

New Zealand Commerce & Economics Teachers Association Inc

ceta

Te Aka Pouhoko, Pouaha Tōpū o Aotearoa

Accounting
Business Studies
Digital Technologies
Economics

Business Studies Resource Catalogue

Educating young people who
will be significantly different!

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Business Studies Catalogue : Term 2 2019

Year 12 : NZC Level 7 : NCEA Level 2

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Should you have any queries, please do not hesitate to contact us.

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Year 12 – Curriculum Level 7 – NCEA Level 2

Curriculum & School Programmes Business Studies Resources

Title and Keywords	Code	Price	Description/Contents
<p>CETA Business Studies New Zealand Curriculum Level 7/NCEA Level 2 Handbook - Version 2, 2015</p>	BB9v2	\$90.00	<p><i>Version 2, 2015</i> An essential teachers' handbook for any teacher who is teaching Business Studies at Level 7 of The New Zealand Curriculum and is assessing using the NCEA Level 2 Achievement Standards. It relates specifically to the Senior Secondary Teaching and Learning Guidelines for Business Studies published by the Ministry of Education. The booklet includes all the areas of programme design and implementation for scheme development. It addresses the two Learning Objectives required from Level 7 of The New Zealand Curriculum and the five Business Studies themes: Business Formation; Functions of Business; People in Business; Business Management; Business Environment. The two Learning Objectives are incorporated into each of the themes. Also included are sections on content development; teaching strategies; learning experiences and assessment activities, as well as the incorporation of the key competencies and values required by The New Zealand Curriculum. There are sections on resources; assessment; extension activities; programme evaluation. For reference, the Level 2 Achievement standards are included in an appendix. NOTE: Under the previous versions of the external standards (i.e. pre2015) the Future Focus Themes of Sustainability, Citizenship, Enterprise and Globalisation were delivered as stand-alone topics. These have now been removed from the standards lists of topics and as from 2015 the four concepts should be integrated throughout a Business Studies programme as they are relevant to all achievement standards. A resource is available from NZCETA (<i>Future Focus Principles NZC Level 7/NCEA Level 2 Teaching Guide</i>) Code - BS 15/1/1</p>
<p>NZ Curriculum Level 7 NCEA Level 2</p>			
<p>New Zealand Curriculum Level 7 Implementation Checklist for Teachers</p>	BB22	\$60.00	<p><i>Published 2016</i> <i>Achievement Objectives</i> LO1: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. LO2: Students will gain knowledge, skills, and experience to: Plan, take to market, review and then refine a business activity incorporating a community well-being focus, basing recommendations for the future on market feedback. Assessment Link(s): 2.1 90843 Demonstrate understanding of the internal operations of a large business, 2.2 90844 Demonstrate understanding of how a large business responds to external factors, 2.3 90845 Apply business knowledge to a critical problem(s) in a given large business context, 2.4 90846 Conduct market research for a new or existing product, 2.5 90847 Investigate the application of motivation theory in a business, 2.6 90848 Carry out, review and refine a business activity within a community context with guidance. The resource has been developed to support teachers with the implementation of a teaching and learning programme for NZC Level 7/NCEA Level 2 Business Studies. It contains tips and advice to set up, plan and run a Level 1 Business Studies programme. It has been written to complement the NZCETA Business Studies NZC level 7/NCEA Level 2 Handbook</p>
<p>NZC Level 7 NCEA Level 2</p>			
<p>Assessment Link: AS2.1, AS2.2, AS2.3, AS2.4, AS2.5, AS2.6</p>			
<p>Themes: Business Formation, Business Functions, People in Business, Business Management, Business Environment</p>			

(BB9v2 2015). The content and concepts, as well as some context information are included in the NZCETA Business Studies NZC Level 7/NCEA Level 2 Handbook. It is a supplementary guide to support the teacher with some tips and advice on how to implement the curriculum - a 'how to' guide incorporating both the New Zealand Curriculum and requirements of NCEA Level 2 assessment.

It also provides a foundation for further learning at NZC Level 8.

