

# BTEC Business & Law

## Linking Enterprise with the English Legal System



Welcome to Business & Law at Central Saint Michael's Sixth Form! This is your 'Linking Enterprise with the English Legal System' task for BTEC Business & Law, which you've chosen to take at National Diploma Level 3 (equivalent to two A Levels) this September. This pack is designed to give you a taste of what BTEC Business & Law is all about. The pack will introduce you to some key business and legal concepts, to help your understanding of enterprise and legislation ready for sixth form. You will also be set two individual research projects which will take a while, so you can break it up. Don't feel you need to complete it all in one go! You can complete the tasks in this booklet in the spaces provided or type them up separately.

You will need to bring your completed work along with you when you start sixth form in September 2020. If you have any questions please do not hesitate to contact me on [Brendalyn.Heaven@sandwell.ac.uk](mailto:Brendalyn.Heaven@sandwell.ac.uk)

BTEC National Diploma Level 3 Course Outline for 2 Years			
Year 1 Units	Assessment	Unit Name	Credits
1 (Mandatory)	Internally	Exploring Business	90
2 (Mandatory)	Externally	Developing a Marketing Campaign	90
3 (Mandatory)	Externally	Personal and Business Finance	120
23 (Optional)	Internally	The English Legal System	60
Year 2 Units	Assessment	Unit Name	Credits
4 (Mandatory)	Internally	Managing an Event	90
5 (Mandatory)	Internally	International Business	90
6 (Mandatory)	Externally	Principles of Management	120
24 (Optional)	Internally	Employment Law	60

## Business

*"If you fail to plan, you are planning to fail!"* (Benjamin Franklin)



### Why choose to study Business & Law?

In a driven global economy, knowledge of legal procedures in business gives Entrepreneurs or Managers a more competitive edge. Understanding how a business operates also benefits law professionals working in demanding business environments. By combining Business and Law, **it gives you greater career choices**, with routes to a variety of roles in law, management, finance, marketing, the public sector or starting your own business.

### Business & Law is suitable for students who:

- Have an interest in gaining the key ingredients for *business success* and *entrepreneurial skills*
- Like to know more about *how businesses are organised* and how they *communicate effectively*
- Keen to understand the characteristics of *the business environment* and how they operate
- Enjoy investigating the *importance of innovation, survival of businesses, associated risks and benefits*
- Explore the structures and *framework of the courts* and the personnel involved in *administering law*
- Desire to understand the importance *English legal system* and how it provides *solutions to problems*
- Relish developing their knowledge of *civil and criminal law* as well as the different *laws of tort*
- Wish to *experience the real court environment*, take part in court role plays and *research cases of law*.

## Law

*"Laws made by common consent must not be trampled on by individuals"* (George Washington)



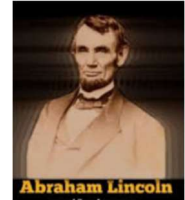
### The learning experience gained by studying Business & Law. You will...

- **Increase** your knowledge and understanding of key concepts relating to both business and law
- **Develop** your questioning skills by interrogating assumptions around what you are learning
- **Enhance** your thinking skills as you are encouraged to think beyond what you are reading about
- **Improve** your critical analysis skills as you interpret and analyse information and ideologies
- **Evaluate** arguments & offer solutions by drawing comparisons between real life scenarios vs theories
- **Acquire important skills** needed for the workplace and/or higher education such as: *teamwork, communication skills, time management, organisational skills and problem solving.*



A CAPACITY, AND TASTE, FOR READING  
GIVES ACCESS TO WHATEVER HAS  
ALREADY BEEN DISCOVERED BY OTHERS.

