NATIONAL 5 BUSINESS MANAGEMENT

Pupil Checklists

Can describe what is meant by a need and a want ② ② ② ③ ③ ③ ③ ③ □ Lan give at least 3 examples of needs and wants ② ② ③ ③ ③ ③ ③ □ Lan describe what is meant by goods and services ② ② ③ ③ ③ ③ □ Lan give at least 3 examples of goods and services ② ② ③ ③ ③ □ Lan give at least 3 examples of goods and services ② ② ③ ③ □ Lan describe how businesses add wealth to products ② ② ③ ③ □ Lan identify the four factors of production ② ② ③ ③ ③ □ Lan describe what is meant by the primary sector and give at least 3 examples ② ② ③ ④ □ Lan describe what is meant by the secondary sector and give at least 3 examples ② ② ④ ② ④ □ Lan describe what is meant by the tertiary sector and give at least 3 examples ② ② ② ④ □ Lan describe what is meant by the private sector and give at least 3 examples ② ② ② ④ □ Lan describe what is meant by the private sector and give at least 3 examples of □ Lan describe what is meant by the private sector and give at least 3 examples of □ ② ② ② ② ② ② ② ② ② ② ② ② ② ② ② ② ② ②	ROLE OF BUSINESS IN SOCIETY	,	,	T
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■ I can describe what is meant by the public sector and give at least 3 examples of businesses in this sector ■ I can describe what is meant by the private sector and give at least 3 examples of businesses in this sector ■ I can describe what is meant by the third sector and give at least 3 examples of businesses in this sector I can describe what is meant by the third sector and give at least 3 examples of businesses in this sector I can describe what is meant by the third sector and give at least 3 examples of businesses in this sector I can describe the following private sector business organisations and give at least 2 advantages and 2 disadvantages of this type of organisation: ■ Sole Trader ■ Partnership ■ Private Limited Company ■ Private Limited Company ■ Private Limited Company ■ I can describe what is meant by a public sector business organisation and give at least 3	, , , , , , , , , , , , , , , , , , , ,			
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I can describe what an objective is □ □ □ I can describe what the following objectives mean: □ □ □ ■ Profit maximisation □ □ □ □ ■ Provision of a service □ <td>Social Enterprises</td> <td>\odot</td> <td>\odot</td> <td>8</td>	Social Enterprises	\odot	\odot	8
I can describe what an objective is □ □ □ I can describe what the following objectives mean: □ □ □ ■ Profit maximisation □ □ □ □ ■ Provision of a service □ <th>OR IECTIVES</th> <th>_</th> <th>_</th> <th>_</th>	OR IECTIVES	_	_	_
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I can describe what the following objectives mean: □ □ □ □ ■ Profit maximisation □	I can describe what an objective is	\odot	<u>(:)</u>	\otimes
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■ Social responsibility ■ Market share I can describe what a mission statement is and why an organisation would have one STAKEHOLDERS I can describe what is meant by a stakeholder © ② ② ②	Enterprise			
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I can describe what is meant by a stakeholder	I can describe what a mission statement is and why an organisation would have one			
I can describe what is meant by a stakeholder				
	STAKEHOLDERS			
	L can describe what is meant by a stakeholder	\odot	\odot	<u> </u>
The carried control of the following state following state follows:	I can describe the interest of the following stakeholders:	\mathbb{P}		\odot

 Owners 	\odot	<u>:</u>	8
Shareholders	\odot	<u>(i)</u>	8
■ Employees	\odot	<u>(i)</u>	8
Banks	\odot	(i)	(3)
Customers	\odot	<u>(i)</u>	(3)
 Suppliers 	\odot	(i)	(3)
Local community	\odot	<u>(i)</u>	(3)
Pressure groups	\odot	(i)	(3)
Government	\odot	(:)	(3)
I can describe the influence of the following stakeholders:			
■ Owners	\odot	<u>(i)</u>	(3)
Shareholders	\odot	<u>(i)</u>	8
■ Employees	\odot	<u>(i)</u>	8
Banks	\odot	(i)	(3)
Customers	\odot	<u>(i)</u>	8
 Suppliers 	\odot	(i)	(3)
Local community	\odot	(i)	(3)
Pressure groups	\odot	<u>(i)</u>	(3)
Government	\odot	(i)	(3)
EXTERNAL FACTORS (PESTEC)			
I can describe the following external factors which might affect a business:			
Political	\odot	<u>(i)</u>	(3)
Economic	<u>©</u>	0	8
Social	<u>©</u>	0	8
