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| http://www.cooperstc.com/index_htm_files/25897.png | **Coopers**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 29 – THE BUSINESS ENVIRONMENT** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 29 - Assignment Checklist - DD-MM-2014

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **STUDENT** | | **STAFF** |
| **LO1 - Know the Range of Different Businesses and their Ownership** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1 - P1.1** – | Describe and explain the purpose, history and function of **2** businesses from any sector that has commonality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Purpose** | | | | **Audience** | | | | | | | | | | **Products** | | | | | | **History** | | | | | | | **Rivals** | | | |
| **Task 2 - P1.2** – | Explain with examples the term **‘Business Markets’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 3 - P1.3** – | Explain the different markets/areas that businesses can operate in. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Local** | | | | | **National** | | | | | | | | | | | **International** | | | | | | | | | | **Global Markets** | | | | |
| **Task 4 - M1.1** – | Show evidence of the **market** that your **two** chosen businesses deal in and describe what it means to them to be in that market. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 5 (P1.5)** – | Explain in your own words the term **‘Business Purpose’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 6 (P1.6)** - | Explain the **different business purposes** (give **examples**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Make a Profit** | | | | | | | **Below Cost** | | | | | | | | **Supply of products and/or services** | | | | | | | | | | | | | | | |
| **Free Goods or Service** | | | | | | | **At Cost** | | | | | | | | **Difference between profit and not-for-profit organisations** | | | | | | | | | | | | | | | |
| **Task 7 - M1.2** - | Show evidence of the **business purposes** that your **2** chosen businesses focus on. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 8 (P1.9)** – | Explain in your own words the term **‘Business Sectors’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 9 (P1.10)** – | Explain what each of the **business sectors** mean (give **examples**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Primary** | | | | **Secondary** | | | | | | | | | | | | | | | **Tertiary** | | | | | | | | | | | |
| **Task 10 - M1.3)** – | Show evidence of the **business sector** that your **2** chosen businesses deal in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 11 - P1.12** – | Explain in your own words the term **‘Business Ownership’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 12 - P1.13** – | Explain the different ways that companies can be **owned** (give **examples**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Government Departments** | | | | | | | | | **Government Agencies** | | | | | | | | | | | | | **Private Limited Company** | | | | | | | | |
| **Public Limited Company** | | | | | | | | | **Sole Trader** | | | | | | | | | | | | | **Partnership** | | | | | | | | |
| **Franchises** | | | | | | | | | **Worker Cooperatives** | | | | | | | | | | | | | **Charitable trusts** | | | | | | | | |
| **Task 13 - M1.4** – | Show evidence of the type of **business ownership** that your **2** chosen businesses focus on | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 14 – D1.1 –** | Using examples, discuss the impact that a change in ownership can have on business functions and practice with companies. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 15 – D1.2 –** | Using your companies as examples, discuss the impact a change in ownership might have on business functions and practice in terms of the extent of liability and limitations to operation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 16 - P2.1** – | Explain in your own words the term **‘Stakeholder’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 17 - P2.2** – | Explain the different types of **stakeholders** available (give **examples**) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Managers / Employees** | | | | | | **Shareholders** | | | | | | | **Trade Unions / Employer Associations** | | | | | | | | | | | | | | | | **Suppliers** | |
| **Owners** | | | | | | **Customers** | | | | | | | **Local and National Communities** | | | | | | | | | | | | | | | | **Government** | |
| **Task 18 - P2.3** – | List and explain the different **stakeholders** that exist for your **two** chosen businesses. Identify the influence they have on the functions of the business. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 19 - P2.4** – | Discuss the Investment and Return of different **stakeholders** that exist for your **2** chosen businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Task 20 - P2.5** – | Discuss with evidence the conflicts that might or have arisen with your **2** chosen businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **LO2 - Understand how Businesses are Organised to Achieve their Purpose** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1 - P3.1** | Describe the different types of organisational structures. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Hierarchical** | | | | | | | | | | **Flat** | | | | | | | | | | | | | **Tall** | | | | | | | |
| **Task 2 - P3.2** | Research and explain the **purpose** of the organisational structure in diagrammatical form for your **two** chosen businesses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 3 - P3.3** | Describe the variant types of organisational structures and how this can affect span of control, communication flow and division of work. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Regional** | | | | | **Product** | | | | | | | | | | | **Customer** | | | | | | | | | **Matrix** | | | | | |
| **Task 4 - P3.4** | Research and explain how variance in the nature of business can have an impact on the organisational structure of your **two** chosen businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 5 – P4.1** | Explain in your own words the term **‘Functional Activities’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 6 – P4.2** | Identify and Describe the different areas available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Sales** | | | | **Finance** | | | | | | | | | | **Marketing** | | | | | | **Purchasing** | | | | | | | **Production** | | | |