-Abraham Lincoln



## Top 7 Tips on how to successful on this course!

1. TAKE AN INTEREST IN CURRENT AFFAIRS via NEWS and listen to "Today" on Radio4!



2. WATCH programmes like: Dragon's Den, Apprenticeship, Panorama, Dispatches and Question Time etc.



3. READ QUALITY NEWSPAPERS like the Guardian and Magazines like the Insider etc.



[www.thetimes.co.uk](http://www.thetimes.co.uk)



[www.independent.co.uk](http://www.independent.co.uk)



<https://www.theguardian.com/uk-news>



<https://www.bmmagazine.co.uk/>



<https://www.insidermedia.com/publications>



<https://www.lawgazette.co.uk/>

**4. SEARCH INTERNET by doing your own research & DOWNLOAD pdfs or apps like:**



**Useful App register now:** Register with <http://www.tutor2u.net>, a Business Studies blog especially written for students. A daily blog will be sent to you with interesting news articles that tie into the syllabus, comments from examiners and (later) tips and support for exam modules.



**TIP about online journals/hardcopy newspapers like the Economist:** There are reduced rates for students on some of these, for example, students were able to buy The Economist for 6p per copy instead of the standard £2. Also, you can sign up online and receive free articles. Register as a student by going on: <https://www.economist.com/>

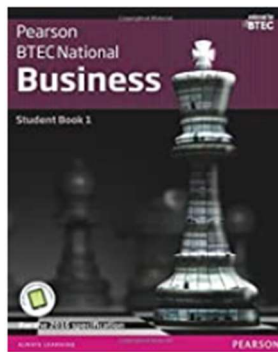


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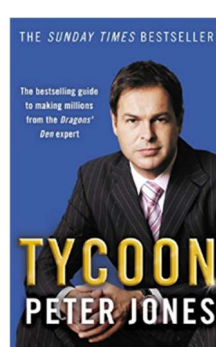
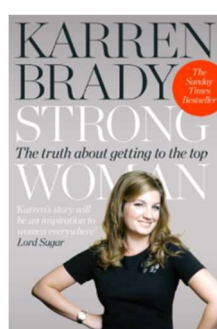
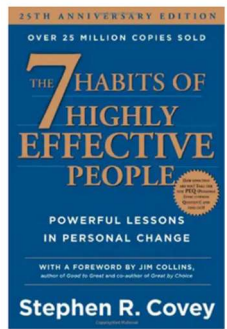
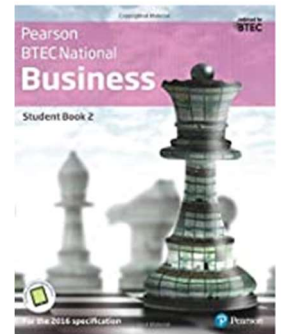
**5. READ RECOMMENDED BOOKS - purchase your own or access via library/e-library!**

**BUSINESS BOOKS**

**BTEC Nationals Business Student Book 1: For the 2016 specifications (BTEC Nationals Business 2016)** by Ms Jenny Phillips, Ms Helen Coupland-Smith, et al  
  
ISBN No: 978-1-292-12624-1



**BTEC Nationals Business Student Book 2: For the 2016 specifications (BTEC Nationals Business 2016)** by Catherine Richards, Ms Jenny Phillips, et al.  
  
ISBN No: 978-1-292-12625-8



**Link for the Top 31 Influential books in 'Business ever written:**  
<https://www.businessinsider.com/influential-business-books?r=US&IR=T>

**Amazon Business Best Sellers at:**  
[www.amazon.co.uk](http://www.amazon.co.uk)



# Central Saint Michael's Sixth Form

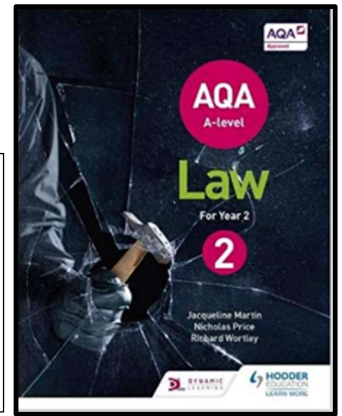
A UNIVERSITY-STYLE SIXTH FORM

## LAW BOOKS & BLOGS

**AQA A-Level Law for A-Level Year 1 & AS Book 1**  
by Jacqueline Martin & Nicholas Price  
**ISBN No: 978-1-5104-0164-8**



