

# 55/6 GUIDE TO HOMEWORK

2018/2019

#### Introduction:

Clearly, the qualifications you undertake in S5 & S6 are extremely important for you and your future aspirations, whether it be university or employment.

The final results in your National Qualification exams will be influenced by a number of factors, and significantly at this level, how much effort and commitment you are willing to put into homework.

This booklet will give you an idea of what we expect you to do at home to help you progress in each of your different subjects.

# Types of Homework

Homework comes in a variety of forms:

- Completing work started in class
- Reading over and revising work taught in class
- Undertaking research on a particular topic
- Completing specific projects and assignments
- Practice and development of particular skills

Specific guidelines for each subject on the completion of homework, is detailed below.

N.B. There is never a time when you will have no homework! There is always homework for you to do - whether it be revising, reading, researching or writing!

# Some General Advice for Completion of Homework

# Planning and Organisation:

- Take note of any homework issued.
- Seek clarification if you are unsure about the task set.
- Plan homework evenly across the week thus avoiding last-minute overload.
- Meet the deadline given by the teacher.

# Completing the Homework:

- Avoid doing homework late in the evening: Concentrating when you are overtired is difficult.
- Try to make sure you have a quiet place to work without distraction.
- Turn off mobile phones and internet devices (social media). You will find it hard to concentrate when interrupted by message alerts/texts.
- Ensure you are clear about the task set and you have all the equipment.
- Think about the advice your teacher has given you about how to improve your work and follow it.
- Ensure that you present your work neatly and tidily.
- Meet all homework deadlines. If you fail to hand homework in on time,
   LA+ sanctions regarding homework will be applied.

# Support with Homework

- If you are having difficulty, you should ask your class teacher for help <u>in</u> <u>advance</u> of the deadline. Support is also available at lunchtime from the homework club in A10 and after school on Thursdays in A10.
- The School Library is open prior to the start of the school day, at lunchtime and after school. This provides access to a number of resources including ICT.
- Access to an ICT room is also available after school on Mondays in B8 for homework and quiet study time.

#### Specific Subject Requirements re: Homework

#### Accounting

#### Higher

Pupils will generally be issued with formal homework on a fortnightly basis. This will regularly take the format of set exercises on the particular topic being studied in class. Pupils will also be asked to finish class exercises at home and revise a particular topic in their notes. In addition, pupils will be given revision homework in preparation for end of unit assessments and the assignment.

#### Administration and IT

#### National 5

Pupils will be issued with a homework booklet and a homework jotter. Generally, formal homework will be issued monthly and will focus on the unit being studied in class at that time. The format of homework will be written tasks, extended response questions, exam style

homework will be written tasks, extended response questions, exam style questions and research tasks. In addition to this, pupils may also be asked to finish class exercises at home and revise a particular topic in their notes. Also, pupils will be given revision homework in preparation for end of unit assessments and the assignment.

# <u>Higher</u>

Pupils will be issued with a homework booklet and jotter. Generally, formal homework will be issued once a fortnight and will focus on the unit being studied in class at that time. The format of homework will be written tasks, extended response questions, case studies, exam style questions and research tasks. Pupils will also be asked to finish class exercises at home or revise a particular topic in their notes. Pupils will also be given revision homework in preparation for end of unit assessments and the assignment.

In addition, exam preparation homework will be issued weekly from December onwards. This will alternate between extended response questions and case study questions similar to exemplar papers.

#### Art & Design

On average, one-two hours of homework is required weekly.

#### National 5/Higher

Homework will be set weekly to cover the following:

- Art & Design Written Studies set between August January
- Personalised study set between August January
- Personalised study or preparations prior to prelims
- For Higher, re-assessment activities to ensure course requirements are met.
- Autumn Project:- Expressive Summary Writing
   Winter Project:- Design Summary Writing

#### Advanced Higher

Homework will be personalised and set for return on 2 weekly basis following monthly reviews. It will cover:

- 30 drawings or studies set between June-August
- Written work to support the study of Art & Design practitioner's work and approach set between
   September - January
- A Christmas and spring project set in December and March
- Review activities set for a weekly return to ensure course requirements are met.

# Higher Photography

Homework will be personalised and set monthly to support:

- Skills development in the use of cameras and equipment
- Conducting or planning photo shoots to cover chosen project themes.



- Projects for core units plus meeting brief requirements set for a final project
- Review activities set for a weekly return to ensure course requirements are met.

