

Business Year 11 to 12 Transition Work

The following tasks should be completed independently.

- For BTEC business, you are required to complete all tasks as part of your first assignment that needs to be completed for unit 1.
- For A level business, you are required to complete all tasks in preparation for your A level exams.

Activity 1 - Business Sector:

Conduct independent research into the 4 different sectors that businesses operate in. Create and complete table below:

	Definition	Examples of business that operate in this sector
Primary		
Secondary		
Tertiary		
Quaternary		

Activity 2 - Ownership:

Task 2 is a research task into the different business ownership styles that exist.

	Definition	Example	Advantage	Disadvantage
Sole trader				
Partnership				
Private limited company				
Public limited company				
Cooperative				
Government department		Ofsted		
Charities		WWF		
Voluntary		Macmillan cancer support		

Suggested websites:

<http://www.bbc.co.uk/education/guides/z4br87h/revision>

<http://businesscasestudies.co.uk/opito/sectors-of-industry/sectors-of-industry.html>

Activity 3 - how to set up a limited company:

- Use the government website to create a fact file on how to set up a limited company.
<https://www.gov.uk/limited-company-formation>
- Explain the difference between a company limited by shares and a company limited by guarantee.
- Include the 7 steps the government suggest you take when you set up a limited company.
- Give some more details about each stage such as the documents you have to create to set up the business (memorandum of association and articles of association, the financial records you will have to keep)

Activity 4 - Aims and Objectives:

- Find out what a mission statement is. List the mission statements of 5 different organisations.
- List the different financial and non-financial aims a business may have.
- Find out what a SMART objective is.
- Give some examples of SMART objectives for a business.

The next two tasks are for BTEC students only:

Activity 5 - Stakeholders:

- Find out what a stakeholder is.
- Identify the different stakeholders a business may have.
- Explain what each one would want out of a business.

Activity 6 - write a report on a business of your choice:

Pick a large business that is **based in the UK** e.g. Tesco. (A UK plc has to give the public much more information than an American one)

Using its website, company annual report and other research write a report on the business.

In your report you should

- Identify the features of the business -explain its history, what its activities are, where is it based, how many stores it has, how many people it employs, who owns the business.
- Find out its aims and objectives. The company report might help you here.

- Try and find examples to illustrate each aim. i.e. if one aim is to make a profit find out their profit figures in the last year, if another aim is to help society give examples of the charity events they hold. Do you think they have achieved their aims? What is the evidence?
- Identify the stakeholders of the business (anyone who is affected by the business) and explain what each one might want out of the business.

The next task is for A level students only:

Assess the impact of Covid-19 on two businesses

Your challenge is to pick **two** of the businesses below. (If you really want to choose a business of your own, that is also fine). You are to write a report about how CV-19 has had a negative impact on one of the business and how it has had a positive impact on the second business. You should also think about future considerations the business may have to undertake in order to respond to the global economic impact of the deadly virus.

Here is a rough layout of how your report should look:

Title: Give your report a title, include your business' name

Introduction: Introduce background into both CV-19 and your business. You could include where your business was founded, its ownership type, no. of employees and brief overview of what goods/services it provides.

Impact of CV-19 on *Business X*: List and analyse three impacts CV-19 has had on your business. Use connectives such as "this would lead to" and "therefore" to show strong analysis skills.

Future considerations for *Business X*: Explore some possible economic impacts of CV-19, e.g. higher tax rates so that Governments can recover some of the money they have spent in dealing with the crisis. Or lower consumer spending in certain industries as we wait for the public to regain its confidence. How might these things impact on your business and what might it have to do to deal with said impact?

Evaluation: Make a judgement on how you think your business is coping with/will cope with CV-19. Can you see a bright future? Can they turn this crisis into an opportunity of sorts?

Repeat the above process for the second business

Conclusion: Compare both businesses to see why one is doing better than the other and explain the reasons why.

You should use reputable sources such as BBC News, Sky News, Bloomberg and Reuters. Try to avoid using Wikipedia too much. All sources should be referenced. This means you should say where you got your information from like in brackets, for example:

British Airways are set to make 12,000 workers redundant in light of the Coronavirus (BBC.com)

Try to use business studies key terms that you know when you can.

Your report should be a minimum of 1500 words long.

Email your teacher if you have any questions.



Good luck

The Business team