Contents:

- 1.0 Planning for the year
 - 1.1 Factors to be considered
- 2.0 The context of medium or large business
- 3.0 Internal assessments
 - 3.1 Group or individual?
 - 3.1.1 Forming the group
 - 3.1.2 Grading group or paired work
 - 3.2 Internal assessment tips and advice
 - 3.2.1 Internal 2.4 (90846) Conduct market research for a new or existing product
 - 3.2.2 Internal 2.5 (90847) Investigate the application of motivation theory in a business
 - 3.2.3 Internal 2.6 (90848) Carry out and review and refine a business activity within a community context with guidance
 - 3.2.4 Use of checkpoints and checklists
- 4.0 External Assessments
 - 4.1 How many standards should students be entered into?
 - 4.2 AS90843 (2.1) Demonstrate an understanding of internal operations of a large business
 - 4.3 AS90844(2.2) Demonstrate an understanding of how a large business responds to external factors
 - 4.4 AS90845 (2.3) Apply business knowledge to a critical problem(s) in a given large business context
 - 4.5 Students using a business they have studied in depth
 - 4.6 The command words and tips how to answer questions
- 5.0 Using technology for business
- 6.0 The Maori Concepts
- 7.0 What other help is at hand?

Appendices:

Level 2 External & Internal Topics linked to Achievement Standards
Example Checklist

<p>Future Focus Principles NZC Level 7/NCEA Level 2 – 2015 Teaching Guide</p>	<p>BS 15/1/1</p>	<p>\$40.00</p>	<p><i>Published 2015</i> <i>Achievement Objective(s):</i> <i>LO1: Students will gain knowledge, skills, and experience to explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i> <i>LO2: Students will gain knowledge, skills, and experience to plan, take to market, review and then refine a business activity incorporating a community wellbeing focus, basing recommendations for the future on market feedback.</i> Contents: New Zealand Curriculum Future Focus Principles and how they are incorporated through the Level 7 Business Studies themes (content and concepts). The context is small business This Level 7 Business Studies resource provides teaching and learning support for Level 7 Business Studies. It focuses on the New Zealand Curriculum (NZC) Future Focus principles of Sustainability, Citizenship, Enterprise and Globalization and how these NZC principles are incorporated through the Level 7 Business Studies themes (content and concepts). The context</p>
<p>NZC Level 7 NCEA Level 2</p>			
<p>Assessment Link AS2.1, AS2.2, AS2.3, AS2.4, AS2.5, AS2.6</p>			
<p>Themes: Business Formation, Functions of Business, People in Business, Business Management, Business</p>			

Environment

is regional and national based large businesses. While ideas have been provided the manner in which these principles have been incorporated can be added to or amended by the teacher. A number of the supporting resources, examples, links and complementary documents on these NZC Future Focus principles have also been provided for teachers. A template has been included.

The resource links with the Senior Secondary Business Studies Teaching and Learning Guide and relates to the NZC Future Focused principles of Sustainability, Citizenship, Entrepreneurship and Globalisation. It meets Level 7 Learning Objective One: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors and Level 7 Learning Objective Two: Plan, take to market, review and then refine a business activity incorporating a community wellbeing focus, basing recommendations for the future on market feedback. It addresses the Business Studies themes Business Formation, Functions of Business, People in Business, Business Management and Business Environment in the NZCETA Business Studies Level 7 Handbook and links to all Level 7 Achievement Standards.

The values students learn about through the incorporation of the NZC Future Focus principles are not theme or topic specific. The Future Focus principles are big ideas based on concepts which relate to the different themes and topics. Therefore, the values of Excellence; Innovation, inquiry and curiosity; Diversity; Integrity; and Respect will vary and should be evident in the both the Future Focus principles and the themes and topics that these principles relate to.

It is important for teachers, when presenting new concepts such as the Future Focus Principles, they provide resources, activities and a learning environment that encourages students to develop the key competencies of Thinking; Relating to Others; Using Language, Symbols and Texts; Managing Self; and Participating and Contributing.