#### Bakery

The homework tasks for bakery course may be issued on a termly basis. Tasks will take the form of reinforcing skills learned in class and evaluating the baked items produced. Baking skills should be practised at home to reinforce the techniques learned in class.



#### Biology

Work at home involves a range of different types of tasks to be completed. Pupils are encouraged and expected to take responsibility for their own learning and should be reading over their own notes or revising on a regular basis even if formal homework has not been issued.

Pupils are encouraged to spend time revising for assessments. This will vary in time - from a few nights for a check test up to weeks of planned revision before a major assessment, such as an end of unit assessment or prelim. Dates for assessments will be given to pupils in advance to allow them to plan their revision accordingly.

# National 5 Biology

as homework.

Formal homework will include revision questions from notes, or questions from Glow Forms and worksheets as directed by the teacher. This will usually occur once a week. Later in the year, pupils may also be directed to complete sample exam questions or write up practical investigations which have been completed in class

Research and preparation of the assignment which constitutes 25% of the final grade will be completed at home.

This may involve internet research, reading scientific articles in newspapers or watching documentaries to engage with the controversial issues involved in this subject. Pupils will also be directed to complete draft write ups of sections of their assignment during the year.

#### Higher Biology/Higher Human Biology

Formal homework will include revision questions from notes, questions on Glow Forms or sample paper questions. This will usually occur at least once a week.

Pupils have access to digital course notes, learning outcomes and additional questions. There are web links to useful Biology sites (BBC bitesize, crash course Biology on YouTube, Education Scotland) which can be accessed to aid revision. Pupils also have access to Scholar which has additional questions and revision activities.

Research and preparation of the assignment which constitutes 20 marks of the final grade (120 marks) will be completed at home. This may involve internet research, reading scientific articles in newspapers or watching documentaries to engage with the controversial issues involved in this subject. Pupils will also be directed to complete draft write ups of sections of the assignment during the year.

## Advanced Higher Biology

Formal homework will include revision questions from notes, reading and analysing scientific literature or answering specimen questions. Pupils will also be asked to complete or prepare essay questions. This will usually occur at least once a week.

Pupils have access to Scholar which has additional questions and revision activities. Pupils also have access to digital notes and learning outcomes. A Glow group which includes additional course notes, learning outcomes. Pupils will also be expected to complete a significant amount of their investigation at home. While all the practical work will be carried out in school, the initial research, background information and experimental write up will be completed at home. Pupils will be issued with a timeline for handing in draft versions to their teacher which **must** be met in order to receive appropriate feedback.

#### Health Sector Homework guidance

Students will be asked to complete some research tasks and preparation for presentations, interviews and assessments at home on a regular basis. All homework will supplement the learning and teaching of the course work and the development of employability skills.

#### **Business Management**

#### National 5

Pupils will be issued with a homework booklet, homework jotter and a homework record sheet. Homework issued should be noted on the homework record sheet and signed by a parent/carer. Formal homework will be issued once a fortnight and will focus on the unit being studied in class at that time. The format of homework will be written tasks, extended response questions, case studies, exam style questions and research tasks. In addition, pupils may be asked to complete a business article, which is information relating to an upto-date business news story. Pupils may also be asked to finish class exercises and revise a particular topic in their notes. Pupils will also be given revision homework in preparation for assessments and the Assignment.

In addition, exam preparation homework will be issued from January onwards. This will alternate between extended response questions and case study questions.

#### Higher

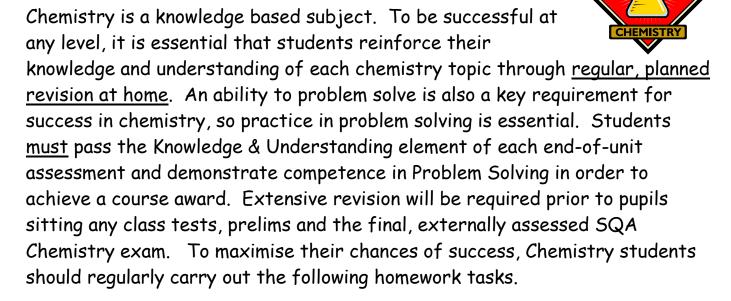
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## Advanced Higher

Pupils will be issued with formal homework on a weekly basis. The format of homework will be written tasks, research, completing summary notes to supplement class notes, extended response questions and case studies. In addition, pupils will be set regular deadlines to complete sections from their Project.

