**SCHEME OF WORK **

 **Unit No/Title:** AS Business – Nicola Hunter

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| **Programme Title:** AS business  | **Exam Board:**WJEC | **Venue:** NG 213 (Various)  | **Session:** 2017-18 |
| **Lecturer:** Daniel Tregoning | **Day/Time:** Various  | **Hrs per wk:** 2.15 mins per session.  | **No of weeks:** 32 |
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| **WeekNo** | **Topic** | **Aims & Objectives** | **Teaching & Learning Activities** | **Key Skills & Assessment** | **Literacy and numeracy**  |  |
| 1 | Market Structures  | * Introduce the aims and objectives for the session.
* Explain market structures – monopoly, oligopoly and perfect competition.
* Role play each market structure whilst the class decides which one you are presenting.
* Analyse the market structures and give examples of each in a written task.
* Define niche and mass markets and give examples.
* Show a YouTube video on niche and mass marketing.
* Arrange the niche and mass marketing example cards.
* Answer the Kahoot quiz questions on Niche/ mass marketing and market structures.
* Recap the aims and objectives for the session.
 | Group discussion. YouTube video. Kahoot quiz. Exam question.  | . |   |  |
|  2 | Market Segmentation  | * Introduce the aims and objectives for the session.
* Explain market segmentation and discuss the importance of segmentation.
* Show a YouTube video on market segmentation.
* Complete a market segmentation Kahoot quiz.
* Answer the segmentation quiz questions using your buzzer.
* Evaluate the use of market segmentation by completing a written task.
* Discuss your findings with the class.
 | Presentation. YouTube video. Quiz questions. Written task |  |   | **Flag-Walesicon global citizenship** |
|  3 | Stakeholders  | * **I**ntroduce the aims and objectives for the session.
* Using your show me boards, define stakeholders.
* Explain the various stakeholders and give examples.
* Show a YouTube video on employee strikes.
* Complete a stakeholder Kahoot quiz in groups.
* Recap the aims and objectives for the session.
 | Presentation. YouTube video. Kahoot quiz. Questions. |  |  | **Flag-Walesicon global citizenship** |
| 4 |  Market Research  | * Introduce the aims and objectives for the session.
* Discuss in groups what is market research and the methods.
* Explain the objectives for market research.
* Define primary and secondary research and show a YouTube video.
* Arrange the primary and secondary research example cards in groups.
* Explain quantitative research, qualitative research and sampling methods.
* Show a YouTube video on observation, market research.
* Analyse and evaluate the market research methods by completing a written task.
* Discuss your findings with the class.
* Recap the aims and objectives for the session.
 | Group discussion. Presentation. YouTube video. Kahoot quiz. Exam question. Probing questions. |  |  |  |
|  5 | Location  | * Introduce the aims and objectives for the session.
* Explain the factors that affect business location and give examples.
* Show a YouTube video on business location.
* Discuss in groups the Ikea location riots.
* In groups evaluate the statement ‘location is key to business success’.
* Evaluate the two new locations for the business case study to choose from.
* Present your evaluations to the class and question your peers.
* Explain the term Footloose and give examples.
* Answer the revision questions on business locations.
* Recap the aims and objectives.
 | Group discussion. Presentation. Exam question. Role play. Quiz questions. |   |   | **Flag-Walesicon global citizenship** |
| 6 | Revenue and costs  | * Introduce the aims and objectives for the session.
* Discuss in groups, what is fixed and variable costs.
* Define revenue and profit and discuss importance.
* Calculate the revenue and profit using two examples.
* Explain fixed and variable costs and give examples of each.
* Show a YouTube video on fixed and variable costs.
* Calculate the revenue and profit for Pizza Hut and McDonalds.
* Explain the difference between direct costs and overheads.
* Calculate, fixed and variable costs, revenue and profit.
* Arrange the fixed, variable, direct and overhead cost cards.