Technological	<u>©</u>	0	8
Environmental	<u></u>	()	(3)
Competitive	<u></u>	()	(3)
	•	0	0
INTERNAL FACTORS			
	I		
I can describe the following internal factors which might affect a business:			
Finance available	©	<u>(i)</u>	8
Ability of staff	\odot	<u> </u>	8
Ability of managers	\odot	<u> </u>	8
Technological factors	\odot	<u>(i)</u>	8
I can describe at least 2 ways in which 2 different organisations use ICT to help them	\odot	<u>(i)</u>	8
CUSTOMER SATISFACTION			
I can describe what is meant by customer service	\odot	(1)	8
I can describe at least 4 factors which affect customer satisfaction	0		00
I can describe what makes good customer service	<u></u>	0	000
I can describe at least 3 reasons why customer service is important			000
I can describe at least 3 different impacts of poor customer service	©	<u>(i)</u>	
I can describe at least 3 different ways in which customer satisfaction can be measured	<u> </u>	① (:)	(i)
I real describe at least 3 different ways in which eastonier satisfaction can be ineasured	((()	\odot	(3)

THE ROLE OF MARKETING			
I can describe why marketing is important	0	(1)	8

•				
	I can describe the role of marketing	0	(1)	8
•	I can describe the ways in which ICT is used in Marketing	©	(1)	8
•	I can discuss what is meant by Marketing and Ethics and give some examples	©	(1)	8
		1		
MA	RKET RESEARCH			
•	I can describe why firms carry out market research	©	(1)	8
•	I can outline ways in which the market can be segmented	©	⊕	8
I c	an describe the following field research techniques and give advantages and disadvantages for each:			
•	Personal interview	©	⊕	8
•	Focus groups	©	(1)	8
•	Telephone survey	©	<u></u>	8
•	Postal survey	©	<u></u>	8
•	Hall test	©	<u></u>	8
•	EPOS	©	<u></u>	8
•	Observation	©	<u></u>	8
•	I can describe what is meant by field research and give examples	©	<u> </u>	8
•	I can describe what is meant by desk research and give examples	©	(2)	8
•	I can compare the advantages of using field research and desk research	0	9	8
-	real compare the advantages of using field research and desk research	•	\cup	
TH	E MARKETING MIX			
	E MARKET INO MIX			
-	I can give a definition of what is meant by Product, Price, Place and Promotion	©	(1)	8
	PRODUCT			
	I can describe the different stages of the product life cycle, draw a diagram to illustrate it and give	<u></u>	(2)	8
•	examples of products at each stage			
	I can describe the stages that take place before a new product is launched (product innovation)	©	<u></u>	8
	I can describe what is meant by branding and give advantages and disadvantages of branding and own-	0	9	8
•	brand labels	9		
	bialia labels			
	PRICE			
	PRICE Lean describe factors which affect which pricing strategy an organisation will use		<u> </u>	(a)
•	I can describe factors which affect which pricing strategy an organisation will use	©	(2)	8
• I ca	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies:			
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming	©	(1)	⊗
• I ca	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing	© ©	(ii)	(S)
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing	© © ©	(a) (b) (c) (c)	(a) (b) (c) (d)
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing	© © © ©	(a) (b) (c) (d) (d) (d) (d)	(S) (S) (S) (S)
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders	© © © © ©		8 8 8 8 8
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination	© © © © ©		(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing	© © © © © ©		8 8 8 8 8 8
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing	© © © © ©		(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE	© © © © © ©		8 8 8 8 8 8
•	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE I can describe factors which influence the location of a business	© © © © © ©		8 8 8 8 8 8
• • • • • • • • • • • • • • • • • • •	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE I can describe factors which influence the location of a business an describe the following methods of distributing goods and give advantages and disadvantages for each:	© © © © © © © ©		8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
