

GCSE Business Learning Journey: 2.5 Making human resource decisions

Aims of the course

- To provide students with a broad background of Business Studies and an understanding of the world of work.
- For students to develop an in-depth knowledge of a range of business concepts, including marketing, finance, managing people and operations management.
- For students to understand business beyond the textbook – looking at the aims and objectives of a business, which do not always include profit, and how they impact upon their stakeholders – including you! An understanding of the wider business environment and the various factors that influence a business's performance is also vital when making sense of the world we live in.

Aims of the unit

Students will explore how growing a business means that decisions relating to organisational structure, recruitment, training and motivation need to be made to influence business activity.

Assessment Procedures

Informal assessments will take place every three weeks. Topic tests based on the outline in the table above will then take place in the form of practice exam questions, essays and presentations. There is a mock exam assessment during this term.

Homework guidance

1 hour of homework will be set per week which will involve practice exam questions, preparation of revision notes, selected worksheets and research.

How can you help your child?

Encourage your child to attend sessions with their teacher after school to improve their understanding. They should also review their theory regularly at home, as well as complete homework tasks thoroughly.

Please also encourage your child to read, watch/ listen to the news on a regular basis to allow them to gain an insight into the wider world around them – this daily content is used within lessons.

Key concepts (Business)

- **Knowledge** - students to have a deep understanding of the range of business concepts
- **Application** – students to be able to apply this knowledge to give business scenarios
- **Analysis** – students to be able to analyse business performance
- **Evaluation** – students to be able to make a judgment about the business performance

2.5.1 Organisational structures		In this section, you will learn about different organisational structures within businesses. You will learn about why effective communication is important. You will also learn about different ways of working.		
Different organisational structures and when each are appropriate (Knowledge):				
Hierarchical and flat				
Centralised and decentralised				
The importance of effective communication (Knowledge):				
The impact of insufficient or excessive communication on efficiency and motivation				
Barriers to effective communication				
Different ways of working (Knowledge):				
Part-time, full-time and flexible hours				
Permanent, temporary, and freelance contracts				
The impact of technology on ways of working: efficiency, remote working				
Keywords	Hierarchical structure flat structure Centralised/decentralised Insufficient/excessive Efficiency Motivation Barriers Flexible hours Freelance Permanent/temporary remote working			
2.5.2 Effective recruitment		For this section you will learn about different job roles and responsibilities. You will also learn how businesses recruit people.		
Different job roles and responsibilities (Knowledge):				
Key job roles and their responsibilities: directors, senior managers, supervisors/team leaders, operational and support staff				
How businesses recruit people (Knowledge):				
Documents: person specification and job description, application form, CV				
Recruitment methods used to meet different business needs (internal and external recruitment)				
Keywords	Responsibilities Directors Senior managers Supervisors Operational/support staff Person specification Job description Application forms CV Recruitment methods Internal recruitment External recruitment			
2.5.3 Effective training and development		This section is about how businesses train and develop their employees. It is also about why businesses train and develop their employees e.g. to motivate staff.		
How businesses train and develop employees (Knowledge):				
Different ways of training and developing employees: formal and informal training self-learning, ongoing training for all employees, use of target setting and performance reviews.				
Why businesses train and develop employees (Knowledge):				
The link between training, motivation and retention				
Retraining to use new technology				
Keywords	Training Developing Formal training Informal training Self-learning Ongoing training Target setting Performance reviews Motivation Retention Retraining			

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2.5.4 Motivation	Here you will learn about why motivation is so important in the workplace. You will also look at how businesses motivate employees.					
The importance of motivation in the workplace (Knowledge):						
Attracting employees, retaining employees, productivity						
How businesses motivate employees (Knowledge):						
Financial methods: remuneration, bonus, commission, promotion, fringe benefits						
Non-financial methods: job rotation, job enrichment, autonomy						
Keywords	Attracting employees Retaining employees Productivity Remuneration Bonus Commission Promotion Fringe benefits Job rotation Job enrichment Autonomy					
Skills	Knowledge Explain Discuss Outline Analyse Justify Evaluate					
Links to the wider world/case study						
Revision, Test and Closing the Gap for topics covered so far						
TEST RESULT				Target Grade:		
Mark:		Percentage		Grade:		On Target?