Teaching & Learning Resources, all pre-April 2017 revised

Functions of Business

Title and Keywords	Code	Price	Description/Contents
Grow Business Grow	BS 12/1/7v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>This resource contains a range of activities, worksheets, PPTs, articles and assessment notes to assist in the teaching of Growth Strategies for NZC Level 7/NCEA Level 2, Year 12. Students will be introduced to the specifics of business growth and learn about the different strategies that businesses can use to expand with. The resource pack extensively covers the different growth theories, internal vs external growth and problems and benefits associated with the growth of firms.</p> <p>It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standard 90845.</p> <p>It links with Functions of Business Level 7 as part of the NZCETA Business Studies Handbook Two.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Contents:</p> <p>Resource Descriptor, Icebreaker activity, Class debate PPT, Mind map, Growing a NZ business group activity, Internal vs External PPT notes, Domino's Pizza case study article, Growth strategies PPT quiz, Problems of Growth notes, Growth Strategies worksheet (answers attached), Student checklist, Ansoff Growth Matrix extension notes</p>
Assessment Link AS90845 (2.3) external			
Theme: Functions of Business			
Bubba's Applied Marketing Case Study	BS 07/1/1v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective:</p> <ul style="list-style-type: none">Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.Plan, take to market, review and then refine a business activity incorporating a community wellbeing focus, basing recommendations for the future on market feedback. <p>Are you and your students bored with all the theory and nothing to apply it to? Here's the solution! Bubba's is an Applied Marketing Case Study that can be used by teachers of Business Studies at Years 11-13. This case study is designed to be a practical assignment/project/assessment or similar where students have an opportunity to apply the marketing theory that has been covered in a business studies programme. In this Applied Case Study students cover topics such as Market Research (planning, design, administration, analysis and reporting), Promotion (target marketing, advertising, and presentations), Financials (product costing and calculations) and Application of Marketing Theory (via a range of Marketing and business-related questions). If used as an in-class activity, students could be meaningfully engaged in applying Marketing theory to a business context for 2-3 weeks. The material and activities contained within this document are supplementary only and are NOT designed to be the sole resource used by teachers. This resource requires pre-teaching of the marketing concepts covered in the activity and would therefore ideally be used towards the end of a unit of work in Marketing.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Contents:Market Research (can be used for AS90846 and AS90848)</p> <ul style="list-style-type: none">TheoryPlanning and DesignPilot TestingAdministrationAnalysis
Assessment Link AS90846 (2.4) internal AS90848 (2.6) internal			
Theme: Functions of Business			

- Reporting
- Promotion (can be used for AS90848)
- Identification of target market
 - Package design to appeal to target market
 - Creation of advertisement via a range of channels to introduce product
 - Presentation of Marketing Plan to Stakeholders
- Financials (can be used for AS90848)
- Preparation of product costings
 - Calculation of sale price given profit margin
 - Calculation of quantity to sell given a profit margin
- Application of Marketing Theory (can be used for AS90848)
- Target Market
 - Needs versus Wants
 - Factors affecting demand for product
 - Variable costs
 - Fixed Costs
 - Break Even graphs
 - Break Even points
 - Price comparison with competing products

Business Environment

Title and Keywords	Code	Price	Description/Contents
Business Ethics	BS 09/2/1v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>Business is part of the Social Sciences learning area of The New Zealand Curriculum. This resource covers Business Ethics. The activities are designed to reinforce the theory required as part of the <i>Teaching and Learning Guidelines for Business Years 11-13</i>, Ministry of Education, 2009, <i>the New Zealand Curriculum 2007</i> and <i>Te Marautanga o Aotearoa 2008</i>.</p> <p>It is suitable for Level 7 (Year 12) and meets Learning Objective 1 – students will explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. In particular it looks at the indicator under Business Environment which states that students are able to explore ethical issues relating to business activities.</p> <p>The activities would be a part of a unit of work and some prior teaching would probably be necessary. It is suggested that the activities would cover three hours learning time. Suggested solutions are not included as there will be a variety of acceptable answers depending on students' own prior thinking, knowledge and experiences.</p> <p>Links to the New Zealand Curriculum are included. The key competencies developed in this unit of work are <i>Relating to Others</i> and <i>Thinking</i>. Suggestions of how these are developed throughout the activities are provided.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Contents: Teacher Notes; Activity 1 – Questions; Activity 2 – Case Studies</p>
<p>Assessment Link</p> <p>AS90844 (2.2) external</p> <p>AS90845 (2.3) external</p>			
Theme: Business Environment			
Business Ethics	BS 11/3/9v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This resource in Business environment covers Business Ethics, addressing the importance of ethics to a business, particularly in our current environment, and what impact being ethical has on the decisions that are made for good or bad. The resource includes a PowerPoint covering the coverage required for Business Ethics and</p>
Let's get Ethical!			
Assessment Link			