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• • • • • • • • • • • • • • • • • • •	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE I can describe factors which influence the location of a business and describe the following methods of distributing goods and give advantages and disadvantages for each: Road Train Air Sea I can describe different channels of distribution used by an organisation PROMOTION I can describe and give advantages and disadvantages of different advertising medias (for example,			8 8 8 8 8 8 8 8 8
• • • • • • • • • • • • • • • • • • •	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE I can describe factors which influence the location of a business an describe the following methods of distributing goods and give advantages and disadvantages for each: Road Train Air Sea I can describe different channels of distribution used by an organisation PROMOTION I can describe and give advantages and disadvantages of different advertising medias (for example, television, newspapers, cinema, direct mail, radio, magazines)			S
• • • • • • • • • • • • • • • • • • •	I can describe factors which affect which pricing strategy an organisation will use an describe the following strategies: Price skimming Penetration pricing Destroyer pricing Promotional pricing Loss Leaders Price discrimination Premium pricing Competitive pricing PLACE I can describe factors which influence the location of a business and describe the following methods of distributing goods and give advantages and disadvantages for each: Road Train Air Sea I can describe different channels of distribution used by an organisation PROMOTION I can describe and give advantages and disadvantages of different advertising medias (for example, television, newspapers, cinema, direct mail, radio, magazines) I can describe factors which affect the method of advertising media chosen			S
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	I can describe what is meant by input , process and output	©	(1)	8
•	I can describe what the Operations department does	<u></u>	<u> </u>	8
•	I can describe what the Operations department ages I can describe why organisations ensure they are behaving responsibly and ethically	<u></u>	<u> </u>	8
•	I can describe ways in which an organisation acts responsible and ethical (in terms of Operations)	©	<u> </u>	8
_	I can describe ways in which ICT is used in Operations	©	<u> </u>	8
	1 curi describe ways in which ic i is used in operations			
CH	IOOSING A SUPPLIER			
Ιd	can outline the following factors which are important when choosing a supplier:			
•	Price	0	<u> </u>	(3)
•	Quality	\odot	⊕	(3)
•	Delivery time	\odot	⊕	(3)
•	Quantity	©	⊕	8
•	Storage space	\odot	⊕	(3)
•	Reliability	\odot	⊕	8
СТ	OCK CONTROL			
51	OCK CONTROL			
т,	can describe the following terms used when controlling stock levels:			
1 (Maximum stock level	\odot	(1)	8
•	Minimum stock level	0	<u></u>	8
•	Re-order level	0	<u></u>	8
•	Re-order quantity	(i)	<u> </u>	8
•	I can describe what is meant by over-stocking and describe the disadvantages of this happening	<u></u>	<u></u>	8
•	I can describe what is meant by over-stocking and describe the disadvantages of this happening	0	<u></u>	8
•	I can describe what is meant by centralised storage and can give advantages and disadvantages	<u></u>	<u> </u>	8
•	I can describe what is meant by decentralised storage and can give advantages and disadvantages I can describe what is meant by decentralised storage and can give advantages and disadvantages	0	<u></u>	8
•	I can describe what is meant by decentralised storage and can give advantages and disadvantages	Ü		
ME	THODS OF PRODUCTION			
			ı	
•	I can outline factors which have to be considered when choosing a method of production	\odot	⊕	8
I C	an describe the following methods of production and describe advantages and disadvantages for each:	0	<u></u>	8
•	Job production Batch production	0	(1)	8
•	Flow production	<u></u>	<u> </u>	8
Ιc	an describe the following terms:	0	(2)	8
•	Capital intensive	0	<u></u>	(3)
	Capital intensive	0		(i)
•	Labour intensive	☺	⊕	
•	Labour intensive Automation	© ©	⊕	8
•	Labour intensive	☺		
•	Labour intensive Automation Mechanisation	© ©	⊕	8
•	Labour intensive Automation	© ©	⊕	8
• QL	Labour intensive Automation Mechanisation JALITY	© ©	⊕	8
• QU	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and	© ©	⊕	8
• QU	Labour intensive Automation Mechanisation JALITY	© ©	⊕	8
