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|  | **Enderoth**  Cambridge TEC (Certificate/Diploma) in Business  **Unit 02 -Working In Business** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 02 - Assignment Checklist - DD-MM-2017

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| **TASKS** | **ACTIVITIES** | **STUDENT** | | **STAFF** |
| **LO1 - Business Working Protocols** | | | | |
| **Task 1.1** | Read the case study above   1. Draw the organisational chart for this telephone business. 2. What is the span of control for the supervisors? 3. What would be the advantages and disadvantages of removing the  supervisors altogether? Your answer should include references to: 4. Chain of command 5. Delegation 6. Span of control |  |  | |
| **Task 1.2** | For your school describe who is responsible for the following tasks, why they are responsible and who they are directly answerable to in the Chain of Command. |  |  | |
| **Task 1.3** | Using the case study above:   1. What are the advantages and disadvantages of this tall organisation structure for Sainsbury’s? 2. Give three examples of conflicts which may arise from this structure. 3. Do you think this organisational structure increases motivation for its employees? 4. What are the benefits of having a regional division for the business? |  |  | |
| **Task 1.4** | Get the 8 primary stipulations of the Data Protection Act and explain the organisational procedures your school has to take to abide by each of these stipulations. |  |  | |
| **Task 1.5** | For the following items of data in a school, which would be the best method of securing the information and how important it is to do so: Staff Wages, Printed reports, List of Login names and passwords, Application forms, student grades. |  |  | |
| **Task 1.6** | For each of the previous loses, state the best and worst case scenarios of the breaches and how a school could prevent further similar breaches. |  |  | |
| **Task 1.7** | Using a breach from this link, discuss how the breach happened, the damage caused and the solution put in place to prevent it happening again. |  |  | |
| **Task 1.8** | Describe in reference to your school, the importance of maintaining confidentiality to the individual and the organisation. |  |  | |
| **Task 1.9** | Explain what other procedures your school has in place to protect information, paper and digital, and state the need and effectiveness of each of these. |  |  | |
| **Task 1.10** | For each of these acts, state two stipulations in reference to a school that apply and how a school can enforce these stipulations: |  |  | |
| **Task 1.11** | Flying around 2.30p.m. on a Sunday from Heathrow, to be able to on time for a meeting for Tuesday at 3.30p.m in Alice Springs, Australia. Find a method of getting Tom there on time. |  |  | |
| **Task 1.12** | You need to go to a University interview in Edinburgh on Wednesday, you will need to stay overnight in a hotel close to the University for 2 nights, the day before and the day of the interview. Find the nearest available 3 star hotel in the area that comes under £120. |  |  | |
| **Task 1.13** | Find the School’s AUP policy for Staff and the policy for students and compare the two. Write a report on the differences in the level of acceptability and consequence of these. |  |  | |
| **Task 1.14** | Find three stipulations of the Health and Safety at Work Act that refers specifically to Teachers in a School and describe what it protects against. |  |  | |
| **Task 1.15** | Find a high profile discrimination case and create a report outlining the issue, the case, the rights of the individual and the outcome of the case for the individual and the employer. |  |  | |
| **Task 1.16** | Using the list above, make an educated guess in your books on what Contractual terms your teacher signed to and then discuss this with your teacher. |  |  | |
| **Task 1.17** | Write a 20 point Standards of professional etiquette for a teacher, outline these in sections and for each point, specify an acceptable exclusion to each rule. |  |  | |
| **LO2 - The Arrangement of Business Meetings** | | | | |
| **Task 2.1** | The school has organised a meeting with the Student Council to discuss Lesson Timing changes. Using the headings, Criteria, Location, Urgency, Priority, Purpose and Personnel, create a report that outlines all the needs of the meeting. |  |  | |
| **Task 2.2** | Do the same for either criteria for one of the following:  Local Teacher conference on 9-1 Assessment grading of GCSE’s.  Sports Day arrangements  Parents meeting to discuss a pupils lack of attendance.  Disciplinary meeting with a member of staff.  New Teacher job interview. |  |  | |
| **Task 2.3** | Using the criteria Destination, Dates, Personnel, Special Requirements, Mode of Transport and Costing, draw up a planning report for the following travel arrangement: |  |  | |
| **Task 2.4** | A teacher at your school needs to get to a job interview by 9a.m. on Friday in Chislehurst, London, returning at 5.p.m. on the same day. Using the same criteria, draw up a costing and schedule for this. |  |  | |
| **Task 2.5** | John needs to stay in a hotel near the airport in Dubai for 3 nights, it must have Wi-Fi, airport shuttle and be 4 Star or more. Breakfast needs to be included but not dinner. John is vegetarian. The company budget $250 per night, find and evidence 3 hotels that meet his needs and create a report describing which one you recommend and why. |  |  | |
| **Task 2.6** | A teacher is coming to your school for a job interview, needs to stay in a hotel near the train station and close to the school, it needs to be in the budget or £55 per night, have a double bed and include Breakfast and Wi-Fi. Evidence three hotels in the area and create a report describing which one you recommend and why. |  |  | |
| **LO3 - Using Business Documents** | | | | |
| **Task 3.1** | For your school, name and describe 10 assets that would be on the current account for the September to October period and explain how these might be different for the period June and July. |  |  | |
| **Task 3.2** | A large local clothes shop has received a customer complaint on the quality of a jumper purchased for 290 Rupees on Tuesday 17th April. Instead of a refund they have supplied a credit note. Below is an example template, fill this in for the current customer. |  |  | |