* Recap the aims and objectives for the session.
 | Group discussion. Presentation.YouTube video. Kahoot quiz. Role play. Arrange cardsExam question.  |  |  |  |
| 7 | Break even  | * Introduce the aims and objectives for the session.
* In groups define fixed, variable costs and revenue using show me boards.
* Explain break even analysis and give examples of its importance.
* Discuss how to calculate break even and explain methods.
* Calculate the breakeven point and explain the methods.
* Discuss your calculations with the class.
* Complete a Kahoot quiz on Break even formulas.
* Calculate profit and loss and the breakeven point using two examples.
* Discuss your break even, profit and loss findings with the class.
* Answer the breakeven revision questions.
* Recap the aims and objectives for the session.
 | Presentation. YouTube video. Kahoot quiz. Questions.Exam question.  |  |   |  |
| 8 |  Break even  | * Introduce the aims and objectives for the session.
* Discuss in groups fixed and variable costs and revenue.
* Calculate the break even point using a new case study.
* Show how to calculate break even point and express this on a graph.
* Place fixed costs, variable costs and total costs on the graph.
* Calculate the break even point and plot this on a graph.
* Explain the margin of safety and calculate margin of safety.
* Express the margin of safety on chosen graphs.
* Calculate changes in revenue and total costs.
* Calculate changes in revenue and total costs using
* your break even graphs.
* Recap the aims and objectives for the session.
 | Group discussion. Presentation. YouTube video. Kahoot quiz. Written task. Questions. Exam question.   | . |   |  |
| 9 | Elasticity of demand  | * Introduce the aims and objectives for the session.
* Explain the influence of elasticity on demand and supply.
* Define luxury, normal and inferior goods.
* Show a YouTube on luxury, normal and inferior goods.
* Answer Kahoot quiz questions on Demand and supply.
* Arrange elasticity of demand and supply and luxury, normal and inferior good cards.
* Complete a written evaluation of price elasticity of demand.
* Recap the aims and objectives for the session.
 |  Group discussion. Presentation. YouTube video. Kahoot quiz. Written task. Questions. Exam question.  |  |  |  |
| 10 | AS MOCK EXAMINATIONS  | Introduce the aims and objectives for the session.Handout the mock exam paper. Complete the past paper under exam conditions within the time period.Hand in your paper to be marked. Recap the aims and objectives for the session.  |  Mock examination. | .  |   |  |
| 11 |  Functional areas  | Introduce the aims and objectives for the session. Read unit 2 handbook. Explain to the group, what functional departments exist. Discuss the various functional departments in an organisation. Express the objectives of various functional departments.Show a YouTube video on Functional departments. Answer functional departments quiz and Kahoot quiz questions. Complete a written past paper question on functional departments. Discuss your answers with the group. Read a functional department case study example. Recap the aims and objectives for the session. |  Read handbook. PowerPoint. YouTube video. Kahoot quiz. Written quiz. Past paper question. |   |   |  |
| 12 | Budgeting  | Introduce the aims and objectives for the session.Explain the budgeting process and the advantages/ disadvantages. Arrange the budgeting advantage and disadvantage cards in groups. Calculate favorable and adverse variances as a group. Recalculate favorable and adverse variances individually. Recap the aims and objectives for the session. | YouTube video. Group presentation. Exam question. Presentation.  |   |  |  |
| 13 | Cash flow forecasting  | Introduce the aims and objectives for the session.Discuss what is cash flow forecasting in groups. Explain cash flow forecasting and show an example cash flow. Calculate revenue and expense parts of the cash flow as a group.Calculate revenue and expenses individually. Explain how to work out net cash flow and closing balances. Complete a cash flow statement past paper question. Answer the cash flow forecasting past paper question. Recap the aims and objectives for the session. | Presentation. Quiz questions. Exam question. Kahoot quiz.  |   |   |  |
| 14 | Cash flow forecasting  | * Introduce the aims and objectives for the session.
