STOKE DAMEREL

Aspire Achieve Thrive

Half Term 1

Business

Three Year Course
Year 11

Name: _____

Tutor: _____

Aspire | Achieve | Thrive

GREENSHAW LEARNING TRUST

Year 11 Homework Timetable

Monday	Ebacc Option D	Option C	Modern Britain	
Tuesday	English	Tassomai	Option B	Option A
Wednesday	Sparx	Science	Modern Britain	Option C
Thursday	Ebacc Option D	Tassomai	Option B	
Friday	Sparx	Science	English	Option A

Block A	Block B	Block C	Block D
Art	Business Studies	Art	French
Dance	Child Development	Business Studies	Geography
Drama	Catering	Geography	History
Media Studies	Computer Science	Health & Social Care	
Music	Drama	History	
Photography	Health & Social Care	Catering	
	IT	Photography	
	Media Studies	Sport	
	Sociology	Travel & Tourism	
	Sport		

Tassomai - 2 Daily Goals per week
Sparx - 4 tasks of Sparx per week

Year 11 - Homework Plan Subject

Week/Date	Homework Task	Examination Question
Week 1 5th September	**Cornell Notes** on Recruitment	Explain one reason why a business might use internal recruitment (3)
Week 2 12th September	**Revision Cards** on Recruitment	Explain one reason why a business might use external recruitment (3)
Week 3 19th September	**Cornell Notes** on Effective Training	Explain one reason why a manager may draw up a person specification for a new role within the business (3)
Week 4 26th September	**Revision Cards** on Effective Training	Discuss the impact to a business of investing in employee training (6)
Week 5 3rd October	**Cornell Notes** on Motivation	Discuss the impact on a business of paying its staff using a bonus scheme (6)
Week 6 10th October	**Revision Cards** on Motivation	Explain the benefits to a business of having a flat organisational structure. (3)
Week 7 17th October	**Cornell Notes** on Organisational Structures	Discuss the impact on a business of centralised decision making (6)

Business Studies Y11 Knowledge Organiser 1.1

Week	Key documents			Internal recruitment	External recruitment
1 & 2 **Recruitment**	**Person specification** – contains a description of the characteristics, qualifications, experience and skills the right candidate would have. These characteristics are often broken into two columns: **essential** and **desirable**	**Job description** – contains key roles and responsibilities associated with the job	**Curriculum Vitae (CV)** – a document listing a person's experience, employment history and qualifications	Recruiting staff from among your existing workforce. This creates opportunities for promotion within the business and can be a motivating factor for staff. However, if over-used it will mean new ideas and skills are not brought into the business.	Recruiting staff from other businesses and organisations to fill a role in your business. This can bring new ideas and skills into the business but may be demotivating to staff looking for promotion opportunities.

Week	Key terms		Benefits of training	Costs of training
3 **Training**	**Formal training** is taking on a specific course to improve an aspect of your work, whereas **informal training** developing your skills 'on-the-job' at work, perhaps learning from colleagues.	**Performance management** is a process in which employees set objectives with their manager and review their performance (e.g. after six months.) **Retention** is the ability of a business to keep hold of its employees and therefore not have to replace them. Retention is a key benefit of offering training.	• More skilled workforce, greater productivity and higher quality output. • Training leads to a more motivated workforce who are loyal. • Allows a business to adapt and respond to changes (e.g. technological).	• Expensive in terms of both the cost of courses, but also staff time. • Production may be disrupted while staff go out to training opportunities. • Once trained, workers are more attractive to other companies and could be 'poached'.

Week	Key terms	Benefits of motivation	
4 **Benefits of motivation**	**Productivity** is the output per worker per timer period. The more **productive** a business is the **lower the costs** of producing goods and services. **Remuneration** means all the financial rewards received from work. These can be **direct** (e.g. salary) or **indirect** (e.g, gym membership)	1. A more motivated workforce will be more **productive**. This means it will make more goods and services in the same time. **This reduces costs**. 2. A more motivated workforce will **work harder**. They will **'go the extra mile'** for the business, e.g. working late to get a project finished before a deadline. 3. A more motivated workforce will take **fewer days off sick** as they feel more positive about the business. Workers may feel guilty about taking a day off if it means colleagues have to work harder.	4. A more motivated workforce will offer **better customer service** as they will be happier and more willing to go out of their way to ensure customers have a good experience. 5. A more motivated workforce will be **more likely to stay at this business**, increasing **retention rates.** This means the business will spend less on hiring and training new employees. 6. A business with a more motivated workforce will find it **easier to attract the best, most skilled employees** as they will be attracted to a positive working culture.

