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| **This half term : Skills, Knowledge and**  **Understanding to be developed:**  Unit content covered is in preparation for unit 1 Business opportunities and Unit 2 Business Functions | **Key Terms to be learned this half term:**  Budgets, adverse and favourable variance, cash flow forecast, income statement, gross profit, net profit, flexible hours, home working, part time, temporary, job sharing, multi-skilling, zero hours contracts and hot-desking, workforce planning |

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| **Week 1 and 2 Learning Objectives**   * Understand the reasons why consumers sometimes need protection from exploitation from businesses * Explain what is meant by a budget * Explain the purpose of budgets * Evaluate the use of budgets to a business and its stakeholders * Explain what is meant by cash flow * Explain what is meant by a cash flow forecast * Construct, calculate and interpret cash flow forecasts * Evaluate the impact of a cash flow forecast on a business and its stakeholders * Explain the causes of cash flow problems |  | **Objective assessments:** | **Homework:**  **Exam question**  **Make notes chapter 5, chapter 8 – budgeting, chapter 10 – cash flow forecast** |
| **Week 3 and 4 Learning Objectives etc:**   * Explain strategies by which a business can improve cash flow * Evaluate the strategies a business uses to improve cash flow problems * Explain the benefits and limitations of cash flow forecasts * Explain the main components of a trading, profit and loss account (the income statement) and the way that it is constructed * Calculate gross profit and net profit * Evaluate ways in which a business could improve its profit * Calculate and interpret gross and net profit margins * Evaluate the calculations of profitability ratios to assess the performance of a business |  | **Objective assessments:**  **SA– JSH** | **Homework:**  **Exam question**  **Make notes chapter 11 – Trading profit and loss and chaper 12 – ratio analysis** |
| * **Week 5 and 6 Learning Objectives etc:** * Explain what is meant by the flexible workforce including flexible hours, home working, part time, temporary, job sharing, multi-skilling, zero hours contracts and hot-desking * Explain the impact of new technology on working practices * Evaluate the impact of changes in working patterns on employees and employers * Explain what is meant by workforce planning * Explain what is meant by the recruitment process * Explain what is meant by internal and external recruitment * Explain what is meant by job analysis, job description and person specification * Evaluate appropriate methods of selecting different types of employee for different types of job including interviews, work trials, testing, selection exercises and telephone interviews |  | **Objective assessments:**  **APP – JSH** | **Homework:**  **Exam question**  **Notes from chapter** |
| **Week 7 Learning Objectives etc**  **DIRT** |  |  | **Revision booklet** |