The Henslow School BTEC Unit Planning Overview

This is a summary for parents, carers and students which shows the likely areas of study.
It will be adapted by the teacher to suit groups and individuals.

Subject/Qualification	**BTEC Level 1 Introductory in Vocational Studies : Unit A2 – Being Organised**
Year group/Class information	Year 10-11
Approx Number of lessons per week	2

Element	**Knowledge and Skills / Assignment Content**
Underpinning Knowledge	• Benefits and consequences of being organized/disorganized. • Prioritising and time management. • Manual plans and to-do lists. • Using Excel to plan a trip. • Using Excel to manage a budget. • Deadlines and failing to meet them. • Reviewing time management techniques. • Resources for organisation • Managing file structures • Exploring the use of planners and Outlook Express • Meal Production Plan
Assignment	Creating and utilising a two-week planner incorporating knowledge and techniques from underpinning knowledge.