

GETTING READY FOR PACK

Business (Double)

We are delighted you have chosen to study Business at Haywards Heath College

WHAT YOU WILL STUDY

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| Unit/Topic | <p>The Cambridge Technical Level 3 Business course is equivalent to two A-levels. Upon completion of this two-year program, you will be achieving a diploma in Business.</p> <p><u>You will be studying the following units in year one:</u></p> <p><i>Unit 1: The business environment (exam)</i> <i>Unit 2: Working in business (exam)</i> <i>Unit 4: Customers and communication (coursework)</i> <i>Unit 5: Marketing & Market research (coursework)</i> <i>Unit 16: Principles of project management (coursework)</i></p> |
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WHAT YOU NEED

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| Kit List | Calculator, ruler, pens, highlighters |
| Course Supplement | N/A |
| Equipment | <ul style="list-style-type: none"> - Laptop or tablet for in-lesson notes & assignments. - You may choose to do most of your work on your own electronic device but if you would prefer to make notes towards exam units physically, then you will need: <ul style="list-style-type: none"> - <i>A4 writing paper pad.</i> - <i>Pens and pencils, eraser.</i> - <i>Large folder (A4 ring binder)</i> - <i>pack of dividers</i> - <i>Set of highlighters</i> |

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| Essential Textbooks | <p>1- Cambridge Technical Level 3 Business (ISBN 978-1471874796)</p> <p>Cambridge Technicals Level 3 Business: Amazon.co.uk: Bayley, Tess, Tullett, Karen, Oliver, Leanna, Wainwright, Dianne: 9781471874796: Books</p> <p>1- My revision notes – Cambridge Technical Level 3 Business (ISBN 978-1510442320)</p> <p>My Revision Notes: Cambridge Technicals Level 3 Business: Amazon.co.uk: Wainwright, Dianne, Mitchell, Diane: 9781510442320: Books</p> |
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| ENRICHMENT | |
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| Trips | <p>1- SME Expo, ExCel, London</p> <p>2- Bank of England</p> <p>3- Brighton & Hove Albion</p> |
| Guest Speakers | HSBC – International Trade |
| Events | <p>1- Business Enterprise & Media Day</p> <p>2- Join a business event at Worthing College</p> |

| OPTIONAL ADDITIONAL READING/STUDY | |
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| <p>BBC Business news website https://www.bbc.co.uk/news/business</p> | <p>The BBC Business homepage is full of relevant and topical business stories and articles. Here are a couple https://www.bbc.co.uk/news/articles/cd11g84q4glo and https://www.bbc.co.uk/news/articles/clmmvnpr8n8o and https://www.bbc.co.uk/news/articles/cjijzy49605o</p> <p>Spend 15 minutes a day reading 2 or 3 reports. Ask yourself:</p> <ul style="list-style-type: none"> • What challenge is the business or industry facing? • Why might this problem or issue have happened? • What are the consequences and effects of the problem or challenge? • What could or might businesses do to overcome or reduce the impact of the issue? <p>What would you do if you were the chief executive of the business?</p> |

SUMMER WORKING TASK INFORMATION

Completion Date: First Lesson Week Commencing 9th September 2024

This pack will help you make the best possible start to studying this subject. The tasks in this pack should take you about 8 hours to complete.

- This is a double course, worth 2 A Levels so you have been given a little more work to do than a single Cam Tech course.
- Should be done digitally where possible and all in one document (e.g. a Microsoft Word Document). You will be given an upload point once you've been signed up to our systems.
- Should be ready to be handed in/uploaded when teaching starts from 9th September 2024 with your name on it for assessment. You will be given a couple of days to upload it once you are on the system, so you don't have to have the file on you although we recommend saving it to the cloud (google docs, one drive etc) so you access it quickly once the upload point goes live.
- Research is available on the internet – follow the links in the document and/or do your own.

Please do the following before making a start:

- Go to your 'personal' OneDrive, Google-drive, iCloud, or other cloud-based storage (*make sure that you are using your personal email and NOT your school email*).
- Create a new folder and call it "GRFP for business".
- Create a new word document inside that folder and call it "GRFP for business".
- Make sure you have access to this folder as you will be asked to share your work during the first week of college.

The tasks are designed to get a bit more difficult as you work through them as they are preparing you for studying at a higher level and to become an effective independent learner. You should try to get as far as you can working on your own but if you do need help, please email us at info@haywardsheath.ac.uk telling us which Getting Ready For pack you are working on and what help you need. Help is available throughout the summer holidays.

