

Term	Week	Focus	Summary	Learning Outcomes	Learning skills
Term 2.1	1	Government Objectives and policies	Government spending: • to provide public service • taxation and constraints on public spending. How governments can affect business activity: • infrastructure provision • legislation • trade policy - membership of trading blocs, tariffs. The effect of interest rates on: • businesses • consumer spending.	To explore how governments can affect business activities	Interpretation Analysis ... presented with different data from business and government. Teamwork Interpersonal Communication ... through debating different options for government decisions.
	2	External factors & PC1	The external factors affecting business decisions:• social• technological• environmental• political.	To examine the external factors affecting business decisions	Critical thinking ... using different information and synthesising this information to make judgements. Self-direction Initiative- through individual web research. Metacognition- Recognition over time that the same business principles can be applied to countless different scenarios and that high levels of risk can also generate high levels of reward

	3	What makes a business successful?	Measuring success in business: • revenue • market share • customer satisfaction • profit • growth • owner/shareholder satisfaction • employee satisfaction. Reasons for business failure: • cash flow problems/lack of finance • not competitive • failure to adapt to changes in the market.	To analyse the reasons for success and failure in the businesses	Reasoning Critical thinking Analysis Problem solving Executive function presented with business data and using this to arrive at a decision. Self-direction Perseverance Communication Collaboration Teamwork through opportunities for individual work and team-based exercises examining situations and arriving at decisions for the success or failure of the business.
	4	Internal and external communication	Importance of good communication and the problems of ineffective communication: • the different communication methods used, including information technology (IT) and the benefits and limitations of each method. Barriers to communication: • how communication barriers arise • problems of ineffective communication and how they can be removed	To demonstrate accurate knowledge on methods of communication and analyse the importance of communication as well as barriers in a business.	Critical thinking - using many pieces of information (sometimes seemingly unrelated) and synthesising this information to make judgements on better communication. Creativity Teamwork Interpersonal Communication through using different communication methods in an experiential way.
	5	Recruitment & Selection Process	Types of employment: • full-time • part-time • job share • casual/seasonal/temporary. Recruitment documents: • job description • person specification •	To assess the different types of recruitment documents	Interpretation Analysis presented with different recruitment data. Communication Responsibility Integrity

Term 2.2			application form • curriculum vitae (CV)/résumé		By creating own CV's or by interviewing a business owner
	6	Recruitment & Selection Process MID TERM ASSESSMENT	Internal and external recruitment: • job advertisement • shortlisting • interviewing. Legal controls over employment and their effects: • equal opportunities – gender, race, disability, religion, sexual preference, age • minimum wage laws.	To differentiate between different types of recruitment and deduce the legal controls over employment	Interpretation Analysis Decision making using recruitment information to arrive at a recruitment decision. Teamwork Interpersonal Communication through experiencing a recruitment exercise.
	1	Training	Importance of training to a business and workers: • different types of training and the main purpose o induction o on-the-job o off-the-job • compliance with health and safety laws • benefits and limitations of training.	To analyse the limitations and benefits of training to a business	Reasoning Critical thinking Problem solving being presented with business data on training and evaluating it. Creativity Teamwork Interpersonal Communication through identifying data and creating mind-map and display materials.
	2	Motivation & Rewards	The importance of motivation in the workplace: • attracting employees, retaining employees, productivity • motivational theories of Herzberg, Maslow and Taylor. How businesses motivate employees: • financial methods: o remuneration o bonus o commission o promotion o fringe benefits • non-financial methods: o job rotation o job enrichment o autonomy	To investigate the motivational theories and justify the importance of motivation. To apply the knowledge and answer exam question.	Interpretation Analysis through the workplace data in the form of case study to come to a substantiated judgement on financial and non-financial motivation factors. Creativity Teamwork

					Interpersonal Communication through examining different motivational methods in an experiential way.
	3	Organisation structure and employees	Organisational charts for different types of business: • hierarchical and flat • centralised and decentralised. Roles and responsibilities of employees in terms of compliance and accountability: • span of control • chain of command • delegation.	To assess organizational charts for different types of Businesses	Interpretation Analysis being presented with workplace data to justify and evaluate the organization structure. Creativity Teamwork Interpersonal Communication by creating organization structure of GFS in the form of mindmap
	4	Organisation structure and employees	The different functional areas within a business: • human resources – workforce planning, recruitment and selection, training, health and safety, staff welfare, employment issues, industrial relations, disciplinary and grievance procedure, dismissal, unfair dismissal and redundancy • finance – wages/salaries, cash-flow forecasting, budgets and accounting • marketing – market research, product planning, pricing, sales promotion, advertising, customer service, public relations, packaging and distribution • production – manufacturing the product, designing new products, quality control and stock control.	To evaluate the role of the 4 departments- HR, Marketing, Production, Finance	Self-direction Perseverance through opportunities for case study work to consolidate knowledge. Reasoning Critical thinking Problem solving Making abstract deductions and draw conclusions from a variety of information sources on the departmental structures

	5	Business Sources- Finance Assessment -EOT	<p>The need for finance: • short-term needs • long-term needs • to start up or expand. Internal sources of finance: • personal savings • retained profit • selling assets. External sources of finance: • overdraft and trade payables • loan capital, share capital, including stock market flotation (public limited companies) • venture capital • crowdfunding</p>	<p>To apply the knowledge and enumerate the need for finance</p>	<p>Interpretation Analysis Executive function being presented with financial data and being required to make decisions.</p> <p>Self-direction Perseverance through opportunities for case study work to consolidate knowledge on sources of finance.</p> <p>Self-Reinforcement- Feedback on EOT assessment in purple ink</p>
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