AS90844 (2.2) external	<p>allowing the teacher to develop ethics further within the classroom. The case study and debate can be used over three lessons, which will strengthen the students' ability to evaluate business decisions from a given case study.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Specific Content; Business Ethics. Moral Code. If it's not illegal is it ok? Advantages of being an ethical Business. Disadvantages of being an ethical Business. Identify and explain how ethics effects the decisions of a business. Ethical conduct code.</p> <p>Contents: Resource Descriptor; Teacher Guidelines; Student Activity – Case Study and Debate, including group work instructions; PowerPoint – Business Ethics</p>		
Political Influences	BS 11/3/2v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explain how and why large businesses in New Zealand make operational decisions in response to external and internal factors.</p> <p>This resource has been created to support teachers of Level 2 Business Studies with activities that relate to the topic Political Influences. The resource pack contains discussion questions, mock general election activity, a political quiz, Kiwisaver activity, worksheets with suggested teacher solutions and a detailed guideline for teachers. The activities will provide students with a thorough and comprehensive understanding of the political influences:</p> <ul style="list-style-type: none"> Identify the political influences that impact on business Explain the impact of changes on business <p>This resource was revised to version 2 in 2017.</p> <p>Specific Content</p> <p>At the conclusion of this topic students should be able to: Identify the political influences that impact on business Explain the impact of changes in government on business</p> <p>Contents: Resource Descriptor; PPT discussion questions; Political quiz with suggested solutions; Political impacts that relate to a business worksheet with suggested solutions; Budget winners and losers student worksheet with student solutions; How will win? General Election debate; Guest speaker – possible preparation questions; Kiwisaver activity with suggested solutions; In the news. Political Influences activity</p>
Assessment Link AS90844 (2.2) external			
Theme: Business Environment			
Technological Change	BS 11/3/3v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explain how and why large businesses in New Zealand make operational decisions in response to external and internal factors</p> <p>This resource has been created to support teachers of Level 2 Business Studies with activities that relate to the topic Changes in Technology. The resource pack contains a Venn diagram about technology in both personal and business lives, technology brainstorming tools, PPT notes, quizzes, general class discussion questions on technology, worksheets and suggested teacher solutions and a detailed guideline for teachers. The activities will provide students with a thorough and comprehensive understanding of the technology influences:</p> <ul style="list-style-type: none"> Identify the changes in technology and technological influences that can impact on business Explain the positive and negative impacts of technology on business stakeholders <p>This resource was revised to version 2 in 2017.</p> <p>Specific Content</p> <p>At the conclusion of this topic students should be able to: Identify the changes in technology and technological influences that can impact on business</p>
Assessment Link AS90845 (2.3) external			
Theme: Business Environment			