**AQA A-Level Law for A-Level Year 2 Book 2** by Jacqueline Martin, Richard Wortley & Nicholas Price  
**ISBN No: 978-1-5104-0174-7**



Link for Law blogs and online journals: <https://blog.feedspot.com/uk-law-blogs/>

## 6. GET INVOLVED & TAKE PART in...

- Discussion & Debates:** relating to legal issues with fellow business & law students
- Role Play:** business scenarios and re-enacting court cases encourages real life experiences
- Educational Trips:** visits to selected courts and organisations links learning to the world of work
- Group Work:** enables sharing of expertise, develops of communication skills and teamwork.



One of the Educational Visits Bus & Law students attend plus Notts Crown Court.



## 7. FINALLY DO YOUR HOMEWORK! For example...

- ❖ **Do independent reading & research:** to avoid falling behind as Level 3 coursework is hard
- ❖ **Do any external activities set:** to help with your progression and understanding in lesson
- ❖ **Do your assignments in your own time:** always allow 10 hours outside of your college timetabled hours so you can achieve high standards of work and gain Distinctions!

**So, interest alone is not enough!** *AIM to produce high standards of work at all times!*

*ATTEND all your lessons punctually!*

*ALWAYS be prepared for lessons and equipped so that you can*

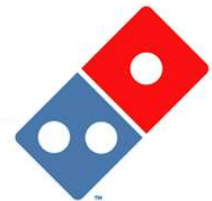
*ACHIEVE Advanced Level course work leading to Distinctions!!!*

# Part One: Exploring Business

Majority of businesses rely on making a profit. The greater the profit, the more successful the business. However, not all businesses measure their success by the amount of profit it makes. Later on, you will explore why that is. Additionally, the way a business is organised to deliver its values and aims to meet the needs of its stakeholders is crucial to its success!

## *Spot the Business*

**TASK 1:** Your first task is to identify reputable businesses through their well-known logo or branding. See if you can spot the business below:



Write the name of the business you've spotted in the table below:

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.

# Define a Business

**TASK 2: Your second task is to help you gather an understanding of what Business is really all about.** Use the internet (e.g. Wikipedia, YouTube and other sources) to research and understand what the following key terms mean and create a short definition or explanation for each in your own words.

You are welcome to try to get your families involved in this – they may have some understanding of these concepts already! This is about your understanding what a concept means not getting it “perfect”.

Term	Explanation/Definition
Sole Trader	
Partnership	
Franchise	
Government department	
Voluntary organisation	
Stakeholders	
Shareholders	
PESTLE	
SWOT	
Revenue	
USP	
Branding	

**Try your very best to complete all these definitions before you start in September 2020, as it will help with your first Business unit. Have fun!**

# Evaluate a Business

**TASK 3: (a) Your third task is to look at the different types of businesses and compare them:** There are THREE types of business ownership and liability: **Private, Public** and **Not-for-profit**. Below there are nine well-known businesses that fall within these three categories of business ownership. Can you identify these and list them in the blank table provided further down:



Ownership Type	List names of businesses found	Add a brief description of each business ownership here
Private	1. 2. 3.	Private businesses are
Public	1. 2. 3.	A Public business is
Not-for-profit	1. 2. 3.	Not-for-profit businesses

**Useful links for further reading:**

(Private Large Business) [https://en.wikipedia.org/wiki/List\\_of\\_largest\\_private\\_companies\\_in\\_the\\_United\\_Kingdom](https://en.wikipedia.org/wiki/List_of_largest_private_companies_in_the_United_Kingdom)

