Term	Week	Focus	Summary	Learning Outcomes	Learning skills
Term 1.1	1	A.P1 Outline the business needs of an identified organisation	Business functions and organizational needs • The purpose of different organisations(commercial/not for profit) • Service • Product • Common business functions and how they relate to needs of a business	Learning aim A: Explore how IT meets the needs of organisations	Analytical report, analysis and evaluation of business needs through research and assessment. How data and technology supports organisations
	2	A.P1 Outline the business needs of an identified organisation	• Production/operations • Marketing and sales • Human resources • Accounts/Finance	Learning aim A: Explore how IT meets the needs of organisations	
	3	A.P2 Outline how data and computer systems support the business functions of an identified organisation.	Data and IT used in organisations • Measurable value of data and IT • Optimising manufacturing and supply logistics • Delivery and improvement of products and services • Increasing profit • Optimising productivity • Customer engagement • Diversification	Learning aim A: Explore how IT meets the needs of organisations	
	4	A.P2 Outline how data and computer systems support the business functions of an identified organisation.	Computer systems used in organisations and how they are used in organisations and the impact on the success of the organistion. • Use of hardware to support business functions • Use of networks and communication systems to support business functions • The use of software to support business functions		

	5	B.P3. Produce a basic communications plan for an information campaign	• The roles of different stakeholders-internal and external • External/internal stakeholders • Reasons for communicating with external and internal stakeholders	Learning aim B: Plan an information campaign for an identified organisation	Communication plan to be developed with researched campaign materials and evaluation of materials included in the information campaign
	6	B.P3. Produce a basic communications plan for an information campaign	Selection and use of appropriate methods for communicating with different stakeholders: • Internal communications • External communications • Utilisation of multi-channels campaigs	Learning aim B: Plan an information campaign for an identified organisation	
	7	B.P4 Prepare information for internal and external stakeholders ready for inclusion in a campaign.	Approaches to planning an information campaign: • Data gathering, interpret and prepare for inclusion in campaign • Prepare plan – identify stakeholders, platform to be used, planned content, plan a series of communications, research related to publishing schedule	Learning aim B: Plan an information campaign for an identified organisation	
Term 1.2	1	Assignment workshop	•		
	2		•		
	3		•		
	4	Assignment workshop			
	5	Assignment workshop			

	6	Assignment workshop			
	7	Assignment workshop	C.D2	**For Distinction standard,** learners' evaluations will be well-supported by relevant evidence of how differing features, and the complex relationship and communications with its internal and external stakeholders, make business organisations successful. Their evaluations will be thorough and well-reasoned.	