			<p>Explain the positive and negative impacts on business stakeholders Contents: Resource Descriptor; Teacher Guidelines; PPT discussion questions; Technology Venn Diagram; Technology Cut and Paste Activity; PPT Technology notes with a student worksheet; Mindmap of different technologies; Technology worksheet; Student Research Worksheet; Poster or technology diagram for students</p>
Corporate Social Responsibility & Philanthropy	BS 18/4/6	\$40.00	<p><i>Learning Objective: explore how and why businesses in New Zealand make operational decisions in response to internal and external factors</i></p> <p>This Corporate Social Responsibility resource covers the costs and benefits for firms engaging in CSR and the impact it has on their long-term success. The teaching pack includes detailed PPT notes, student CSR activity, engaging group work case study and role play activity, wordfind and student checklist. This teaching pack will allow teachers to cover the requirements of the Corporate Social Responsibility topic. These activities have been developed to complement the PowerPoint Slides. This resource will support the requirements for the assessment of NCEA Achievement Standard 90843 (2.1).</p> <p>This resource includes some material from the resource BS 11/3/1v2 which has been deleted.</p> <p>The resource has been designed to teach as part of an NZC Level 7/NCEA Level Two Business Studies programme. It is designed to cover the corporate social responsibility content in the AS 90843 (2.1) Explore how and why businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>Contents: Resource Descriptor & Teacher Notes; Corporate Social Responsibility – Notes; Appendix One – Well known philanthropists Corporate Social Responsibility Student Activity; Corporate Social Responsibility Student Activity; CSR Case Studies & Role Play Class Activity; Wordfind; Student Checklist</p>
<p>Assessment Link AS 90843 (2.1) external</p> <p>Theme: Business Environment</p>			
Social Influences	BS 11/3/5v2	\$40.00	<p><i>Revised 2017</i></p> <p>Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This resource in Business Environment addresses the role of social influences on business. It investigates the impact of an ageing population on business. The activity involves reading a news article, 'Ageing population a business opportunity', and answering questions. Students then take one area of retail and consider what businesses could do to appeal to the older generation. Students investigate differences between generations in the workforce and the challenges facing business. The aim of the activity is to find a solution to one or more of the challenges of the generation gap at work. There is a set of student worksheets which are used in conjunction with the Powerpoint presentation.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Specific Content</p> <p>At the conclusion of this topic students should be able to:</p> <p>Identify the changes in society and social influences that can impact on business</p> <p>Explain the positive and negative impacts on business stakeholders</p> <p>Contents: Resource Descriptor; Teacher Guidelines; Key competency – Thinking; Guidelines for Teachers; Definitions Background; Working in groups; Getting started; Powerpoint (18 slides); Four Activities</p>
<p>Booming Marvellous</p> <p>Assessment Link AS 90844 (2.2)</p> <p>Theme: Business Environment</p>			

People in Business

Title and Keywords	Code	Price	Description/Contents
Motivation	BS 14/4/7v2	\$40.00	<p>Revised 2017</p> <p>Achievement Objective(s): Investigate the application of motivation</p>

<p>Motivating the Masses</p>		<p>theory in a business This teaching and learning pack has been developed to assist teachers with the 2.5 (AS90847) Motivation Theory Internal Assessment worth 3 credits. The pack includes a PPT overview, student worksheet with solutions, student notes on Motivational theories, extra notes on intrinsic and extrinsic motivation, Moderated Excellence exemplar, Actual Internal Assessment from TKI, suggested questions to ask a manager and an employee for the students report, basic structure of the assignment and a student checklist. This pack will allow teachers to introduce the internal assessment, explain to the students what they are expected to know and cover all of the different motivational theorists including Maslow, Taylor, Mayo, Herzberg, McGregor and Vroom. Teachers can choose to use all the resources or just select a few to enhance their students overall knowledge of the 2.5 Motivation Theory Internal Assessment. This resource was revised to version 2 in 2017.</p>
<p>Assessment Link AS90847 (2.5) internal</p>		<p>Contents: Resource Descriptor; Motivation Theory Overview and Notes PPT; Student worksheet with solutions; Theories of Motivation student notes; Intrinsic and Extrinsic extra notes for students; Achievement Standard 90847 info sheet; NZQA 2.5 Internal Assessment; NZQA Assessment Guidelines; Basic structure of the assessment for students; Questions for an employee and manager; Moderated Excellence Exemplar; Student Checklist</p>
<p>Theme: People in Business</p>		

