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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** |