

Business Studies 2019 v1.0

Applied syllabus study plan requirements — July 2018

Applied syllabuses provide opportunity for schools to develop teaching, learning and assessment appropriate for their context. A study plan, developed by the school, outlines how the course of study will be delivered and assessed based on the relevant Applied syllabus. Approved study plans are used by the QCAA when quality assuring the implementation of the syllabus.

Schools create study plans in the study plan builder application in the QCAA Portal. Study plan requirements are outlined below.

Components of the study plan

Course organisation	<p>The study plan provides information about the structure of the school's proposed course. The way the course is organised and sequenced should align with requirements outlined in the 'Course overview — Planning a course of study' section of the syllabus. It should include:</p> <ul style="list-style-type: none">• an overview of the four-unit course showing sequences of core and elective study• proposed time allocation for each module of work, ensuring the minimum number of hours of timetabled school time for the four-unit course of study (220 hours)• the concepts and ideas from each business practice (i.e. Business fundamentals, Financial literacy, Business communication, Business technology) across the four-unit course of study• each business function (i.e. Working in administration, Working in finance, Working with customers, Working in marketing) across the four-unit course of study• five to eight modules of work across the four-unit course of study that meet syllabus requirements ('Planning a course of study' and 'Developing a module of work' sections of the syllabus)<ul style="list-style-type: none">– a business context– a purpose or focus, e.g. inquiry question, issues study, case study, problem, scenario, enterprise study– concepts and ideas, and associated knowledge, understanding and skills, from the business practices delivered through the business functions.
Assessment program	<p>The assessment program provides an indication of the assessment instruments and procedures used to gather information about student achievement for the four-unit course of study. As outlined in the 'Planning an assessment program' section of the syllabus, the assessment program should:</p> <ul style="list-style-type: none">• provide opportunities in Units 1 and 2 to become familiar with the assessment techniques that will be used in Units 3 and 4• assess each objective at least twice by midway through the course (end of Unit 2) and again by end of the course (end of Unit 4) <p>The assessment program must indicate:</p> <ul style="list-style-type: none">• the assessment techniques and conditions that meet syllabus requirements in the 'Assessment techniques' section of the syllabus• that all dimensions are being assessed in each unit• that exit folio requirements are met, as outlined in the 'Exit folios' section of the syllabus:<ul style="list-style-type: none">– four assessment instruments in Units 3 and 4– all dimensions being assessed at least twice

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