<p>Managers & Leaders</p>	<p>BS 16/2/2</p>	<p>\$40.00</p>	<p><i>Achievement Objective: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i></p>
<p>Who's in Charge & How?</p>			<p>This teaching and learning pack has been developed to assist teachers with the 2.5 (AS90847) Motivation This Level 7 Business Studies resource provides activities that support NZC Level 7 Business Studies. It focuses on the concept of the roles and skills of managers and leaders which is required as prior knowledge for assessing NCEA Level 2 assessments 2.1(AS90843) Demonstrate understanding of the internal operations of a large business, and 2.3 (AS90845) Apply business knowledge to a critical problem(s) in a given large business context. The main focus of these eight activities is to enhance students' knowledge about the various skills and roles of managers and leaders.</p>
<p>Assessment Link AS90843 (2.1) external AS90845 (2.3) external</p>			<p>This resource includes eight activities that complement the CETA Roles and Skills of Managers and Leaders PowerPoint which was updated in 2016.</p>
<p>Theme: People in Business</p>			<p>The resource links with the Senior Secondary Business Studies Teaching and Learning Guidelines and in particular links to the Future Focused ideas of Entrepreneurship and Citizenship. It meets Learning Objective One: Level 2 - Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. It addresses the theme People in Business in the NZCETA Business Studies Level 7 Handbook and links to AS90843 and AS90845.</p> <p>Specific Content At conclusion of this topic students should be able to: Identify the various roles managers and leaders undertake Demonstrate an understanding of different skills managers and leaders need to be effective in their roles</p> <p>Contents: Resource Descriptor; Eight Activities; Appendix</p>

Business Management

Title and Keywords	Code	Price	Description/Contents
<p>Budgeting and Breakeven Analysis</p>	<p>BS 12/1/6v2</p>	<p>\$40.00</p>	<p><i>Revised 2017</i> Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and</p>

It's Number Crunching Time			<i>external factors</i> This resource contains activities and assessment notes to assist in teaching the topic of financial information for NZC Level 7 and NCEA Level 2 Through a simple spread sheet (MS Excel) exercise, students will be introduced to breakeven analysis and different types of budget variances. In addition, students will learn how to use budgeting and breakeven analysis to make rational business decisions. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standards 90843 and 90848. It links with Business Management Level 7 as part of the NZCETA Business Studies Handbook Two. Note: While students are not required to learn about Break Even Analysis for AS90843 (2.1) it is a useful tool to use for AS90848 (2.6). This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; PowerPoint for Breakeven Analysis Formulae; PowerPoint for Budget Variance Analysis; Excel file for students; Excel file for the teacher; Student worksheet; Solutions for Student Worksheet
Assessment Link AS90843 (2.1) external AS90848 (2.6) internal			
Theme: Business Management			

Internal Control Failures	BS 12/4/7v2	\$40.00	<i>Revised 2017</i> Achievement Objective(s): <i>Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i> A comprehensive teaching and learning package containing a range of activities with a student focus. The package will encourage students to understand how important it is for a business to have good internal control systems in order to minimise fraud. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90845 (2.3). It also links with the theme Business Management as part of the NZCETA Business Studies Handbook Two. Revised to version 2 in 2017 Contents: Resource Descriptor; Introduction Mindmap (with answers); Diagram of Internal Controls; PPT notes and discussion activities; NZ Herald Article with discussion questions; YouTube links to Internal Controls; Fill in the blanks sheet; Internal Controls Case Study (with suggested solutions); Student Checklist
Assessment Link AS90845 (2.3) external			
Theme: Business Management			

Importance of Policies and Procedures - A Teaching & Learning Guide	BS 15/4/2v2	\$40.00	<i>Revised 2017</i> Achievement Objective(s): Students will gain knowledge, skills, and experience to explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors This Level 7 Business Studies unit provides teaching and learning support for NZC Level 7 Business Studies. It focuses on policies and procedures theory required as prior knowledge for assessing NCEA Level 2 assessment AS90843 (2.1) 'Demonstrate understanding of the internal operations of a large business'. Its main focus is on the importance of policies and procedures for business. This resource also has an applied focus providing a step by step approach necessary to learn about policies and procedures. The context is regional and national based large businesses. This resource was revised to version 2 in 2017. Contents: The importance of policies and procedures for business and how this relates to the Level 7 Business; Studies theme of Business Management (content and concepts). The context is large and regional business.
Ticking the Boxes			
Assessment Link AS90843 (2.1) external			
Theme: Business Management			

