



## Year 10 Business Curriculum Map

Overview						
Year 10	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	Business in the real world (Unit 1)	Influences on Business (Unit 2)	Business Operations (Unit 3)	Human Resources (Unit 4)	Exam Technique Project Task	Revision
Knowledge	<p>The purpose of business activity, the role of business enterprise and entrepreneurship, and the dynamic nature of business.</p> <p>To be aware of the impact business in the real world has on the four functional areas of business: business operations, Human resources, Marketing, finance.</p> <p>Purpose of business Reasons for starting a business Basic functions and types of business Business enterprise and entrepreneurship Dynamic nature of business Sole traders Partnerships Private Limited Companies (Ltd) Public Limited Companies (PLC) Not-for-profit organisations What are business aims and</p>	<p>The importance of external influences on business and how businesses change in response to these influences.</p> <p>To be aware of the impact influences on business have on the four functional areas of business: business operations, human resources, Marketing, finance.</p> <p>E-commerce</p> <p>Digital communication</p> <p>Ethical considerations</p> <p>Environmental considerations: impact on traffic congestion, recycling, disposing of waste, noise and air pollution.</p> <p>Sustainability: global warming, using scarce resources.</p> <p>Interest rates: how fluctuating interest rates can affect businesses that rely on overdrafts and loans for</p>	<p>To understand the interdependent nature of business operations, human resources, marketing and finance. To be able to give examples of how business objectives would be split into functional plans with clear links throughout.</p> <p>What business operations involve, their role within the production of goods and the provision of services, and how they influence business activity.</p> <p>Methods of production: job and flow</p> <p>Efficiency in production: lean production, just in time (JIT).</p> <p>Managing stock: Just in time (JIT), Just in case (JIC).</p> <p>Factors affecting choice of suppliers including: price,</p>	<p>Understand the interdependent nature of business operations, human resources, marketing and finance. Students should be able to give examples of how business objectives would be split into functional plans with clear links throughout.</p> <p>The purpose of human resources, its role within the business and how it influences business activity.</p> <p>Organisational structures, Appropriateness of organisational structures, Centralisation and decentralisation</p> <p>The need for recruitment</p> <p>Methods of recruitment and selection of employees: Contracts of employment, Importance of motivation in the workforce</p> <p>Methods to motivate staff:</p>		

	<p>objectives?  Purpose of setting objectives  Role of objectives in running a business  Changing objectives  Use of objectives in judging success  Main stakeholders of businesses  Objectives of stakeholders  Impact of business activity on stakeholders  Impact and influence stakeholders have on businesses  Factors influencing the location decision of a business  The purpose of business planning  The main sections within a business plan  Basic financial terms  Basic financial calculations  Methods of expansion  Benefits and drawbacks of expansion  Economies of scale  Diseconomies of scale</p>	<p>finance, how fluctuating interest rates can affect consumer and business spending.  Level of employment  Consumer spending  How UK businesses compete internationally, offering: better designs, higher quality products at lower prices.  Exchange Rates  Employment law  Health and Safety law  Consumer law  Impact on businesses of operating in competitive markets  Uncertainty and risks businesses face</p>	<p>quality, reliability.  The effects of procurement and logistics on a business, including: efficiency, lower unit costs.  The value of effective supply chain management, including: working with suppliers to ensure that key processes are running efficiently and cost effectively, getting goods and services for the best price and value, cutting any waste and unnecessary costs to create a streamlined process and fast production times.  Consequences of quality issues  Methods of maintaining consistent quality: Total quality management (TQM)  Costs and benefits of maintaining quality: additional sales, image/reputation, higher price, inspection costs, staff training, product recalls, the provision of services.  Methods of good service: product knowledge, customer engagement (creating a positive experience for the customer), post sales services (e.g. user training, help lines, servicing).</p>	<p>Importance of motivation in the workforce, Methods to motivate staff, Importance of training the workforce, Types of training undertaken by businesses</p>		
--	--	--	--	---	--	--