(Public Sector Businesses) <https://www.wikijob.co.uk/content/industry/public-sector/list-public-sector-government-employers>

(Not-for-Profit Organisations) <https://yougov.co.uk/ratings/politics/popularity/charities-organisations/all>



# Writing a Business Report

**Task 3 (b)** Now that you have identified the three different types of ownership, you need to choose **ONE Private business** and **ONE Public OR Not-for-profit business**, from the previous page, to research further and compare and contrast them using a report layout as shown below:

Your full name (add as a header) BTEC Business & Law Summer Task

**NHS** | Report Evaluating TWO Businesses – Impacted by COV-19

Add images to make report interesting

**1. Introduction**

In this report, I will be comparing and contrasting TWO different types of successful businesses, these being..... and describe how they have been impacted by the COV-19 pandemic.

**2. Background**

*Background involves research into each of the TWO Businesses via their website and/or their annual report. Read and include info about their sector, ownership and liability type, company size and revenue, sales/profit or service success over the last year, number of employees, who's their CEO/Manager?*

**Business 1**  
**Business 2**

**3. Purpose of Business**

*Purpose of Business include the aims, objectives, their values/mission, profit or not-for-profit, products or service provided plus branding for both businesses.*

**Business 1**  
**Business 2**

**4. Similarities & Differences**

*In this section, compare both businesses SWOT, who their stakeholders are and competitors, how successful they are and support with evidence facts/figures.*

In this section, I will be looking at the similarities and differences of my two chosen businesses....

BUSINESS 1	BUSINESS 2
<ul style="list-style-type: none"> <li>Similarities for 1<sup>st</sup> business described here.</li> <li>You may create a table like this to compare the Strengths of each business against one another.</li> </ul>	<ul style="list-style-type: none"> <li>Similarities for 2<sup>nd</sup> business described here.</li> <li>You may use bullet points as shown here but uses sentences and include success stories with sources.</li> </ul>
<ul style="list-style-type: none"> <li>Differences for 1<sup>st</sup> business described here.</li> <li>You may use bullet points but must describe each business point using sentences.</li> </ul>	<ul style="list-style-type: none"> <li>Differences for 2<sup>nd</sup> business described here.</li> <li>You may use bullet points but must describe each business point using sentences.</li> </ul>

**5. Impact of COV-19**

*In this section, research in the news how your two chosen businesses have been impacted by the pandemic and evidence which business was more successful during this time and which has been impacted negatively too. Refer to any changes they had to make to survive (eg change or close) and support with facts/sources.*

**6. Conclusion**

*Conclude by writing your opinion which business you feel has been successful the most up to and during Cov-19 and sum up why by referring to evidence and/or supporting facts.*

**7. References**

*Always list any sources used throughout your report like websites, books and even refer to class notes.*

[www.tesco.com](http://www.tesco.com)  
[www.nhs.uk](http://www.nhs.uk)

Add Date 2020 (Add page no) Complete no more than 3 pages 1 | Page

This task is compulsory for selection on the BTEC Business & Law Diploma course and must be completed by 31<sup>st</sup> August 2020. This report can be typed or handwritten, please bring on induction day.

# Part Two: Learning about Law



Law is a fascinating subject which affects everyone in one way or another especially businesses. Have you ever heard the terms like 'crime scene', 'investigation' and 'manslaughter' through court room drama or police tv programmes? As part of the **BTEC Business and Law Diploma** course, you will be given more insight into the legal system like: how criminal and civil law cases are dealt with differently and resolved in court.

The links below summarise areas of the English Legal System which is one of the law units covered on the Business and Law course. **I would like you to view each link and watch the youtube videos to help you carry out the tasks detailed on the next few pages.**

Go to these links here for some information about **UK Law and Courts**:

<https://www.thelawyerportal.com/blog/civil-law-vs-criminal-law-what-you-need-to-know/> (Civil vs Criminal Law)











<https://www.youtube.com/watch?v=Zg5ex8WZUao> (Youtube about differences between Civil and Criminal cases)

<https://www.bbc.co.uk/newsround/47029982> (How UK Laws are made?)

