a Marketing Campaign (Unit 2) and Recruitment & Selection (Unit 8)

YEAR 12 Content

Unit 1 – Exploring Business (internal coursework)

You will study the purposes of different businesses, their structure, the effect of the external environment, and how they need to be dynamic and innovative to survive and be successful.

Unit 3 – Personal and Business Finance (2 hour exam, May of Y12)

You will study the purpose and importance of personal and business finance. Develop skills and knowledge needed to understand, analyse and prepare financial information including cash flow forecasts, break-even and ratio analysis.

YEAR 13 Content

Unit 2 – Developing a Marketing Campaign (External set task exam, 3 hours, Jan of Y13)

You will develop a marketing campaign gaining skills relating to, and an understanding of, how a marketing campaign is created. Including setting objectives, choosing methods of promotion and timings for the campaign.

Unit 8 – Recruitment & Selection (coursework)

This unit gives you the opportunity to learn about the recruitment and selection process by investigating different businesses as well as creating recruitment documentation. Through role play you will take part in selection interviews. You will need to be organised and prepared so that you demonstrate your communication skills in this work-related unit.

Complete all tasks on this bridging pack on the computer (online) as it is easier for you later, hand-written may require you to type up later.

Tasks



The purpose of this activity is for you to work on:

- | | |
|---|---|
| <ul style="list-style-type: none">• Your independent research skills• Business knowledge and understanding | <ul style="list-style-type: none">• Your ability to choose a suitable structure for your work Be able to check your own spelling and punctuation• Effort and self-motivation |
|---|---|

Introduction

For Unit 1 coursework you will produce work on a profit and not-for profit business. For Task 1 you will use TESCO as your profit business.



Task 1

Produce a Report (Word document) to show the following information. Make sure you include subheadings, sentences and paragraphs.

Investigate the following features of your chosen business:

- Provide a brief overview of the company's history.
- Summarise what the company does, including the products or services it offers and any key brands it is associated with.
- Describe the size of the company (e.g., number of employees, store locations, countries it operates in, etc.).
- What industry or market sector does the company operate within (e.g., retail, food, technology, sports)?
- What type of ownership does the business have (e.g., private limited company, public limited company)?
- What are the main aims and objectives of the business?
- Define what a stakeholder is in the context of a business.
- Identify five key stakeholders of the company.
- Describe the company's organizational structure or hierarchy. Include a diagram if applicable.
- What are the company's strengths? Identify at least three areas where it performs well company's weaknesses? Identify at least three areas that need improvement.
- What future opportunities exist for the company? List at least three potential areas for growth or expansion.
- How has the company demonstrated business success?

Include a section at the end of the Word document to show what websites you have used in your research

Examples: www.bbc.co.uk

<https://www.cadbury.co.uk/Corporate-Reporting>

TASK 2

One the same Word document as the information above complete the task below. Make sure you include subheadings, sentences and paragraphs.

Choose one of the following not for profit businesses: Oxfam, WaterAid, British Heart Foundation, Cancer Research UK, RNLI, WWF, National Trust (choose wisely as this not-for-profit organisation will be one that you use for one of your coursework projects)



- a) Provide a brief overview of the company's history.
- b) Summarise what the company does, including the products or services it offers and any key brands it is associated with.
- c) Describe the size of the company (e.g., number of employees, store locations, countries it operates in, etc.).
- d) What industry or market sector does the company operate within (e.g., retail, food, technology, sports)?
- e) What type of ownership does the business have (e.g., private limited company, public limited company)?
- f) What are the main aims and objectives of the business?
- g) Define what a stakeholder is in the context of a business.
- h) Identify five key stakeholders of the company.
- i) Describe the company's organizational structure or hierarchy. Include a diagram if applicable.
- j) What are the company's strengths? Identify at least three areas where it performs well company's weaknesses? Identify at least three areas that need improvement.
- k) What future opportunities exist for the company? List at least three potential areas for growth or expansion.
- l) How has the company demonstrated business success?

Include a section at the end of the Word document to show what websites you have used in your research

Examples: www.bbc.co.uk

<https://www.cadbury.co.uk/Corporate-Reporting>

TASK 3

Produce a glossary of key business words that you have used during Task 1 and Task 2. (Some key words have been underlined in Task 1 and 2 to get you started) – you can choose which ones you include). A glossary is a short definition for each of the key words you use. Use the following layout: (You must have at least **10** words)

Word	Definition	Use the word in a sentence

TASK 4

You are required to create a **short presentation (maximum of 5 minutes)** based on one of your chosen organisations researched above – either Tesco or your not-for-profit organisation.