* Answer the cash flow questions in groups.
* Calculate a cash flow statement and discuss your answers with the group.
* Explain the advantages and disadvantages of cash flow forecasts.
* Show a YouTube video on Cash flow statements.
* Complete a written analysis of the advantages and disadvantages of cash flow statements.
* Calculate a cash flow statement and present to the class.
* Recap the aims and objectives for the session.
 |  Presentation. Quiz questions. YouTube video. Kahoot quiz. Peer assessment.  |   |  |  |
| 15 | Profit and loss accounts  | * Introduce the aims and objectives for the session.
* Answer the profit and loss questions as a group.
* Explain profit and loss accounts and give examples.
* Calculate the cost of sales and gross profit on the board.
* Calculate the cost of sales and gross profit using a new example.
* Explain the net profit calculation on the profit and loss account.
* Calculate net profit using the given example.
* Use your knowledge to complete a profit and loss account using the example.
* Complete a Profit and loss formula Kahoot quiz.
* Recap the aims and objectives for the session.
 |  Presentation. Kahoot quiz. YouTube video.Peer assessment. Exam question.  | .  |  |  |
| 16 | Profit and loss accounts  | * Explain the importance of apportionment accounts.
* Discuss in groups the difference between gross and net profit.
* Complete a profit and loss written quiz.
* Complete an apportionment accounts written task.
* Discuss ratio analysis – Net profit and gross profit ratios.
* Calculate net profit and gross profit margin as a group.
* Use your knowledge to calculate NPM and GPM.
* Complete a ratio anlaysis, Kahoot quiz.
* Answer a ratio analysis past paper question.
* Recap the aims and objectives for the session.
 | Presentation. Article discussion.Kahoot quiz. Exam question. Revision questions.  |  |  |  |
| 17 |  Workforce performance  | * Introduce the aims and objectives for the session.
* Discuss workforce performance and how to calculate absentee rates.
* Calculate absentee rates and discuss with the group.
* Explain labour turnover and calculate this with the group.
* Use your knowledge to work out labour turnover.
* Describe labour productivity and calculate this with the group.
* Complete a Kahoot quiz on the topics above.
* Answers quiz questions as revision.
* Recap the aims and objectives for the session.
 | Presentation. Exam question. Kahoot quiz.YouTube video. Group discussion.  |  Probing questioning. Group discussion. |   |  |
| 18 |  Motivation  | Introduce the aims and objectives for the session.Discuss in groups, what is motivation?Explain Taylors motivational theory and give examples. Complete a written description of Taylors motivational theory. Discuss Mayo and Hawthorne’s experiments. Show a YouTube video on the experiment’s. Complete a quiz on Mayo and Hawthorne’s experiments. Explain Maslow’s Hierarchy of needs and give examples. Show a YouTube video on Maslow’s Hierarchy of needs. Draw a Maslow’s hierarchy of needs and explain each section.Recap the aims and objectives for the session. | Presentation. YouTube video.Quiz.Presentation. Written task. |   |  |  |
| 19 | Motivation  | Introduce the aims and objectives for the session. Complete a quiz on the three motivational theories discussed yesterday. Explain Herzberg’s two factor theory. Answer questions on Herzberg’s two factor theory. Discuss Vroom and Porter et al, acceptancy theory. Complete a written task on the Vroom and Porter et al, acceptancy theory.Answer the Kahoot quiz questions on motivational theorists. |  Presentation. Group discussion. Written task. Kahoot quiz.   |  |   |  |
| 20 | Motivation  | Introduce the aims and objectives for the session. Discuss the financial methods of motivation and give examples. Analyse the financial methods of motivation in a written task. Arrange the financial methods of motivation definition cards. Explain the non-financial methods of motivation. Complete a written analysis of the non-financial methods of motivation. Show YouTube videos from various motivational theorists. Recap the aims and objectives for the session. |  Presentation. Arrange cards. Written task. Peer assessment. YouTube video.  |  |  |  |
| 21 | Employee relationships  | Introduce the aims and objectives for the session. Explain employee or employer relationships and the minimum wage. Show a YouTube video on minimum wage. Explain impact of minimum wage on employees and employers.Discuss the importance of equal opportunities. Answer Kahoot quiz questions on employee and employer relationships. Discuss the equal opportunities act in groups. Recap the aims and objectives for the session. | Presentation. Kahoot quiz. Quiz.Exam question.  |   |   |  |
| 22 | Employee relationships – Trade unions  | Introduce the aims and objectives for the session. Explain trade unions and industrial action. Show a YouTube video on industrial action. Discuss the role of ACAS and give examples. Complete a Kahoot quiz on trade unions. Recap the aims and objectives for the session. | Presentation. Group task. Kahoot quiz Exam question.  |   |   |  |
| 23 |  Added value Production  | * Introduce the aims and objectives for the session.