• QU	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each:	0 0 0	① ①	8
QU I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials	0 0 0	(a) (b) (c) (c)	8
QU I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials Well trained employees	0 0 0	① ① ② ②	(i) (ii) (iii) (ii
QU I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials Well trained employees Quality control		(a) (b) (c) (d) (d) (d) (d) (d)	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
QU I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials Well trained employees Quality control Quality circles			
QU I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials Well trained employees Quality control Quality circles Quality assurance			(a) (b) (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d
Ql I dis	Labour intensive Automation Mechanisation JALITY can describe the following methods of ensuring quality in production and give advantages and sadvantages for each: High quality raw materials Well trained employees Quality control Quality circles Quality assurance TQM			

SC	DURCES OF FINANCE	ı		ı
•	I can describe sources of finance which would be used in the private sector	<u> </u>	•	
•	I can describe sources of finance which would be used in the public sector	<u> </u>	<u>(i)</u>	8
•	I can describe sources of finance which would be used in the public sector	<u></u>	<u>(i)</u>	(i)
•	I can identify the best source of finance to use for private sector, public sector or	<u> </u>	<u>(i)</u>	8
•	third sector organisations	\odot	(8
•	I can describe the benefits (advantages) of sources of finance	\odot	<u>:</u>	8
•	I can describe the costs (disadvantages) of sources of finance	\odot	(1)	8
	ACU DUDGETG			
C	ASH BUDGETS			
•	I can describe the role of finance in an organisation	\odot	<u>:</u>	8
•	I can describe what is meant by "cash flow"	<u> </u>	<u> </u>	8
•	I can describe what causes cash flow problems	<u></u>	<u> </u>	8
•	I can describe ways to fix cash flow problems	\odot	<u>(i)</u>	8
•	I can describe what a cash budget is	<u></u>	(1)	8
•	I can describe why you would use a cash budget	<u></u>	<u> </u>	8
•	I can produce a cash budget through doing practical examples	<u></u>	<u>(i)</u>	8
•	I can interpret a cash budget and identify things which might cause cash flow	\odot	(1)	8
	problems			
FI	NAL ACCOUNTS			
•	NAL ACCOUNTS			
•	I can describe the purpose of a trading account	\odot	(:)	8
•	I can describe the purpose of a profit and loss account is	\odot	(:)	8
•	I can describe the key terms which can be found in a trading, profit and loss account	\odot	(:)	8
•	I can produce a trading, profit and loss account (using a spreadsheet)	\odot	(:)	8
•	I can interpret reasons for profit or loss and give solutions to any problems	\odot	(:)	8
•	I can outline the purpose of a balance sheet	\odot	(1)	8
BI	REAK EVEN ANALYSIS			
Ιc	an describe the following terms:			
•	Fixed costs (FC)	\odot	<u>:</u>	8
•	Variable costs (VC)	<u></u>	(1)	8
•	Total costs (TC)	<u>©</u>	(1)	8
•	Total revenue (TR)	<u></u>	(1)	8
•	Profit	<u></u>	<u> </u>	8
•	Loss	<u> </u>	<u> </u>	8
•	I can give a definition of what is meant by "break even point"	<u></u>	<u> </u>	8
•	I can complete a table of information which shows FC, VC, TC, TR and profit or loss	<u></u>	(1)	8
•	I can use this table to interpret how many units are needed to make a profit or loss	<u></u>	(1)	8
•	I can calculate the contribution cost	<u> </u>	<u>(i)</u>	8
•	I can use a formula to calculate the break even point	<u></u>	(1)	8
•	I can produce a break even chart	<u></u>	(1)	8
•	I can interpret a break even chart	<u> </u>	<u> </u>	8

TI	HE ROLE OF HUMAN RESOURCES			
_	I can outline the role of the HR department		<u> </u>	<u></u>
	real outline the role of the rik department	0	\odot	8
RI	ECRUITMENT AND SELECTION			
•	I can describe the different stages of the recruitment process:			
	o Identify a job vacancy	©	<u> </u>	8
	Carry out a job analysis	©	<u>:</u>	8
	o Prepare a job description	<u> </u>	<u>:</u>	8
	Prepare a person specification	<u> </u>	<u>:</u>	8
	Advertise the job (internal and external)	☺	<u>:</u>	8
	 Send out applications 	☺	<u>:</u>	8
•	I can describe what is meant by a Curriculum Vitae (CV)	©	(1)	(3)
•	I can describe what is meant by an application form	☺	\odot	8