| **Task 3.3** | You need 25 copies of a three page document, copied on both sides on A4 for a meeting in 2 hours charged to the school. Print out and fill in the form below. |  |  | |
| **Task 3.4** | You need 2 staplers – code 1231, 1 strimmer code 3242, 2 flipcharts code 3344 and 10 collapsible chairs, code 4324 for a meeting at 3.00p.m. in room 303 tomorrow. Fill in this form with three SMT staff in your school as signatures (faked) |  |  | |
| **Task 3.5** | Your PC computer is crashing every 15 minutes with a blue screen in room 308. Fill in this computer request form. |  |  | |
| **Task 3.6** | Questions   1. Calculate the total cost variance for the 3 month period. 2. Is this variance favourable or adverse? Explain your answer. 3. Why do you think the budgeted and actual figures for wages are identical? 4. Identify an example of a favourable variance and an adverse variance from the figures provided. 5. The actual figure for 'materials' is different each month. Outline possible reasons for this. 6. Should Mike Elliot be concerned by what the comparison between budgeted and actual figures reveal? |  |  | |
| **Task 3.7** | Using the table below draw up a list of things you need to have on each Other Business Document listed. |  |  | |
| **Task 3.8** | For each Other Business Document listed, draw up an example of how your school would lay theirs out for a given purpose. |  |  | |
| **Task 3.9** | Using the Table below, describe, including the key features of the different payment methods, the advantages and disadvantages of each payment method to both the payer and payee |  |  | |
| **Task 3.10** | Using the table below, describe the use, features and importance of purpose of checking include the benefits of meeting documentation and the importance of checking. |  |  | |
| **Task 3.11** | Your Student Council are meeting to discuss preparations and assigned duties for Sports Day. Draw up a Notice, Agenda and Minutes for this meeting. |  |  | |
| **LO4 - Prioritising Business Tasks** | | | | |
| **Task 4.1** | Write a report on the cascading issues that could happen for the following scenarios: For each of these discuss the problem, the impact, the cascading effect, and how you would manage the change in priorities to accommodate each issue. |  |  | |
| **Task 4.2** | Using the headings above, in the context of two meetings, one for a Job Interview with a new Teacher in the School and one for next Year’s school budget, discuss the issues and possible variances in having both meetings on the same day. |  |  | |
| **Task 4.3** | Using the attached Spreadsheet prioritise the following 20 tasks in producing a computer game. The timescale is one year, you will need to overlap some tasks and discuss why priorities can be changed or delayed in favour of other tasks. |  |  | |
| **Task 4.4** | Your school plans on building a new sports gym. Using Internal and External influences, write a report describing how priorities can change according to informational needs. |  |  | |
| **Task 4.5** | Using either Spreadsheet 1 or Spreadsheet 2, create a Table, Bar Chart, Pie Chart and Tabular result of any set of related figures for the purpose of showing the current cash flow of the data. |  |  | |
| **Task 4.6** | Using the scenario below, and the matrix on the left, assign priorities to situation. |  |  | |
| **Task 4.7** | For the following tasks within your school, choose and explain a solution in terms of Changing Deadlines or Delegation. |  |  | |
| **Task 4.8** | Research and find a high profile case involving a member of staff who has been wrongly delegated or victimized over Health and Safety, Equal Opportunities or Contractual Obligations. Outline the issue, the contention and the agreed solution. |  |  | |
| **Task 4.9** | Research and find a high profile case involving a member of staff who has been punished unduly over Punctuality, Appearance or Use of Language. Outline the issue, the contention and the agreed solution. |  |  | |
| **LO5 - Communicating Effectively With Stakeholders** | | | | |
| **Task 5.1** | For the following documents list the named ranges of Audience, Purpose, Function, Content and Resources Limitations that a school will have to consider when preparing the appropriate documents. |  |  | |
| **Task 5.2** | Create a school letter to all parents informing them of a Parents presentation on e-Safety. Consider the layout of this document in terms of the three level structure, justification, content and level of Purpose. |  |  | |
| **Task 5.3** | Create a School Letter of complaint to a teacher as a written warning, anonymise this letter. Consider the layout of this document in terms of the three level structure, justification, content and level of Purpose. |  |  | |
| **Task 5.4** | Create a Five Slide Guide on how to use the features on your mobile phone to do the following tasks. Aim this guide at your Parents: |  |  | |
| **Task 5.5 –** | Create a similar Five Slide Guide on how to use the features on your mobile phone to do the following tasks. Aim this guide at you’re a whole school presentation with an audience aged from 11-18: |  |  | |
| **Task 5.6 –** | In terms of Quality, Colour, Medium, Cost, Ease and Timescale, state how the following documents should be produced and the Impact on the Design process due to these conditions: |  |  | |
| **Task 5.7a** | Draw up a job description for one of the following:  Accountant  Shop Assistant  Hotel Manager  Teacher  The job your parents do Research information to help you by asking someone who does the job or from careers information |  |  | |
| **Task 5.7b** | Now draw up a job specification for your perfect job. The same research should help you to complete this task. Show which are essential and which are desirable requirements for the job. |  |  | |
| **Task 5.7c** | How does a job description and a job specification help to ensure the most suitable person for the job is recruited? |  |  | |
| **Task 5.8 –** | Draw up a Person Specification using the above points for any teacher position within your school. Then get one off the Internet and compare the content. |  |  | |
| **Task 5.9 –** | The three documents below have a range of errors and a range of mistake that could be improved upon. Recreate, describe or evidence the errors on each. |  |  | |