Achievement Standards PowerPoint Resources version 2, all pre-2016 revised

Achievement Standard 90843 (2.1)

AS 90843 (2.1) Powerpoints – Part A Organisational Structure, The Production Process, Roles & Skills of managers/leaders/ran gatihiratangata	BS 11/2/2v2	\$80.00	<i>Revised 2016</i> for pack of three PPTs	These three comprehensive powerpoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>demonstrate understanding of internal operations of a large business.</i>
Demonstrate understanding of internal operations of a large business				The three powerpoints <ul style="list-style-type: none"> Organisational Structure (27 slides) The Production Process (37 slides) Roles & Skills of Managers/Leaders/Rangatihiratangata (26 slides) <p>The powerpoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.</p>

VERSION 2 2016

AS 90843 (2.1) Organisational Structure ppt	BS 11/2/2/1v2	\$30.00	<i>Revised 2016</i>	This comprehensive powerpoint addresses the main areas of information and content required for the topic Organisational Structure
Demonstrate understanding of internal operations of a large business				Students will understand the <u>types and features</u> of organisational structures of business and their advantages and disadvantages: Identify the types of organisational structure ie tall, flat, matrix, shamrock Explain the features of an organisational structure ie hierarchical (tall or flat), span of control and chain of command Explain advantages and disadvantages of each type of structure (tall, flat, matrix, shamrock)

VERSION 2 2016

The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
27 slides

AS 90843 (2.1) Production Process ppt	BS 11/2/2/2v2	\$30.00	<i>Revised 2016</i>	This comprehensive powerpoint addresses the main areas of information and content required for the topic Production Process for goods and services
Demonstrate understanding of internal operations of a large business				Students will: Discuss the different production methods, job, batch and flow. Discuss the advantages and disadvantages of the different methods. Define Production. Understand efficiency, productivity and economies of scale. Understand capacity issues for a business.

VERSION 2 2016

The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
37 slides

AS 90843 (2.1) Roles & Skills of Managers/Leaders/ Rangatihiratangata ppt	BS 11/2/2/4v2	\$30.00	<i>Revised 2016</i>	This comprehensive powerpoint addresses the main areas of information and content required for the topic Role & Skills of Managers/Leaders/Rangatihiratangata Students will understand the roles and skills of managers and characteristics of leaders
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Demonstrate understanding of internal operations of a large business	<p>Understand the roles and skills of managers eg planning, objective setting, leading, organising, controlling, co-ordinating, delegating, communicating and measuring and setting performance</p> <p>Understand the different levels of management eg team leaders, supervisors, junior, middle and senior management, CEO</p> <p>Understand the styles of management/leadership eg autocratic, democratic, laissez faire, paternalistic</p> <p>Understand that leaders may have different characteristics and that business may have formal and informal leaders</p> <p>Appreciate that leadership contributes to different outcomes</p> <p>The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time</p> <p>26 slides</p>		
VERSION 2 2016			
AS 90843 (2.1) Powerpoints – Part B - Financial Information for Decision Making, Policy & Procedures, Corporate Social Responsibility	BS 11/2/3v2	\$80.00 for pack of three PPTs	<p><i>Revised 2016</i></p> <p>These three comprehensive powerpoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>demonstrate understanding of internal operations of a large business</i>.</p> <p>The three powerpoints</p> <ul style="list-style-type: none"> • Financial Information for Decision Making (26 slides) • Policy & Procedures (10 slides) • Corporate Social Responsibility (20 slides) <p>The powerpoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.</p>
Demonstrate understanding of internal operations of a large business			
VERSION 2 2016			
AS 90843 (2.1) Financial Information for Decision Making ppt	BS 11/2/3/2v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive powerpoint addresses the main areas of information and content required for the topic Financial information for decision making</p> <p>Students will be able to understand the use of financial information for management to aid in decision making</p> <p>Understand the importance of budgets</p> <p>Understand why financial information is important for decision making</p> <p>Understand the importance of variance analysis</p> <p>Understand the importance of looking at monthly revenue</p> <p>Understand the importance of cost reports</p> <p>The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time</p> <p>26 slides</p>
Demonstrate understanding of internal operations of a large business			
VERSION 2 2016			
AS 90843 (2.1) Policies & Procedures ppt	BS 11/2/3/3v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive powerpoint addresses the main areas of information and content required for the topic Policies & Procedures</p> <p>Students will understand the need for policies and procedures</p> <p>Understand policies and procedures used by large businesses</p> <p>Understand the importance of using policies and procedures</p> <p>Understand the need for procedures and policies</p> <p>The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time</p> <p>10 slides</p>
Demonstrate understanding of internal operations of a large business			
VERSION 2 2016			
AS 90843 (2.1) Corporate Social Responsibility ppt	BS 11/2/3/4v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive powerpoint addresses the main areas of information and content required for the topic Corporate Social</p>