Business Studies Y11 Knowledge Organiser 1.1

Week	Financial methods of motivation		Non-financial methods of motivation
5 Methods of motivating employees	**Wages** are paid to employees who work hourly. The minimum wage in 2019 for those aged 25 and over is £8.21.	**Commission** is when employees (often sales people) are paid a percentage of the value of what they have sold, in addition to their a basic salary.	**Job rotation** means being moved from one task to another at work so it doesn't become boring and monotonous.
	Salaries are paid to employees who work set hours and have to fulfil a set of responsibilities (e.g. teachers or managers).	**Piece rate** means paying workers per item they produce. This motivates workers to increase their productivity.	**Job enrichment** means giving employees a range of tasks and responsibilities which help them to learn and grow.
	Fringe benefits are often known as 'perks'. They include things like company cars, healthcare, discounts and mobile phones.	**Promotion** means offering more senior roles with more responsibility to your staff for better pay. The more promotional opportunities exist, the more motivated staff will be.	**Autonomy** is the independence to do your job in the way that you think is best. Giving employees decision making power makes them feel trusted.
	Bonus is when a lump sum given on top of normal wage or salary for reaching performance targets.	All of these depend on what motivates the employee and will also depend on individual and business circumstances.	**Remote Working** means working for a business from somewhere that is not that business's main site or office. **Flexible Hours** means hours can be worked anytime with agreement between employee and employer.

Week	Types of organisational structure		Impact of different structures	
5 Organisational Structures 2.1	**Hierarchical** – a structure with many layers of hierarchy, and many managers (a tall structure)	**Centralised** – a structure in which all decisions are made by Head Office and dictated to the business	• Hierarchical structures lead to more opportunities for promotion. • Flat structures require managers to be responsible for larger numbers of employees.	• Centralised structures result in greater consistency. • Decentralisation can mean decisions are faster and more responsive to local needs, but can result in reduced consistency.
	Flat – a structure with few layers of hierarchy and few managers	**Decentralised** – a structure in which decision making power is delegated to junior managers		
	Span of Control - is the number of subordinates for whom a manager is directly responsible	**Chain of command** - The order of authority and delegation within a business.		

Week	Effective communication	Poor communication leads to:	Barriers to effective communication	Key definition	Case study
6 Communication	• Clear • Accurate • Complete • Via the right medium • Gives a chance for feedback	• Lower motivation • Poor customer service • More mistakes made • Lower efficiency • Damage to reputation	• People not explaining themselves fully / clearly • The use of technical words or **jargon** • Messages being passed through many people • Using an inappropriate medium • Information overload (e.g. too many emails)	**Jargon** – specialist words by a profession or a group which others find difficult to understand	In 2016, France passed a law giving all employees a legal right to avoid looking at or responding to emails outside of working hours.

WEEK 1

Date…….

Explain one reason why a business might use internal recruitment (3)

Answer:-

WEEK 2

Date…….

Explain one reason why a business might use external recruitment (3)

Answer:-

WEEK 3

Date…….

Explain one reason why a manager may draw up a person specification for a new role within the business (3)

Answer:-

WEEK 4

Date…….

Discuss the impact to a business of investing in employee training (6)

Answer:-

WEEK 5

Date…….

Discuss the impact on a business of paying its staff using a bonus scheme (6)

Answer:-

WEEK 6

Date…….

Explain the benefits to a business of having a flat organisational structure. (3)

Answer:-

WEEK 7

Date…….

Discuss the impact on a business of centralised decision making (6)

Answer:-

STEP 2: CREATE CUES

What: Reduce your notes to just the essentials.

What: Immediately after class, discussion, or reading session.

How:
- Jot down key ideas, important words and phrases
- Create questions that might appear on an exam
- Reducing your notes to the most important ideas and concepts improves recall. Creating questions that may appear on an exam gets you thinking about how the information might be applied and improves your performance on the exam.

Why: Spend at least ten minutes every week reviewing all of your previous notes. Reflect on the material and ask yourself questions based on what you've recorded in the Cue area. Cover the note-taking area with a piece of paper. Can you answer them?

STEP 1: RECORD YOUR NOTES

What: Record all keywords, ideas, important dates, people, places, diagrams
and formulas from the lesson. Create a new page for each topic discussed.

When: During class lecture, discussion, or reading session.

How:
- Use bullet points, abbreviated phrases, and pictures
- Avoid full sentences and paragraphs
- Leave space between points to add more information later

Why: Important ideas must be recorded in a way that is meaningful to you.

STEP 3: SUMMARISE & REVIEW

What: Summarise the main ideas from the lesson.
What: At the end of the class lecture, discussion, or reading session.
How: In complete sentences, write down the conclusions that can be made from the information in your notes.
Why: Summarising the information after it's learned improves long-term retention.

Date / / **Topic**

WEEK 1

Questions	Notes

Summary

Date / / Topic

WEEK 3

Questions	Notes

Summary

Date / / Topic

WEEK 5

Questions	Notes

Summary

Date / / Topic

WEEK 7

Questions	Notes

Summary

Revision Page

Revision Page

Revision Page

Revision Page

Revision Page

Revision Card on Recruitment	Answers
1. What is meant by recruitment? 2. Identify the 4 different job roles 3. What does the operational staff do? 4. What is the difference between internal and external recruitment 5. What is a job description? 6. What is a person specification? 7. What is the benefit of internal recruitment	

Revision Card on Effective Training	Answers
1. What is formal training? 2. Give examples of formal training 3. What is informal training? 4. Give examples of informal training 5. What is meant by self learning? 6. What is performance management? 7. Why is training important?	

Revision Card on Motivation	Answers
1. What is meant by motivation? 2. What is the benefit of a motivated workforce? 3. What is meant by financial motivation? 4. Give 2 examples of financial motivation 5. What are fringe benefits? 6. What is meant by non-financial motivation? 7. Give 2 examples of non financial motivation	