<https://www.youtube.com/watch?v=gkKjQEuHNng> (Youtube about the English Legal System)

<https://www.judiciary.uk/wp-content/uploads/2012/08/courts-structure-0715.pdf> (The Structure of UK Courts)

For further research, you could watch these **TV dramas or films about Law**:

 <p>Judge John Deed (Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b006s7s6">https://www.bbc.co.uk/programmes/b006s7s6</a></p>	 <p>Garrison's Law (Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b00w5c2w">https://www.bbc.co.uk/programmes/b00w5c2w</a></p>	 <p>Criminal Justice (Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b00n8b2t">https://www.bbc.co.uk/programmes/b00n8b2t</a></p>	 <p>Silk – The Clerk's Room (Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b040lyfn">https://www.bbc.co.uk/programmes/b040lyfn</a></p>	 <p>The Witness &amp; Prosecution (Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b086z959">https://www.bbc.co.uk/programmes/b086z959</a></p>
 <p>A Time to Kill (Lawyer Film)</p> <p><a href="https://www.bbc.co.uk/programmes/b0074df6">https://www.bbc.co.uk/programmes/b0074df6</a></p>	 <p>People vs OJ Case (Film/Drama)</p> <p><a href="https://www.bbc.co.uk/programmes/b071cm1b">https://www.bbc.co.uk/programmes/b071cm1b</a></p>	 <p>A few good men (Film)</p> <p><a href="https://www.imdb.com/title/tt0104257/">https://www.imdb.com/title/tt0104257/</a></p>	 <p>In the Heat of the Night (Defence Lawyer Film)</p> <p><a href="https://www.bbc.co.uk/programmes/b0077qg6">https://www.bbc.co.uk/programmes/b0077qg6</a></p>	 <p>Suits (US Legal Drama)</p> <p><a href="https://www.youtube.com/watch?v=Fj-h_wisiHE">https://www.youtube.com/watch?v=Fj-h_wisiHE</a></p>

Links for more films about courtroom and legal events: <https://www.imdb.com/list/ls066198904/>

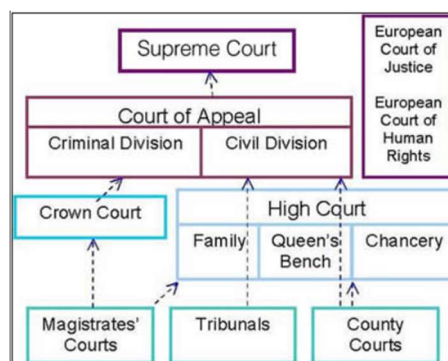
# Courts and Counsel

		
<p>Roles in the Magistrates Court</p>	<p>Roles of Judge, Defence &amp; Prosecution (including mock trials by 16-19yrs+)</p>	<p>Roles in the Crown Court</p>
<p><a href="https://www.youtube.com/watch?v=QF46W6LvHY4">https://www.youtube.com/watch?v=QF46W6LvHY4</a></p>	<p><a href="https://www.youtube.com/watch?v=GxnocsEPGTc">https://www.youtube.com/watch?v=GxnocsEPGTc</a></p>	<p><a href="https://www.youtube.com/watch?v=tZYvv_s5R-s">https://www.youtube.com/watch?v=tZYvv_s5R-s</a></p>

Once you have carried out the research on the previous page and made some notes about UK law and the courts, **you should carry out these next THREE tasks to show your interest and understanding of law:**

## Task 1: The Court Hierarchy

- TASK 1 - Create a POSTER about the different UK Court structure:** you must also detail which courts deal with civil law and the ones that deal with criminal law. The links provided on the previous page about court structure and the diagram below should help. You must include:
  - Brief information about the types of cases dealt with in each court
  - What type of judge or magistrate presides in each court
  - Your POSTER can be done by using word or by hand – just be colourful and creative!