#### Chemistry

Homework tasks and reminders of assessment dates will be issued via show my Homework (SMH).



- Read their notes/textbook and attempt homework exercises from each unit, when issued by their teacher.
- Log in to the Evans2 Chemweb website at <a href="www.evans2chemweb.co.uk">www.evans2chemweb.co.uk</a> (username is "lenzie", password is "chemhelp").
- For NAT5 and Higher, log in to the Bitesize Chemistry website at <a href="http://www.bbc.co.uk/education">http://www.bbc.co.uk/education</a>
- For Higher and Advanced Higher, log in to the SCHOLAR website at courses.scholar.hw.ac.uk/vle/scholar (usernames and passwords will be issued to pupils at the start of the session). This excellent resource contains vast amounts of Higher and Advanced Higher revision materials.

(These web links can also be found on the Chemistry page of the Lenzie Academy website).

#### National 5/Higher

Chemistry pupils will also be required to undertake research at home, for their SQA Chemistry assignment. The assignment will be written up in class and will be submitted to the SQA for marking.



#### Advanced Higher

Chemistry pupils will be required to undertake an individual research investigation, which will culminate in pupils producing a typed investigation report of approximately 2500 words. It is expected that much of the research, planning, writing up of experimental results and the final production of the typed report will be carried out at home. The Advanced Higher investigation report will be submitted to the SQA for marking.

#### Computing Science

Homework is an essential part of the Computing Science curriculum which reinforces the work done in the classroom. Students studying Computing Science should expect to receive homework regularly, approximately twice per week, although some parts of the course are more homework intensive than others.

#### **Higher**

Homework will be issued regularly, approximately twice a week, and should take 20-30 minutes to complete. Homework may take the form of:

- Questions to reinforce class work
- Revision of notes
- Design of programs
- Completion of past papers.

# Advanced Higher

Formal homework will be issued regularly, approximately once a week, and should take 30-40 minutes to complete. Homework may take the form of:

- Questions to reinforce class work
- Design of programs
- Research to gather information on a particular topic
- Completion of past papers.

In addition, Advanced Higher students would be expected to spend about 1 hour a week of their own time, working on their project.

#### Dance

Pupils studying Dance will be issued with homework on a regular basis.

Homework will be issued weekly to compliment course work and help prepare pupils for the two course assessment.



Pupils should also practice their technical skills and working on their personal fitness programme on a regular basis. It is advised that pupils studying dance attend an additional dance technique class out of school. Pupils will be required to organise and commit to rehearsals outwit school to prepare their choreographies for the course assessment.

#### Design & Manufacture

Homework will be issued at appropriate points throughout the course and will relate to the theory aspects of the course as well as research activities to support classroom and workshop learning.

Other than formal homework tasks, it is expected that pupils will regularly complete work at home if required. This would include:



- Catch up work due to possible absence.
- Revision of subject notes.
- Practice of exam standard questions.

If a pupil is not making sufficient progress with the course, the class teacher may issue additional homework tasks in order to support the pupil.

#### <u>Drama</u>

In Drama, written homework is issued regularly and is based on exam-style questions. Pupils are expected to undertake independent and continual learning of lines to



consolidate the skills being taught in class and to prepare for performances.

#### National 5

Pupils will receive a written piece of homework once a month. Tasks include; matching up drama terminology to the correct description, looking at how the voice can convey certain emotions and what the actor needs to do in order to achieve this, evaluating performances carried out in class, being able to identify drama terminology in your own performances and overall, revising level specific terminology.

#### <u>Higher</u>

Pupils will receive a written piece of homework once every two weeks. Tasks are mainly essay based and include; writing an essay on a set work with a range of different angles, "As a Director, how would you.." and comment on themes and issues within the text. These can range from changes in mood / atmosphere to characters and their feelings. Drama terminology is required to strengthen and justify pupil responses. Pupils will be asked to comment on a live production they have watched / been to see. Knowledge and understanding of Theatre Arts and Production Techniques are essential. Pupil responses must contain level specific drama terminology.

#### Engineering Science

Homework will be issued on a weekly basis and will be based on course material being covered in class.

Other than formal homework tasks, it is expected that pupils will regularly complete work at home if required. This would include:



- Catch up work due to possible absence.
- Revision of subject notes.
- Completion of work not completed in class.
- Practice of exam standard questions.

If a pupil is not making sufficient progress with the course, the class teacher may issue additional homework tasks in order to support the pupil.

## **English**

In English, homework is designed to consolidate key skills in Reading and Writing in preparation for SQA exams.



Typically, students can expect Close Reading homework every couple of weeks. This can take many forms:

- Reading an article and focussing on one skill
- Reading an article and focussing on several different skills
- Past Papers that assess all skills

In addition, students are expected to undertake planning and research for their SQA folio at home in preparation for writing up their first drafts in class. Re-drafted folio pieces are then completed at home as part of homework.

In addition to formal homework, there is a wealth of activities students can undertake as part of their revision such as:

- Completing full past papers for Close Reading or Critical Reading
- Practising key skills in Close Reading that they find challenging
- Learning quotations for their class text
- Re-reading key sections of their class text
- Revising key themes of their Scottish Text and finding links between texts / within texts

#### Fashion and Textile Technology

For both Higher and National 5, Homework tasks will be issued to pupils at appropriate points throughout each of the units of the course. The tasks will involve pupils in consolidating work learned in class, researching a particular topic, completing work started in class or revising for assessments.



The homework may involve practical sewing skills to improve on techniques learned in class or to complete a textile item.

Homework tasks will normally be on a monthly basis/termly basis.

#### Geography



Pupils will be expected to complete at least one past paper question a week. The type of question will vary depending on the topic that is being studied in class. Practice of these past paper questions are vital in improving exam technique and in preparing pupils for their SQA examination.

All homework will be completed in a homework jotter which will have space for both pupil and teacher comments and should be signed by the parent/carer.

In addition he/she may be required to complete tasks at home that were not finished during class time. Due to the volume of course material, it is necessary for the pupil to continually revise his/her class work throughout the school year, as well as prepare for class assessments which take place approximately every six weeks.

#### **Graphic Communication**

Homework will be issued at appropriate points throughout the course and will relate to the theory aspects of the course as well as research activities to support classroom learning.

Other than formal homework tasks, it is expected that pupils will regularly complete work at home if required. This would include:

- Catch up work due to possible absence.
- Revision of subject notes.
- Practice of exam standard questions.

If a pupil is not making sufficient progress with the course, the class teacher may issue additional homework tasks in order to support the pupil.

## Health and Food Technology - Higher



Homework tasks will be issued to pupils at appropriate points throughout the course. The tasks will involve pupils in consolidating work learned in class, researching a particular topic, completing work started in class or

revising for assessments. Homework booklets may be issued and these will contain questions linked to the course assessments so that answer technique can be reinforced. Homework tasks will normally be on a monthly basis.

## History

In order to complete each course, it will be necessary for pupils to carry out homework on a regular basis (weekly).



Pupils will be issued with homework that is designed to consolidate the information that they have covered in

class; the nature of these tasks will vary depending on the course/topics being covered.

Homework is designed to consolidate class work and help prepare for formal assessments. It is essential that it is completed and returned on time.

#### National 5

- Pupils will be issued with homework that is designed to help develop their knowledge and understanding. This will include answering exam-style questions.
- Pupils will be issued with a source handling booklet and, as the course progresses, they will be asked to complete practice questions to help develop these skills.
- As part of the National 5 course, pupils will be expected to complete an assignment. During this period the focus for homework will be planning and research for their chosen topic.

 Prior to any formal class assessments and the preliminary examinations, a structured revision guide will be issued to enable pupils to thoroughly prepare.

#### <u>Higher</u>

- Homework will be focused on planning and writing essays.
- Pupils will also be issued with a source handling booklet and as the course progresses they will be asked to complete practice questions to help develop these skills.
- As part of the Higher course, pupils will be expected to complete an assignment. During this period the focus for homework will be planning and research for their chosen topic.
- Prior to any formal class assessments and the preliminary examinations, a structured revision guide will be issued to enable pupils to thoroughly prepare.

## Advanced Higher

- Homework will be focused on researching, planning and writing essays.
- As the course progresses pupils will also be issued with source handling homework.
- As part of the Advanced Higher course, pupils will be expected to complete a dissertation. During this period the focus for homework will be planning and research for their chosen topic.

#### Hospitality

Homework tasks for N 5 Hospitality will be issued on a termly basis.

Homework tasks will take the form of questions to reinforce work learned in class or practice of practical skills and techniques used in recipes. Revision of skills for practical assessments may be reinforced at home and in particular in the build up to the practical assessments and the course assessments.

#### **Mathematics**

Homework is set after each class lesson:
 National 4/National 5: approx 15-25 minutes.