			<p>Benefits of good customer service, including: increase in customer satisfaction, customer loyalty, increased spend, profitability.</p> <p>Dangers of poor customer service, including: dissatisfied customers, poor reputation via word of mouth, reduction in revenue.</p> <p>The ways in which advances in ICT have allowed customer services to develop: websites, e-commerce, social media.</p>			
<b>Skills</b>	<p>To understand what a business is and the reasons for starting a business (including producing goods, supplying services, distributing products, fulfilling a business opportunity and providing a good or service to benefit others)</p> <p>To understand the difference between goods and services, needs and wants</p> <p>To understand the meaning of factors of production – land, labour, capital, enterprise</p> <p>To define opportunity cost</p> <p>To define the three sectors of primary, secondary and</p>	<p>To understand the impact of the changing use of ICT and how it influences business activity.</p> <p>E-commerce to access wider markets.</p> <p>Digital communication is changing the way businesses communicate with stakeholders.</p> <p>To know relevant examples of digital technology/communication.</p> <p>To identify and analyse where there may be a possible trade off between ethics and profit.</p> <p>Ethical behaviour requires businesses to act in ways that stakeholders consider to be</p>	<p>Job and flow production methods and understand when each is appropriate.</p> <p>How production might be made more efficient by the use of lean production techniques</p> <p>How production might be made more efficient by the use of lean production techniques.</p> <p>To evaluate the use of managing stock using JIT to a given business.</p> <p>Recognise that the benefits of reduced costs must be balanced against the cost of more frequent deliveries and lost purchasing economies of scale.</p>	<p>To understand: internal organisational structures, span of control, chain of command, delayering and delegation. Why businesses have internal organisational structures, including an understanding of different job roles and responsibilities throughout the business. The impact that having a tall or flat organisational structure has on how a business is managed. How organisational structure may affect the different ways of communication.</p> <p>To understand the difference between internal and external recruitment and the benefits and drawbacks of each approach. Outline the main stages in the recruitment and selection process, including an</p>		

	<p>tertiary and give examples of types of business that operate in each sector</p> <p>To understand the term enterprise and what is meant by an entrepreneur</p> <p>To outline the characteristics of an entrepreneur, such as hard working, innovative, organised and willingness to take a risk</p> <p>To outline the objectives of an entrepreneur, including to be their own boss, flexible working hours, to pursue an interest, earn more money, identify a gap in the market and dissatisfaction with current job</p> <p>To understand that businesses face a constantly changing business environment due to changes in technology, economic situation, legislation and environmental expectations.</p> <p>To understand the different legal structures that businesses adopt</p> <p>To analyse the benefits and drawbacks of each legal structure (including issues such as management and control, sources of finance available, liability and distribution of profits)</p> <p>To understand the concept</p>	<p>both fair and honest.</p> <p>To know relevant examples of ways in which a business can behave ethically and the benefits and drawbacks of ethical behaviour.</p> <p>To demonstrate knowledge and understanding of how business and consumers accept greater environmental responsibility in their decision making and the costs and benefits of businesses behaving this way.</p> <p>To identify and analyse where there may be a possible trade-off between sustainability and profit.</p> <p>To demonstrate and understand how businesses might be affected by changes in the rate of interest.</p> <p>To identify how and why businesses might be affected by changes in levels of employment.</p> <p>To discuss how demand for products and services may change as incomes fluctuate.</p> <p>To demonstrate knowledge and understanding of globalisation and the benefits and drawbacks that it offers UK businesses.</p> <p>To understand the impact of exchange rates on the profit and sales of those businesses</p>	<p>The benefits of having spare stock to satisfy demand balanced against the cost of holding buffer stock.</p> <p>To analyse the factors that affect the choice of supplier for a given business.</p> <p>To understand what procurement and logistics are and their effect on a business.</p> <p>recognise that the benefits of reduced costs must be balanced against the quality of service.</p> <p>To understand what a supply chain is and recognise the benefits of managing an effective supply chain.</p> <p>To understand customer expectations of quality in terms of production of goods and the provision of services.</p> <p>How businesses identify quality problems and how businesses measure quality and the consequences of these issues.</p> <p>To be aware of the methods of maintaining consistent quality and be able to identify the advantages to a business of using TQM.</p> <p>To be aware of the possible quality issues as businesses</p>	<p>understanding of job analysis, job description, person specification, and selection methods. Analyse the benefits of having an effective recruitment and selection process for a business, including high productivity, high quality output or customer service and staff retention</p> <p>To understand the difference between part time and full time contracts, job share and zero hour contracts</p> <p>To understand the benefits of full and part time employment.</p> <p>To understand the benefits of a motivated workforce, such as staff retention and high productivity. Understand the use of financial methods of motivation (including an understanding of the main methods of payment including salary, wage, commission and profit sharing). Understand the use of non-financial methods of motivation, including styles of management, importance of training and greater responsibility, fringe benefits.</p> <p>To explain the benefits of training employees for a business, including increased productivity, ability to deal with changes in technology, increased motivation, staff retention, production of high</p>		
--	--	--	---	---	--	--