SUMMER WORKING TASK

| <p>Skills Focus</p> | <p>Research Skills Application of theory to business/scenarios Evaluation and judgement IT and Presentation Skills</p> | | | | | | | | | | | | | | | | | | | | |
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| <p>Task 1 Research, application and analysis task</p> <p>Deadline: 9th September 2024</p> | <p>BUSINESS Ownership Business ownership relate to the way a business is legally owned and operated. All entrepreneurs must choose the most appropriate type of business ownership at the time.</p> <p>Copy the table below to a new word document then research the following legal forms of business ownership:</p> <table border="1" data-bbox="528 674 1326 1093"> <thead> <tr> <th>Business Ownership</th> <th>Explanation of business ownership</th> <th>Benefits (Pros)</th> <th>Drawbacks (Cons)</th> </tr> </thead> <tbody> <tr> <td>Sole Trader</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Partnership</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Public Limited Company (PLC)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Private Limited Company (Ltd)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Websites for your research</u></p> <p>Partnerships - Business ownership - AQA - GCSE Business Revision - AQA - BBC Bitesize Different types of business: 4 Ownership structures and legal forms - OpenLearn - Open University - B100 1</p> <p><u>EXTENSION TASK (optional)</u> Find out the type of business ownership for a business you know (either a small local business or through researching into a larger well-known business), then explain whether you think they have an appropriate ownership model or not giving your reasons for your judgement.</p> | Business Ownership | Explanation of business ownership | Benefits (Pros) | Drawbacks (Cons) | Sole Trader | | | | Partnership | | | | Public Limited Company (PLC) | | | | Private Limited Company (Ltd) | | | |
| Business Ownership | Explanation of business ownership | Benefits (Pros) | Drawbacks (Cons) | | | | | | | | | | | | | | | | | | |
| Sole Trader | | | | | | | | | | | | | | | | | | | | | |
| Partnership | | | | | | | | | | | | | | | | | | | | | |
| Public Limited Company (PLC) | | | | | | | | | | | | | | | | | | | | | |
| Private Limited Company (Ltd) | | | | | | | | | | | | | | | | | | | | | |
| <p>Task 2 Research, application and evaluation task.</p> <p>Deadline: 9th September 2024</p> | <p>Listening Skills</p> <p>One of the key skills in business is building a rapport with customers.</p> <p>Explain the importance of listening skills in building a rapport with specific customers.</p> <p>Write a 300-500 words article explaining some key listening skills when interacting with specific customers and why they're useful to the business and customer. You should explain some verbal skills (e.g. recapping), some non-verbal (e.g. body language) skills and any actions employees can take to help with listening (e.g. note taking). There are</p> | | | | | | | | | | | | | | | | | | | | |

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| | <p>plenty of articles online about the importance of listening in face-to-face business communication with customers so please do carry out your own research, but the links below could serve as a good start.</p> <p>Business Tools: The Art Of Listening (forbes.com)</p> <p>Why Active Listening is the Best Customer Service Skill Fonolo</p> |
| <p>Task 3 Research, application and evaluation task.</p> <p>Deadline: 9th September 2024</p> | <p>Skills of a project manager</p> <p>Most businesses run projects, from launching a website to opening a new store, and they will need project managers to run these.</p> <p>Explain the skillset a project manager needs to have and why.</p> <p>We'd like you to do an online magazine style article called something like the following</p> <p>'The top 8 skills a project manager need.</p> <p>For each identified skill</p> <ul style="list-style-type: none"> - Explain what the skill is. Give an example of when it might come in handy. - Explain why you think it's one of the most important skills for a project manager. <p>Here are some of the skills suggested that you could choose 8 of but we're open to your own ideas as well.</p> <p>The skills project managers need,</p> <ul style="list-style-type: none"> • communication (e.g. awareness of communication channels and ability to use appropriate forms of communication for the audience, listening and responding (e.g. to stakeholders)) • team building (e.g. listening and responding to team member issues, building team rapport, motivating project team members) • planning (e.g. scheduling, planning what work needs to be done, when and who is going to do it, dealing with changes to projects as and when necessary, making sure projects deliver the expected outcomes and benefits) • conflict management (e.g. managing competing priorities for resources, managing tension between project team members and/or stakeholders) • time management (e.g. duration of tasks, what is feasible and realistic in the timescales, measuring progress) • negotiation • problem-solving (e.g. defining the problem, evaluating options, choosing an option, implementation, and evaluation) • influencing |

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| | <ul style="list-style-type: none">• leadership• critical thinking (e.g. weigh up advantages and disadvantages to make good decisions, structure arguments logically)• business case writing (e.g. project conception and initiation)• risk management (e.g. knowing when to escalate risks and problems, contingency planning)• cost control (e.g. making sure the project is running to budget). <p>Top 30 Project Management Skills: Soft and Hard Skills Included - ProjectManager</p> |
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RECOMMENDED READING/WATCH LIST

Types of business organisations

1- Go to the following website:

[Types of organisation - Types of business organisations - National 5 Business management Revision - BBC Bitesize](#)

2- Read the following pages:

- *Types of organisations*
- *Private sector*
- *Sole trade*
- *Partnership*
- *Private limited company*
- *Public sector*
- *Third sector*
- *Key skills of an entrepreneur*

3- Once completed, click at the test tab and answer the 10 questions there.

Functions in a Business

1- Go to the following website:

[Functions in a Business \(GCSE\) | Reference Library | Business | tutor2u](#)

2- Read through and take some notes.

Business flashcards

1- Download a free app called "Quizlet".

2- Visit the following website:

[AQA | Subject specific vocabulary](#)

3- Incorporate as much business vocabulary as possible to broaden your knowledge. This will also be highly advantageous in your business studies, as you will need to reference certain terms when completing your assignments.