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| http://www.cooperstc.com/index_htm_files/25897.png | **Coopers**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 30 – Business Resources** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 30 - Assignment Checklist - DD-MM-2014

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | | | | | **STUDENT** | | **STAFF** |
| **LO1 - Know how human resources are managed** | | | | | | | | | | | | | | | | | | | | | |
| **P1.1 – Task 01** | For a medium sized business, describe the functions of a HR department. | | | | | | | | | | | | | | | | | |  |  | |
| **Recruitment and retention of staff** | | | | | | **Contracts of employment** | | | | | | **Job descriptions** | | | | | |
| **Relationships with other departments** | | | | | | **Resource requirements** | | | | | | **Monitoring of performance** | | | | | |
| **Setting standards of behaviour** | | | | | | **Incentives** | | | | | | **Sourcing: internal, external** | | | | | |
| **P1.2 – Task 02** | Identify and discuss all of the stages involved in the process prior to issuing the job advertisement, as well as a list of the stages involved after the job has been advertised. | | | | | | | | | | | | | | | | | |  |  | |
| **P1.3 – Task 03** | Produce a step by step guide for internal staff of your company based on recruitment documentation to explain the recruitment processes. | | | | | | | | | | | | | | | | | |  |  | |
| **Location of the Job Advertisement** | | | **What is stated in the Job Application form** | | | | | | | **The language used specific for the target audience** | | | | | **What is said in the Job Description** | | |
| **The language used in the EO form** | | | **The way the job specifics are listed** | | | | | | | **The use of quantitative questions** | | | | | **How the deadline reflects the job position** | | |
| **How lenient are they on qualifications** | | | **Concerned with your previous employment or your qualifications** | | | | | | | **What kind of references are they looking for** | | | | | **What incentives are they offering** | | |
| **M1.1 – Task 04** | Create a report for the management team which analyses the recruitment documentation that is used by the selected organisation, suggesting improvements to the procedures. | | | | | | | | | | | | | | | | | |  |  | |
| **Choice of Advertising location** | | | **Modern expectations of staff** | | | | | | | **Qualifications for the specified job** | | | | | **Deadlines set** | | |
| **Application form too long or too short** | | | **File format** | | | | | | | **Interview procedure vs. Job expectations** | | | | | **Technical wording** | | |
| **Hidden meanings in the questions** | | | **Too many expectations** | | | | | | | **Reference expectations** | | | | | **Pay vs. Duties** | | |
| **P2.1 – Task 5** | Describe the main employability and personal and communication skills required when applying for a specific job role. | | | | | | | | | | | | | | | | | |  |  | |
| **Qualifications** | | | **Experience** | | | | | | | **Knowledge** | | | | | **Negotiation** | | |
| **Interpersonal Skills** | | | **Team Work** | | | | | | | **Interviewing Skills** | | | | | **Time Management** | | |
| **LO2 - Know the purpose of managing physical and technological resources** | | | | | | | | | | | | | | | | | | | | | |
| **P3.1 – Task 01** | Create a report that describes the purpose and business function and the current financial state of your selected company. | | | | | | | | | | | | | | | | | |  | |  |
| **P3.2 – Task 02** | In this report describe the current Physical resources of your selected company in terms of Buildings and facilities, stock, machinery and equipment, ICT and Waste. | | | | | | | | | | | | | | | | | |  | |  |
| Buildings and Facilities | | | | | Stock | | | Machinery and Equipment | | | | | ICT | | | Waste | |
| **P3.3 – Task 03** | In this report describe the current Technological resources of your selected company in terms of Intellectual property, Software and Licences, and Patents and Copyright. | | | | | | | | | | | | | | | | | |  | |  |
| Intellectual property | | | | | | | Software Licences | | | | | | Patents and Copyrights | | | | |
| **LO3 - Know how to access sources of finance** | | | | | | | | | | | | | | | | | | | | | |