Important Notes:

- You will deliver your presentation in September.
- Structure your slides with clear headings and subheadings.
- Use minimal text on slides – stick to bullet points only.
- Include animations and transitions to keep it engaging.
- You have the freedom to choose what content you include – just make sure it is interesting and relevant.
- Prepare speaker notes or a script to support your presentation – do not read directly from your slides!
- See examples of professional slides underneath (good and bad examples)



Good example



Bad example

Submission

What You Need to Submit:

Try and keep this all of this in one folder called **"Business Bridging Pack"**

Word Documents:

An electronic copy of your Word documents including:

- Tasks 1-2 report
- Glossary
- Your script/speaker notes and any research or planning materials.
- Log of recommended reading (see tasks below)

PowerPoint:

- An electronic copy of your PowerPoint:

Deadline: First week back in September (date will be given once timetables are distributed)

Glossary



Glossary of terms used for internally-assessed units

This is a summary of the key terms used to define the requirements in the units.

Term	Definition
Analyse	Learners present the outcome of methodical and detailed examination either: <ul style="list-style-type: none">• breaking down a theme, topic or situation in order to interpret and study the interrelationships between the parts and/or• of information or data to interpret and study key trends and interrelationships. Analysis can be through activity, practice, written or verbal presentation
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation or, to identify those which are the most important or relevant and arrive at a conclusion.
Compare	Learners can identify the main factors relating to two or more items/situations or aspects of a subject that is extended to explain the similarities, differences, advantages and disadvantages. This is used to show depth of knowledge through selection of characteristics
Communicate	Learners are able to convey ideas or information to others
Create/construct	Skills to make or do something, for example a display or set of accounts.
Discuss	Learners consider different aspects of: <ul style="list-style-type: none">• a theme or topic;• how they interrelate; and• the extent to which they are important. A conclusion is not required.
Demonstrate	Learners show knowledge and understanding.
Develop	Learners grow or progress a plan, ideas, skills and understanding.
Evaluate	Learners' work draws on varied information, themes or concepts to consider aspects, such as: <ul style="list-style-type: none">• strengths or weaknesses• advantages or disadvantages• alternative actions• relevance or significance. Learners' inquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion. Evidence will often be written but could be through presentation or activity.
Explore	Skills and/or knowledge involving practical research or testing
Examine	Knowledge with application where learners are expected to select and apply to less familiar contexts.
Identify	Learners indicate the main features or purpose of something by recognising it and/or being able to discern and understand facts or qualities.

Additional Reading



Useful Websites:

- www.businessdictionary.com (online business word dictionary)
- www.tutor2u.net (search for business case study information)
- www.bbc.co.uk/businessnews (links to latest business news)
- <https://www.twoteachers.co.uk/> (resources/videos for business key terms)

Company websites will be useful for your bridging task. There will be sections on the website 'About us' or 'corporate information' (these are usually at the bottom of the page) that will help you complete the tasks

Recommended Reading:

- You should be reading newspapers on a regular basis throughout the year to ensure you are up to dates on business related events (The Independent, The Times, The Guardian)
- Watch the news on a daily basis (e.g. BBC News)
- Watch relevant current affairs programmes – Martin Lewis, Question Time, The Money programme, Newsnight, Dispatches, Dragons Den and The Apprentice

Keep a log of the reading/watching that you do. In the log include the date, what resource was used, briefly identify what information you gained.

Example of recommended reading log:

Date: 5th July 2025

Resource used: bbc.co.uk/businessnews

Information gained/gathered: Information on recent inflation and interest rates.

Supporting Resources



Revision Book

Unit 2 (exam) & Unit 3 (exam)

Revise BTEC National Business Revision Guide

Jon Sutherland

ISBN: 9781292230566

Unit 3 – Useful Websites:

- Business Bee [Unit 3: Personal and Business Finance \(beebusinessbee.co.uk\)](http://beebusinessbee.co.uk)
- Revision Videos, Business Bee <https://www.youtube.com/watch?v=KEdddFiBf0&list=PLBuW3SAj0djly2MaKyOzL4cnmeaPbEJj1>

Pearson website:

<https://qualifications.pearson.com/en/qualifications/btec-nationals/business-2016.html>

Course Materials:

<https://qualifications.pearson.com/en/qualifications/btec-nationals/business-2016.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments>