

AS Business Unit 1

RED

AMBER

GREEN

Unit 1 File audit

Work is filed in a secure folder

Copy of specification

Student completed PLC

Casestudy booklet

Casestudy factsheets

up to date class notes

up to date copies of homework

Formal assessment of each topic area

As Business Exam Technique

Writing in **timed conditions**

Understanding what the question is *asking*

Selecting the *most* relevant business example to use

Structuring essays

Linking back to the question throughout the answer

Clarity of **explanations**

Can **develop** your responses

Including **key terms**

Including a range of **different views**

Evaluating in each paragraph (counter-points and counter-counter...)

Sustaining an argument

Writing **conclusions**

Aims & Objectives

Explain the importance of aims

Explain the importance of Objectives

Explain the benefits of setting aims & objectives

Be able to identify relevant aims & Objectives for a given business
how these vary from business to business

be able to apply a business to a question on aims & objectives

how the way a business operates is influenced by its ownership,
control and finance

PLC

LTD

Not-for Profit

Key Term: Limited liability

Key Term: Unlimited liability

be able to apply a business to a question on ownership

Know the range of functions carried out by different businesses

| | | | |
|---|--|--|--|
| Understand how functions work with each other and the contribution of each to a successful business | | | |
| be able to apply a business to a question on functional areas | | | |
| Structures and Job Roles | | | |
| Hierarcaical Structure | | | |
| Flat Structure | | | |
| Matrix structure | | | |
| Centralalised structure | | | |
| De-centralised structure | | | |
| be able to explain how the struture of the business impacts the way businesses operates | | | |
| Be able to explain the roles and responsibilities of managers,supervisors and employees in different businesses. | | | |
| be able to apply a business to a question on structures & job roles | | | |
| | | | |
| Be able to explain the different stages in the recruitment process | | | |
| be able to explain the different qualities that business people look for in their employees | | | |
| Be able to explain reasons for recruiting staff | | | |
| Understand the role and preparation of job descriptions and person specifications | | | |
| Understand the places businesses advertise for staff | | | |
| Key term: Internal Recruitment | | | |
| Key Term: External Recruitment | | | |
| Understand the main legal and ethical responsibilities relating to discrimination and equal opportunities. | | | |
| Understand the interview process | | | |
| Understand the importance of appraisals | | | |
| understand the importance of exit interviews | | | |
| Understand shortlisting procedures, planning and carrying out job interviews using appropriate interview techniques, and assessment methods, eg psychometric and aptitude testing | | | |
| Able to evaluate the recruitment and selection process in different businesses | | | |
| be able to apply a business to a question on recruitment | | | |
| Training | | | |
| Understand the reasons for training staff | | | |
| Understand the different approaches to training staff | | | |
| Induction Training | | | |
| On-the Job | | | |
| Off-the Job | | | |
| mentoring | | | |
| Coaching | | | |
| Apprenticeships | | | |
| in-house | | | |

| | | | |
|---|--|--|--|
| external | | | |
| Understand the influence on businesses of nationally recognised training structures, such as Investors in People and Individual Learning Accounts | | | |
| be able to apply a business to a question on Training | | | |
| Motivation | | | |
| Understand employment well-being legislation | | | |
| Understand the ways to ensure staff retention | | | |
| be able to explain the importance of motivating individuals | | | |
| Understand the different motivational theorists | | | |
| Maslow | | | |
| Herzberg | | | |
| Mayo | | | |
| Taylor | | | |
| Mcgregor | | | |
| Be able to apply motivational theories to a relevant business | | | |
| Environmental issues | | | |
| Understand the different environmental issues facing businesses | | | |
| Pollution | | | |
| recycling | | | |
| global warming | | | |
| be able to apply a business to a question on environmental issues | | | |
| Social & Ethical Issues | | | |
| Understand what is meant by ethical business practice | | | |
| Be able to use businesses to represent ethical & unethical business practice | | | |
| Understand what is meant by codes of practice | | | |
| Understand what stakeholders are | | | |
| be able to explain the impact of stakeholders on a certain business | | | |
| Understand what pressure groups are | | | |
| be able to explain the impact of pressure groups on a certain business | | | |
| Understand what is meant by legal and self regulatory constraints | | | |
| Competition Law | | | |
| Consumer protection laws | | | |
| Trade unions | | | |
| employment protection | | | |
| Health & Safety | | | |