| **Human Resource Management** | | | | **Research and Development** | | | | | | | | | | **Information Technology Services** | | | | | | **Administration** | | | | | | | **Customer Service** | | | |
| **Task 7 – P4.3** | Describe all the functional areas that may be present within your **two** chosen businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 8 – P4.4** | Explain in your own words what a **business plan** is and what it is used for. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 9 – P4.5** | Describe what a mission statement is and describe what it means in vision and in real world terms. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 10 – P4.6** | Choose **SIX** of these values and apply it to your 2 businesses arguing, in today’s economic environment, what they mean in vision and in real world terms. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 11 - P4.7** | Explain what **business aims** are | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 12 - P4.8** | Research andDescribe in detail the aims for your **two** chosen businesses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 13 – P4.9** | Using **ALL** stakeholder areas in both of your businesses, explain their points of view with regards to how they would want to influence the aims of your **two** businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Managers / Employees** | | | | | **Shareholders** | | | | | | | | | | | **Customers** | | | | | | | | | **Suppliers** | | | | | |
| **Owners** | | | | | **Trade Unions / Employer Associations** | | | | | | | | | | | **Local and National Communities** | | | | | | | | | **Government** | | | | | |
| **Task 14 - P4.10** | Explain what **business objectives** using the SMART analysis. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 15 - P4.11** | Research andDescribe in detail the SMART objectives are for your **two** chosen businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 16 – P4.12** | Using **ALL** stakeholder areas explain their points of view with regards to how they would want to influence the objectives of your **two** businesses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Managers / Employees** | | | | | **Shareholders** | | | | | | | | | | | **Customers** | | | | | | | | | **Suppliers** | | | | | |
| **Owners** | | | | | **Trade Unions / Employer Associations** | | | | | | | | | | | **Local and National Communities** | | | | | | | | | **Government** | | | | | |
| **Task 17 – P4.13** | Using examples, discuss how External Influences could impact on the business functions within your 2 companies. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Wider business environment** | | | | | | | | | | **Stakeholders** | | | | | | | | | | | | | **Business type and ownership** | | | | | | | |
| **LO3 - Know the Impact of the Economic Environment on Businesses** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1 - P5.1** | | Focusing on a business, describe the influence of two contrasting economic environments that impact a business. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Ownership of Business** | | | | | | | **Business Operations (Functionality of the Business Activities)** | | | | | | | | | | | | | | | | | | | | | | |
| **Task 2 - P5.2** | | Based on the two contrasting economic environments selected describe the influence of customer demand for the product/service. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Affordability** | **Competitive Pressures** | | | | | | | | | | | | **Substitutes** | | | | **GDP** | | | | **Needs / Aspirations of the Customer** | | | | | | | | |
| **Task 3 - P5.3** | | Based on the two contrasting economic environments selected describe the influence of supplying the product/service to the business and customers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Availability of Raw Materials** | | | | | | | | | | **Competition of Raw Materials** | | | | | | | | | | | | | **Logistics** | | | | | | |
| **Competition of Labour** | | | | | | | | | | **Profitably** | | | | | | | | | | | | | **Government Support** | | | | | | |
| **Task 4 - M2.1** | | Based on the TWO contrasting economic environments selected analyse and compare the impact of changes in demand and supply on a selected business | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Development of Internal Structures** | | | | | | | | | | | | | | | | **Functional Areas** | | | | | | | | | | | | | |
| **Task 5 - D2.1** | | **Evaluate** to what extent a selected business is likely to be affected by changes in the economic environment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Business Activities** | | | **Business Strategy** | | | | | | | | | | **Internal Structures** | | | | | | | | **Functional Activities** | | | | | | | | **Stakeholders** |
| **LO4 - Know how Political, Legal and Social Factors Impact on Businesses** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task 1 - P6.1** | Explain in your own words the term **‘External Factors’** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 2 - P6.2** | Describe the impact these factors can have on businesses and stakeholders for your company. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **VAT Reduction** | | | **Smoking Ban** | | | | | | | | | **Healthier Lifestyles** | | | | | | | | | **Terrorist Attack** | | | | | | | **Oil/Gas Shortage** | | |
| **Task 3 - P6.3** | Identify and provide examples of the Impact created from these different External Factors (Political, Legal and Social) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 4 - P6.4** | Describe the impact of the TWO **Political** factors on your chosen **business** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 5 - P6.5** | Describe the impact of the TWO **Political** factors on your chosen **business stakeholders.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 6 - P6.6** | Describe the impact of the TWO **Legal** factors on your chosen **business** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 7 - P6.7** | Describe the impact of the TWO **Legal** factors on your chosen **business stakeholders.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 8 - P6.8** | Describe the impact of the TWO **Social** factors on your chosen **business** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Task 9 - P6.9** | Describe the impact of the TWO **Social** factors on your chosen **business stakeholders.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |