

Year 11 Business Studies Unit A292 Revision guidance

The examination is called Unit A292: Business and People.

What will the exam be like?

The examination will last for **1 hour**.

There will be a total of **60 marks**. The marks will count for **25%** of your overall score in GCSE Business Studies.

There will be two main questions. Each of these will be divided into a number of parts.

The questions will be based on a business context. Some information will be given about the business and then a question will follow.

What will the exam test?

The examination tests three skills:

1. **Knowledge:** How well you can define business terms and can explain business ideas. *Example. You might be asked to define what is meant by the term 'redundancy' or to explain the advantages of sole proprietorships.*
2. **Application:** How well you can use your knowledge to explain a business situation. *Example. You might be asked to explain how changing a business from a partnership to a private limited company affects the liability of the owners for any debts that the business has.*
3. **Analysis and evaluation:** This is about weighing up advantages and disadvantages, in order to make judgements. You may need to recommend what a business should do and then give your reasons why you think this is the right thing to do. *Example. You could be asked to recommend a method of selection to use to choose between people who have applied for a particular job. You may be asked to judge if a business is using the best methods of motivating the workers it employs.*

The marks for the different skills on this paper are:

Knowledge – 27 marks

Application – 19 marks

Analysis and evaluation – 14 marks

How difficult will the questions be?

The questions in this examination will vary in difficulty. Some are used to test F and G candidates, and some are there to challenge A and A* candidates. The exam board spend hours to make sure that the examination will be a fair test of what you should be able to do. They are not trying to catch you out.

How much should I write?

The number of lines that are provided for your answer is a good guide as to how much you should write. If there are ten lines and you only fill two of them, you may not have developed your answer as fully as you should.

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Content – the knowledge

There are three main sections to Unit A292:

Business

❖ Unit 2.3.1 Types of business activity

After studying this unit you should be able to:

- Explain and give examples of the different sectors of production activities.
- Explain interdependence
- Explain how employment and output in the different sectors have changed.
- Discuss the effect of these changes on employment in the UK

❖ Unit 2.3.2 Business Objectives and Stakeholders

After studying this unit you should be able to:

- Explain the nature of business objectives
- Identify and explain the differing objectives of private and public sector businesses.
- Recognise and explain why some business objectives may be in conflict
- Recognise different types of stakeholders and explain why they may have an interest in particular business activity
- Discuss why some stakeholders in the same business may have conflicting interests.

❖ Unit 2.3.3 Organisation, growth and location of business

After studying this unit you should be able to:

- Explain how business activity may be classified in different ways
- Explain the basic differences between incorporated and unincorporated businesses and recommend which type may be suitable for a particular business
- Explain why some businesses operate with unlimited liability
- Explain the advantages and disadvantages of each type of business organisation
- Discuss the appropriateness of a form of business organisation for the size and type of business activity
- Discuss why businesses may need to change the way in which they are organised
- Identify ways in which businesses can grow in size
- Identify factors that affect the location of a business
- Recognise and explain reasons why a business may choose a particular location.

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❖ Unit 2.3.4 Sole traders and partnerships

After studying this unit you should be able to:

- Explain the basic structure and key features of the sole proprietor and partnership forms of business organisation
- Explain the advantages and disadvantages of the sole trader and partnership forms of business organisation
- Explain and apply the principal of unlimited liability
- Recommend a form of business organisation for a business
- Explain and discuss why it is beneficial for partnership to draw up a deed of partnership

❖ Unit 2.3.5 Private and public limited companies

After studying this unit you should be able to:

- Explain the basic structure and key features of the private and public limited company forms of business organisation
- Explain the advantages and disadvantages of the public and private company forms of business organisation
- Explain and apply the principal limited liability
- Recommend a form of business organisation for a business
- Discuss the importance of shares as a means of raising finance

❖ Unit 2.3.6 Other types of business organisation

After studying this unit you should be able to:

- Understand and explain the terminology, advantages and disadvantages relating to other forms of business organisation.
- Explain the principal of franchising and be able to recommend its suitability for particular types of business.
- Explain why businesses may choose to operate as multinational companies

People

❖ Unit 2.4.1 Employment and retention

After studying this unit you should be able to:

- Explain the different stages in the process of recruitment and selection
- Discuss the importance of job descriptions and person specifications
- Recommend when to use different types of media when advertising for new staff
- Discuss the advantages and disadvantages of different sources of information about applicants for jobs
- Recommend when to use the different selection methods that can be used.

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❖ Unit 2.4.2 Motivation

After studying this unit you should be able to:

- Explain why people work and benefits they can get from it
- Explain the different methods of pay that can be used to motivate workers
- Perform calculations connected with the different methods of pay
- Recommend when different methods of pay are appropriate
- Explain the different non-pay methods that can be used to motivate workers
- Recommend when different non-pay methods of motivation are appropriate

❖ Unit 2.4.3 Training

After studying this unit you should be able to:

- Explain the different training needs that workers may have
- Explain the different methods of training that can be used to meet training needs of workers
- Evaluate the importance and costs of training to businesses
- Discuss the importance of staff appraisal in the development of staff

❖ Unit 2.4.4 Employment law and trade unions

After studying this unit you should be able to:

- Explain different laws that exist to protect workers
- Explain how workers can take legal action against employers through employment tribunals
- Discuss how health and safety at work legislation protects workers and what the consequences are for employers who fail to obey the legislation
- Explain how trade unions can help their members and discuss what will influence how successful they are
- Discuss the benefits of single union agreements between employers and workers

❖ Unit 2.4. Organisaion and communication

After studying this unit you should be able to:

- Explain the importance of communication to businesses
- Explain the different types and methods of communication, and give examples of each
- Explain the different barriers that exists to communication and suggest ways of overcoming them
- Evaluate the uses of ICT for businesses
- Discuss and explain the importance, need for and types of organisation charts in business.

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How should I revise?

The exam board you are following is OCR Business Studies specification J293.

Everybody will be sitting the same examination.

1. Make sure that you have a solid understanding and know all of the content mentioned above.
2. A number of past exam questions/papers are available so that you can use to test your knowledge about the Unit A292 material.
3. Mock exam papers based on this unit will be discussed during revision lessons. It is important that you go through these mock papers again before the exam.
4. Do not be afraid to ask if there is any question you do not understand.
5. Other useful resources:

<http://www.bbc.co.uk/schools/gcsebitesize/business/>

http://www.ocr.org.uk/qualifications/type/gcse/blt/business_studies/

<http://businesscasestudies.co.uk/>

<http://www.businessstudiesonline.co.uk/live/>

<http://www.tutor2u.com/>