| **P4.1 – Task 01** | In general terms describe and research the different forms of internal finances that could be available for companies and research and state the benefits and disadvantages of each. | | | | | | | | | | | | | | | | | |  | |  |
| **Owners Money** | | | | | | **Savings/Retained Profit** | | | | | | **Share Issue** | | | | | |
| **P4.2 – Task 02** | Based on the business selected company, describe the internal sources of finance that are available within the business to access beyond its own bank account. | | | | | | | | | | | | | | | | | |  | |  |
| **Owners Money** | | | | | | **Savings/Retained Profit** | | | | | | **Share Issue** | | | | | |
| **M2.1 - Task 03** | For your Company, state the **advantages and disadvantages** of each internal financial method and what it could mean to the business should they choose this path to finance their business functions. | | | | | | | | | | | | | | | | | |  | |  |
| **P4.2 – Task 04** | In general terms describe and research the different forms of External finances that could be available for companies and research and state the benefits and disadvantages of each. | | | | | | | | | | | | | | | | | |  | |  |
| **Factoring** | | | | **Debentures** | | | | | **Grants** | | | | | **Overdrafts** | | | |
| **Bank Business Loan** | | | | **Business Mortgage** | | | | | **Hire Purchase (HPI)** | | | | | **Asset Sale / Lending** | | | |
| **Trade Credit** | | | | **Business Capital** | | | | | **Leasing** | | | | |
| **P4.2 – Task 05** | Based on the business selected company, describe the External sources of finance that are available within the business to access beyond its own internal means. | | | | | | | | | | | | | | | | | |  | |  |
| **Factoring** | | | | **Debentures** | | | | | **Grants** | | | | | **Overdrafts** | | | |
| **Bank Business Loan** | | | | **Business Mortgage** | | | | | **Hire Purchase (HPI)** | | | | | **Asset Sale / Lending** | | | |
| **Trade Credit** | | | | **Business Capital** | | | | | **Leasing** | | | | |
| **M2.2 - Task 06** | State the **advantages and disadvantages** of each **external** financial method and what it could mean to the business individual business should they choose this path to finance their business functions. | | | | | | | | | | | | | | | | | |  | |  |
| **D1.1 – Task 07** | Evaluate the best source of finance to meet the needs of a selected business. | | | | | | | | | | | | | | | | | |  | |  |
| **Company History** | | **Business Ownership** | | | | | | **Industry Sector** | | | **Current and Future Economic Climates** | | | | | **Stakeholder Influence** | |
| **LO4 - Be able to interpret financial statements** | | | | | | | | | | | | | | | | | | | | | |
| **P5.1 – Task 01** | Identify the possible **causes and consequences of containing negative values**. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.1 - Task 02** | Provide a summary of your analysis, giving possible reasons why you feel the budget has not been achieved. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.1 - Task 03** | Explain in detail what can happen if costs and budgets are not monitored and controlled. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.2 - Task 04** | Provide an additional hand-out for the information pack **evaluating** how **business performance** can be improved by effectively managing the following: | | | | | | | | | | | | | | | | | |  | |  |
| **Controlling sales through effective stock management** | | | | **Stock control and effective resupplying** | | | | | **Balancing repayments against company orders** | | | | | **Controlling budgets to maintain equity balance** | | | |
| **P5.3 - Task 05** | Explain the purpose of each element within a Profit and Loss and Balance Sheet – use screenshot as evidence and explain the values. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.3 - Task 06** | State whether the company is making a profit or loss and how you came by that conclusion. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.4 - Task 07** | Using the table, calculate the Ratio results of your Company’ Profit and Loss Spreadsheet. | | | | | | | | | | | | | | | | | |  | |  |
| **P5.4 - Task 08** | Illustrate the financial state of your analysed start up business by using accounting ratios. | | | | | | | | | | | | | | | | | |  | |  |
| **Solvency 1** | **Solvency 2** | | | | | **Profitability 1** | | | **Profitability 2** | | | **Performance 1** | | | | | **Performance 2** |