

CTEC Business Summer Task



Welcome to our CTEC Business course. This is a two-year programme that will develop your understanding of the world of business and equip you with the knowledge and skills valued by universities and employers alike. At the end of the course, you will achieve a Level 3 Cambridge Technical Extended Certificate in Business. We complete the following units:

- Unit 1: The Business Environment
- Unit 2: Working in Business
- Unit 4: Customers and Communication
- Unit 5: Market Research
- Unit 17: Responsible Business Practices

Throughout the course, you will explore how businesses operate, communicate with customers, manage resources, and respond to changes in the business environment. You will apply your learning to real business scenarios and develop practical skills that can be used in a wide range of careers.

To succeed in CTEC Business, you will need to be organized, motivated, and willing to work independently. A significant proportion of the course is assessed through coursework, meaning you will be expected to meet deadlines, conduct research, analyze information, and present your findings professionally.

Regular attendance, active participation in lessons, and a positive attitude towards learning are essential, just as they would be in a real business environment.

The summer work you have been given is designed to help you make a confident start in September as well as get you a head start on your coursework. Completing this work carefully and thoughtfully will give you a strong foundation for success and help you feel more prepared as you begin your journey into the world of business.

We look forward to welcoming you to the course and supporting you throughout the next two years.

Organisation Expectations in Economics and Social Sciences (ESS)

Success in Economics and Social Sciences (Business, Child Development, Sociology, Psychology, and Politics) requires strong organisational skills. Throughout your studies, you will be expected to maintain high standards of organisation to support your learning, revision, and academic progress.

Subject Folder

All students must have a dedicated A4 ring binder (or lever arch file) for each ESS subject they study. This folder should be organised clearly using dividers where appropriate and should contain:

- Class notes
- Handouts and worksheets
- Homework tasks
- Assessments and feedback
- Additional reading and resources

Students should regularly organise and file their work to ensure that materials can be easily located when needed for revision and assessment preparation.

Working Folder

In addition to your main subject folder, all students are expected to bring a slim A4 working folder to school each day.

This working folder should be used to store current notes, handouts, and classwork during the week. Students should then transfer and organise these materials into their main subject folders at home on a regular basis.

Paper Requirements

Students must have access to A4 lined paper that can be inserted directly into a ring binder.

Please note that:

- Bound notebooks are not suitable.
- Exercise books are not suitable.
- Spiral-bound notebooks that cannot be reorganised are not suitable.

The ability to file, reorganise, and revisit notes is an important part of sixth form study and will support effective revision throughout the course.

Folder Checks

To support students in developing effective study habits, folder checks will take place at least once per term.

These checks will assess:

- Completeness of notes
- Organisation of materials
- Filing of homework and assessments
- Evidence of independent study
- Overall presentation and professionalism

Essential Equipment

All ESS students are expected to bring the following equipment to every lesson:

- Black or blue pens
- Highlighters
- Pencils
- Ruler
- Calculator (where required)
- Working folder
- Lined paper

Having the correct equipment is essential for effective participation and learning across all subjects within the faculty.

Using Digital Devices

Students may choose to type notes using a laptop or tablet. However, all devices must comply with the school's IT and acceptable use policies.

Digital notes must be organised to the same standard expected of physical folders. Students should ensure that:

- Files are clearly named
- Work is stored in subject-specific folders
- Notes can be easily accessed and reviewed
- Homework and assessments are organised appropriately
- Digital organisation may also be reviewed during termly folder checks.

Developing strong organisational habits from the start of Year 12 will help you manage your workload effectively and achieve success throughout your studies in Economics and Social Sciences.

Task 1: Business Basics Research (Unit 1 Research)

Objective: Understand different types of business ownership and sectors.

Instructions:

Choose three real-life businesses from different industries (e.g. Tesco, a local hairdresser, Apple). For each, research and record:

- Type of ownership (e.g. sole trader, partnership, private limited company)
- Sector (private, public or third sector)
- Their main products or services
- The purpose of the business (profit or not-for-profit?)
- Their aims and objectives of the three businesses.

<i>Business 1:</i>	<i>Business 2:</i>	<i>Business 3:</i>

Task 2: Business Stakeholder Mapping (Unit 1 and 4 Research)

Objective: Understand how stakeholders influence businesses.

Instructions:

Look at the Hanbury Manor website and read through it. Identify at least **five stakeholders** (e.g. customers, employees, government, suppliers, owners). Create a **mind map or diagram** showing:

- Who the stakeholders are
- What their interest in the business is
- How they can influence decisions



Task 3: News Tracker – Business in the Real World (Unit 1 & 4 research)

Objective: Build awareness of current business events and issues.

Over the summer, track two business news stories from newspapers, websites (e.g. BBC Business), or social media. For each:

- Summarize what happened
- Identify which business functions are involved (e.g. marketing, HR, customer service)
- Explain how the issue might affect customers and/or communication

<u>Headline for Article 1:</u>	<u>Headline for Article 2:</u>

Task 4: Customer Service Case Study (Unit 4 Prep)

Objective: Understand the importance of excellent customer service.

Instructions:

Going back to our Hanbury Manor research. Write a short report covering:

- What kind of service would you expect to receive
- What communication methods are used from the business to the customer (e.g. face-to face, email, social media)
- What improvements would you implement to make customer service better (if you were manager)
- Why good customer service is important for business success of Luton Hoo.