	<p>of limited liability and which legal structures benefit from this</p> <p>To evaluate which legal structure would be most appropriate for a variety of business examples, including new start-up businesses and large established businesses.</p> <p>To understand the main aims and objectives for businesses: survival, profit maximisation, growth (domestic and international), market share, customer satisfaction, social and ethical objectives and shareholder value</p> <p>To understand the role of objectives in running a business</p> <p>To understand how and why the objectives set will differ between businesses (reasons include the size of the business, level of competition faced and type of business (not-for-profit organisations))</p> <p>To understand how and why the objectives set may change as businesses evolve. Students should consider how the objectives of larger more established businesses might differ from smaller start-up businesses, eg becoming the dominant business in the market, international expansion,</p>	<p>that import and/or export.</p> <p>to assess the impact of legislation on businesses, for example cost, training needs, recruitment and the consequences of failure to follow legislation for the business.</p> <p>Students should be aware of the benefits for providing a safe working environment.</p> <p>Employment law including: national minimum wage/living wage, the Equality Act (2010).</p> <p>Health and safety law including: the Health and Safety at Work Act (1974).</p> <p>Consumer law including trade descriptions.</p> <p>To understand the meaning of a market and competition</p> <p>To analyse potential impacts of competition on businesses and identify situations when businesses face minimal or no competition</p> <p>To understand the risks businesses face and the reasons why all businesses face uncertainty</p> <p>To understand the reason why entrepreneurs embark on running businesses and the activities businesses can undertake to minimise risks.</p>	<p>grow, particularly if outsourcing and franchising is used</p> <p>To understand the sales process.</p> <p>To understand the importance of providing good service to customers and analyse the techniques businesses use to provide good customer service.</p>	<p>quality goods and good customer service.</p> <p>To understand the methods of training undertaken by businesses, including induction training, on the job training and off the job training: explain the benefits of induction training, analyse the benefits and drawbacks of on the job and off the job training and evaluate which would be the most appropriate method for a variety of businesses.</p>		
--	--	--	---	---	--	--

increasing shareholder value and ethical and environmental considerations

To understand the success of a business can be measured in other ways than profit.

To understand what is meant by a stakeholder and who the main stakeholders of a business are, including owners, employees, customers, local community and suppliers

To understand stakeholders' main objectives including maximising pay for workers, minimising environmental impact on local community and high dividend payments for owners

To understand the impact and influence stakeholders have on businesses and their objectives and how businesses may face conflict between stakeholders.

Students should be able to understand the factors that influence where a business is located, including proximity to the market, availability of raw materials, labour, competition and costs.

To understand the reasons why businesses create plans, including importance in

setting up a new business, raising finance, setting objectives and detailing how functions of a business will be organised

To understand the main sections of a business plan

To analyse the benefits and drawbacks of business planning

To understand the difference between variable costs, fixed costs and total costs

To understand the concept of revenue, costs, profit and loss.

To discuss the advantages and disadvantages of methods of growth

To understand the methods used by businesses when expanding (organic growth through franchising, opening new stores and expanding through e-commerce, outsourcing and external growth through mergers and takeovers)

To understand the benefits of growth in terms of unit cost advantages due to economies of scale and the drawbacks of growth due to diseconomies of scale

To understand the meaning of purchasing and technical

	<p>economies of scale</p> <p>To understand that with growth businesses increase the risk of diseconomies of scale occurring due to poor communication, coordination issues and reduced staff motivation</p> <p>To calculate and interpret average unit costs.</p>					
--	---	--	--	--	--	--