Higher: approx 25-30 minutes.

Advanced Higher: approx 30 minutes.

The homework will be marked by the pupils from the answers at the back of the textbook as part of the homework exercise and checked regularly by the class teacher.

- Check-up exercises will be issued after each topic and pupils will be given around a week to complete this work. The check-up exercise will consist of past exam questions, allowing pupils to become familiar with the standard that will be required to succeed in the level at which they are working at. The check-up exercises will be marked using the National marking guidelines. The marking will be completed by the teacher or in class as a self-assessment exercise for the pupils.
- To consolidate the course content in \$5/6, pupils should be reading through their notes on a regular basis.
- In the lead up to end of unit assessments, pupils will have practice papers to complete. These must be completed to a high standard with all the appropriate working and explanations shown to ensure a pass.

#### National 5 Revision

After the prelim, pupils should refer to their post assessment form, which will direct them to the appropriate revision questions to be completed from their post prelim consolidation booklet. In preparation for the final exam, pupils will be issued with non- calculator revision booklets which should be completed as part of their homework.

# Higher Revision

After the prelim, pupils should refer to their post assessment form, which will direct them to the appropriate work to be completed from their revision booklet. In preparation for the final exam, pupils will be issued with a topic specific revision booklet which should be completed as part of their homework.

## Modern Languages

- French
- German
- Spanish

All pupils should expect homework each period. During the course of the week this should consist of at least one written piece of homework.



The frequency and amount of homework may vary according to the level of presentation.

#### National 5

- Learning grammar and producing extended written work.
- Completion of written exercises from the textbook or worksheets.
- Learning of vocabulary
- Preparation for the Speaking and Writing Assessments
   NB Performance in these areas contributes to the overall award for National Qualifications.

# Higher French, German and Spanish

- Vocabulary learning
- Discursive writing and speaking exercises
- Verb tests and weekly grammar exercises
- Exercises from course work, reading and directed writing booklet

# Advanced Higher French, German and Spanish

- Grammar exercises
- Items from coursework programme eg discursive essay writing
- Items from literature programme/folio work

#### Modern Studies

The demands of the Modern Studies National courses require pupils to complete homework on a regular basis. Homework is designed to reinforce classroom learning and prepare pupils for formal assessment. It is essential that pupils complete and return homework by the issued due date.

#### For all courses

- To enhance their understanding of the contemporary world, pupils are encouraged to regularly access media, e.g. newspapers, TV news, BBC News website and/or App, etc. to keep themselves up to date with local, national and international events.
- Formal homework tasks include the application of knowledge and skills covered in class. Homework is intended to reinforce and extend pupils' knowledge and understanding of topics covered in the classroom, as well as improving their skills application.
- Pupils are assessed at the end of each unit of study. Prior to these assessments, they are issued with a revision list to help them prepare.
- Prior to prelim exams, pupils are issued with a revision guide and revision notes to help them appropriately prepare.

# National 5

- Pupils will be issued with past paper booklets and they will be required to complete questions from these on a weekly basis. Class teachers can also set other relevant homework, e.g. research tasks to help pupils prepare for participation in class debates, group presentations, etc.
- As part of the N5 course, pupils are required to complete an assignment.
   During preparation for this task homework will focus on planning and researching their chosen topic. It is essential that tasks relating to this assignment are completed by the issued due date.

## <u>Higher</u>

Pupils are given regular essay writing and skills practice homework. They
will be issued with past paper booklets and homework is taken from
these on a weekly basis. Class teachers can also set other relevant
homework, e.g. completion of work begun in class, note-making, etc.

 As part of the Higher course, pupils are required to complete an assignment. Planning and research for this task will sit alongside past paper practice. It is essential that tasks relating to the assignment are completed by the issued due date.

#### Advanced Higher

- Homework will focus on researching, planning and completing essay questions.
- To further develop and enhance their presentation and public speaking skills, pupils will also, periodically, be required to prepare and deliver presentations to their classmates.
- As part of the AH course, pupils are required to complete a dissertation of approximately 5000 words on a contemporary political issue of their choice. Planning and research for this task will sit alongside other relevant homework, e.g. essay writing practice.

#### Performing Arts

#### **Music**

In Music, written homework is issued fairly regularly and is designed to revise theory and listening concepts. The main form of homework in Music is PRACTICE. A reminder that practice rooms are available during lunchtime and by agreement, after-school.