## Task 2: Jobs of Judges to Jurors

- TASK 2: Create a PRESENTATION about the different roles in the legal system:** you need to carry out further research into the different job roles in the courts structure and the legal profession. Find out the qualifications required to be a Solicitor, a Barrister and Judge and how long they have to train to be qualified! Also, find out about other jobs that require less training that help in administering law or support court personnel. Include images for each role and the uniform they wear in court. The above youtube links will help you get started but the rest of the research is now up to you!



# Task 3: Newsletter about New Bill

- TASK 3: Create a NEWSLETTER about the law-making process:** This final task is compulsory research for your law unit. You must research “the Legislative Process” that takes place as Act of Parliament and describe this in the form of a Newsletter. No more than three pages please! The example below explains both the task and illustrates the layout of a Newsletter (this can be typed or done by hand):

Central  
Saint Michael's  
Sixth Form

A UNIVERSITY-STYLE SIXTH FORM

3. You can add a LOGO and  
4. A company name (like here)  
5. Add Your NAME&DATE!

1. Choose a Newsletter template in WORD  
2. Add your MAIN HEADING like below

## “From Pandemic to Parliament”

### Central Lawyers

-Your Name in Full


Date: August 2020

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### Act of Parliament: a Law-making Method

Your first paragraph must always be an **INTRODUCTION** what your Newsletter is about. For this Newsletter you need to carry out research about how laws are made by the method called Act of Parliament. This link will help you get started but you must research further by carrying out your own research.

7. Add images



ALWAYS INCLUDE A CAPTION WITH IMAGES

Add images to break up the text as shown here. Always describe the images that you include. For example, what is the name of this building called? Where is it located in the UK? Also, who works there and what takes place here? I am not going to make it easy for you as it is your job to carry out research and ensure any images used link to the topic.

6. Use sub-headings for each topic

Or you can simply explain the whole process using sentences. Ensure you use bold or italics to break up text.

**Tip: you could also include diagrams or figure with its title.** These often help summarise and simplify long process followed by a clear explanation of each stage like




Figure 7.3 The legislative process for both House of Commons & Lords

### The Legislative process

The next topic you need to cover is the process involved in new laws. Research the new bill that has been created for COV-19 for the UK concerning social distancing and how long it took. **In order to** emphasise the process...

- You
- May
- Use
- *Bullet points*

### The Coronavirus Bill

**HOUSE OF LORDS** Library Briefing

**Coronavirus Bill: emergency Covid-19 legislation**

On 26 March 2020, the second reading of the **Coronavirus Bill** was held in the House of Lords. Following a long day, the Bill was passed on 26 March 2020.

**Summary**

The Bill provides powers to enable the Government and various public bodies to manage the effects of the COVID-19 pandemic in the UK. The Bill also provides powers to ensure the Government can respond to the present or future public health emergency.

**The Bill provides powers:**

- to suspend the operation of certain professional and social codes;
- to suspend the operation of certain provisions of the Health Protection Act 2009;
- to suspend the operation of certain provisions of the Health Protection Act 2009 relating to the operation of certain health protection orders in relation to the operation of certain provisions of the Health Protection Act 2009;
- to suspend the operation of certain provisions of the Health Protection Act 2009 relating to the operation of certain provisions of the Health Protection Act 2009;
- to suspend the operation of certain provisions of the Health Protection Act 2009 relating to the operation of certain provisions of the Health Protection Act 2009.

Always conclude, your Newsletter by summing up and referring to **actual facts** like the correct name of the bill passed, when and what the content is. So following your research you must ensure your Newsletter summarise what this new bill entails after it went through the Act of Parliament process because this is a real bill we must comply with today.

BTEC Business & Law Diploma Summer Task 2020

Have a good summer and I will see you in September!