* Explain added value and calculate added value.
* Calculate added value using a new example.
* Explain the difference between added value and profit.
* Discuss the various methods of production and give examples.
* Show a YouTube video on production methods.
* Summarise key points from each production method.
* Arrange production method definition cards.
* Answer the Kahoot quiz questions.
* Recap the aims and objectives for the session.
 | Presentation. Exam question. YouTube video. Article. Case study. Kahoot quiz.  |  |   |  |
| 24 | Purchasing  | Introduce the aims and objectives for the session.Explain the methods of stock management and give examples. Complete a written description of JIT management. Discuss how technology has been used in stock control. Answer the purchasing methods questions in groups. Complete two purchasing past paper questions. Answer the Kahoot quiz questions. Recap the aims and objectives for the session. | Kahoot quiz. Evaluation. YouTube video. Past paper question.  |   |  |  |
| 25 | Quality  | Introduce the aims and objectives for the session.Discuss quality in groups. Explain the benefits of quality and quality assurance. Complete a written evaluation of Quality and quality assurance. Discuss the importance of team work and benchmarking. Answer the revision questions as a group. Explain quality control and TQM. Show a YouTube video on quality control. Complete a written evaluation of how stakeholders affect quality. Recap the aims and objectives for the session. | Presentation. Written task. Kahoot quiz.  |   |   |  |
| 26 | Productivity  | Introduce the aims and objectives for the session.Define productivity in groups. Explain productivity and calculate productivity. Describe the advantages of productivity. Calculate productivity and discuss with the group. Discuss capacity, spare capacity and give examples. Complete a written description of productivity, capacity utilization and spare capacity.Answer quiz questions on productivity and Kahoot quiz questions. Recap the aims and objectives for the session. |  |  |  |  |
| 27 | Past paper session Unit 1  | * Introduce the aims and objectives for the session.
* Handout a Unit 1 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Pass you work to a partner to be marked.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment.  | .  |  |  |
| 28 | Past paper session Unit 1  | * Introduce the aims and objectives for the session.
* Handout a Unit 1 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Pass you work to a partner to be marked.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment. |  |  |  |
| 29 | Past paper session Unit 2  | * Introduce the aims and objectives for the session.
* Handout a Unit 2 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment. |   |   |  |
| 30 | Past paper sessionUnit 2  | * Introduce the aims and objectives for the session.
* Handout a Unit 2 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment. |   |  |  |
| 31 | Past paper sessionUnit 2 | * Introduce the aims and objectives for the session.
* Handout a Unit 2 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment. | .  |   |  |
| 32 | Past paper sessionUnit 2 | * Introduce the aims and objectives for the session.
* Handout a Unit 2 past paper.
* Prepare answer plans for each question.
* Complete the past paper session within the time period.
* Recap the aims and objectives for the session.
 | Past paper. Group discussion. Peer assessment. |  |  |  |