#### National 5 Music

Pupils are encouraged to practise 3/4 times a week for approximately 15/20 minutes to continually develop and improve their skills on both instruments. A written exercise is issued every 4/5 weeks which consolidates what pupils have been learning about in class.

# National 5 Music Technology

Pupils will receive a written homework exercise every month to consolidate what has been taught in class. Pupils are continually encouraged to take responsibility for their learning and regularly look over their class workbooks and handouts. Depending on productivity within the practical element of the class, pupils may need to come up to the department during lunchtime to use the Music Technology equipment and complete any outstanding work on their projects.

#### <u>Higher</u>

Pupils are encouraged to practise 4/5 times a week for approximately 20 / 25 minutes to continually develop and improve their skills on both instruments. A written exercise is issued every 4 weeks which consolidates what pupils have been learning about in class. Pupils are encouraged to regularly revise their listening concepts (including previous levels) using the recommended website.

# Adv. Higher

Pupils are encouraged to practise 5 times a week for approximately 30/40 minutes to continually develop and refine their skills on both instruments. Pupils undertake an independent study on two selected musical works - pupils' own choice - and compile a detailed analysis of both works. The analysis should make grammatical and musical sense and be structured appropriately with an introduction and conclusion. This is the main form of Advanced Higher Music written homework. Pupils are encouraged to regularly revise their listening concepts (including previous levels) using the recommended website.

# Physical Education

All Physical Education courses incorporate homework on a regular basis.



- Homework will be issued weekly to compliment course work and help prepare pupils for Course Assessments.
- Pupils should also be regularly studying the material provided on <u>www.satpe.co.uk/satpe-student-notes/</u> and any course notes/handouts.
- As well as written homework pupils may be expected to take part in a
   practical activity and carry out a training programme in order to prepare
   for and pass the performance sections of the course.

#### **Physics**

All courses in Physics consist of three units studied over one year.

For each unit pupils are given:

- Class notes
- Summary notes
- Tutorial booklet with answers

#### Formal homework consists of:

- Ongoing assessments approximately every two to three weeks. This will take the form of short interim tests and practice paper questions. The results and review of these homework assessments will be taken home to be signed by a parent or carer.
- Writing up of class notes and worked examples at least once a week.

Other on going homework expected of pupils include:

- Revision of notes / personal study
- Tutorial questions to consolidate class work
- Preparation and research for the National 5/Higher Assignment
- Preparation and research for the Advanced Higher Report
- Revision for end of unit assessments and Prelims.

All pupils are supplied with extensive material to support this work.

Pupils should never have "nothing to do" for Physics.

#### Practical Cake Craft - National 5

Homework tasks for cake craft will be issued termly and will take the form of reinforcing and practise of skills learned in class. Tasks may also link to planning for cake production and finishing as well as



evaluating the finished result. Homework tasks will also involve question tasks linked to the skills and knowledge of the course to reinforce learning for the written SQA examination.



## Practical Woodworking and Practical Metalworking

Homework will be issued at appropriate points throughout the course and will relate to the theory aspects of the course as well as research activities to support classroom and workshop learning.

Other than formal homework tasks, it is expected that pupils will regularly complete work at home if required. This would include:

- Catch up work due to possible absence.
- Revision of subject notes.
- Practice of exam standard questions.

If a pupil is not making sufficient progress with the course, the class teacher may issue additional homework tasks in order to support the pupil.

#### Religious Moral and Philosophical Studies (RMPS)

#### Higher/National 5

Homework is essential, to ensure that pupils consolidate their learning from class. It is expected that pupils will complete one formal homework exercise each week. There will also be additional revision and preparation activities. These activities may include:



- Written responses to set questions (practising KU and Analysis and Evaluation skills)
- Research / investigation tasks
- Drafting of assignment report
- Preparation for individual or group talks
- Reading in preparation for class
- Past paper practice

It is estimated that formal homework tasks take approximately 30 minutes to complete. Additional revision and preparation activities should take, on average, a further 1-1.5 hours per week.

#### Retailing (Skills for Work)

#### National 5

The National 5 Retailing (Skills for Work) course involves pupils completing the following Units:

- Retailing: Working in Retailing
- Retailing: Storing, Replenishing and Displaying Stock
- Retailing: Satisfying Customer Needs
- Retailing: Planning and Implementing an Event

Homework for this course will be ongoing throughout the year and includes completing research for a particular task, completing business observations, completing written revision tasks and completing tasks out with class time such as completing observations in shops etc.