•	I can describe the different stages of the selection process:			
	o References	©	(1)	(3)
	 Short-listing 	\odot	<u>(i)</u>	(3)
	o Interviews	\odot	<u>(i)</u>	(3)
	 Testing (Medical, Psychometric, Aptitude, Personality) 	\odot	(1)	(3)
	 Assessment centres 			
•	I can outline the advantages and disadvantages of using interviews	©	<u> </u>	8
•	I can outline the advantages and disadvantages of using tests	©	<u>:</u>	(3)
TI	DAINING			
TI	RAINING			
TI	RAINING I can describe the following types of training:			
•		(0)	<u> </u>	(2)
•	I can describe the following types of training:	© ©	① ①	8
•	I can describe the following types of training: • Induction training	©	<u></u>	8
•	I can describe the following types of training: Induction training On the job training	© ©	① ①	8
•	I can describe the following types of training: Induction training On the job training Off the job training	© © ©	① ① ①	(S) (S) (S)
•	I can describe the following types of training: Induction training On the job training Off the job training Apprenticeships	© © © ©		© © © ©
•	I can describe the following types of training: Induction training On the job training Off the job training Apprenticeships Coaching	© © © ©		
•	I can describe the following types of training: Induction training On the job training Off the job training Apprenticeships Coaching Mentoring	© © © © ©		
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training	© © © ©		
•	I can describe the following types of training: Induction training On the job training Off the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training	© © © © ©		
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF	© © © © ©		
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid:	© © © © ©		(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary			(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate			
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime			(S) (S) (S) (S) (S) (S) (S) (S) (S) (S)
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime Piece rate			
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime Piece rate Bonus			
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime Piece rate Bonus Commission			
• • • • • • • • • • • • • • • • • • •	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime Piece rate Bonus Commission I can describe what is meant by a staff appraisal			
•	I can describe the following types of training: Induction training On the job training Apprenticeships Coaching Mentoring I can outline the advantages and disadvantages of on the job training I can outline the advantages and disadvantages of off the job training OTIVATING AND RETAINING STAFF I can describe the following ways in which staff are paid: Salary Time rate Overtime Piece rate Bonus Commission			

o Part time	\odot	<u></u>	8
Temporary contracts	<u></u>	<u></u>	8
 Homeworking 	©	<u></u>	8
o Teleworking	<u></u>	<u></u>	8
o Flexitime	<u></u>	<u></u>	8
o Job share	©	<u></u>	8
o Condensed hours	©	<u></u>	8
I can describe the advantages of flexible working for an employer	©	<u></u>	8
I can describe the advantages of flexible working for an employee	©	<u></u>	8
I can describe ways in which businesses can create good working relationships	\odot	<u></u>	8
I can describe what is meant by industrial action	\odot	<u></u>	8
I can outline the impact that industrial action can have on an organisation	\odot	<u></u>	8
I can describe the following types of industrial action:			
o Strike	\odot	<u></u>	8
o Work to rule	\odot	<u></u>	8
o Sit in	\odot	<u></u>	8
o Go slow	\odot	<u></u>	8
o Overtime ban	\odot	<u></u>	8
o Boycott	()	<u></u>	8
I can describe the impact that taking industrial action can have on an organisation	(<u></u>	8
LEGISLATION			
LEGISLATION			
I can describe the purpose of the Health and Safety at Work Act 1974	<u></u>	<u> </u>	8
I can outline the responsibilities of the employer under the HASAW Act	©	<u></u>	8
I can outline the responsibilities of the employee under the HASAW Act	©	<u></u>	8
I can describe the purpose of the Equality Act 2010	\odot	<u></u>	8
I can describe the purpose of the Minimum Wage Act 1998	<u></u>	<u></u>	8
I can describe the purpose of the Data Protection Act 1998	<u></u>	<u></u>	8
I can describe the purpose of the Freedom of Information Act 2000	©	<u></u>	8