Demonstrate understanding of internal operations of a large business

VERSION 2 2016

Responsibility

Students will understand the role of corporate social responsibility
Explain the **costs** and **benefits** for a business of engaging in corporate social responsibility

The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
20 slides

Achievement Standard 90844 (2.2)

AS 90844 (2.2)
Powerpoints – Part A
Political Influences,
Social Influences,
Impact of
Technological
Change, Legal
Influences

BS
11/3/11v2

\$100.00
for pack
of four
PPTs

Revised 2016

These four comprehensive powerpoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – *demonstrate understanding of how a large business responds to external factors.*

The four powerpoints

- Political Influences (34 slides)
- Social Influences (18 slides)
- Impact of Technological Change (23 slides)
- Legal Influences (20 slides)

Demonstrate understanding of how a large business responds to external factors

The powerpoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.

VERSION 2 2016

AS 90844 (2.2)
Political Influences
ppt

BS
11/3/11/3v2

\$30.00

Revised 2016

This comprehensive powerpoint addresses the main areas of information and content required for the topic Political Influences

Demonstrate understanding of how a large business responds to external factors

Students will explain political influences on business
Identify the **political changes** that impact on business
Explain the **impact of changes in government** on business
Understand the role played by **trade unions** and **employer associations**

The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
34 slides

VERSION 2 2016

AS 90844 (2.2)
Social Influences ppt

BS
11/3/11/4v2

\$30.00

Revised 2016

This comprehensive powerpoint addresses the main areas of information and content required for the topic Social Influences (change in demographics)

Demonstrate understanding of how a large business responds to external factors

Students will explain social influences on business
Identify the demographic changes on sales and production
Explain how ethical influences can affect businesses
Explain how societal expectations can influence business decisions

The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
18 slides

VERSION 2 2016

AS 90844 (2.2)
Impact of
Technological

BS
11/3/11/5v2

\$30.00

Revised 2016

This comprehensive powerpoint addresses the main areas of information and content required for the topic Impact of

Change ppt			Technological Change
Demonstrate understanding of how a large business responds to external factors			Students will explain technological change on business Identify the technological change that can impact on business Explain the positive and negative impacts of technology on business stakeholders
VERSION 2 2016			The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 23 slides
AS 90844 (2.2) Legal Influences ppt	BS 11/3/11/6v2	\$30.00	<i>Revised 2016</i> This comprehensive powerpoint addresses the main areas of information and content required for the topic Legal Influences
Demonstrate understanding of how a large business responds to external factors			Legislation to consider Employment Relations Act 2000 Resource Management Act 1991 Privacy Act 1993
VERSION 2 2016			The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 20 slides

Achievement Standard 90845 (2.3)

Title and Keywords	Code	Price	Description/Contents
AS 90845 (2.3) Powerpoints – Part A Growth Strategy, Human Resource Issues, Internal Control Failure Changes in Consumer Behaviour	BS 14/4/1v2	\$100.00 for pack of four PPTs	<i>Revised 2016</i> These four comprehensive powerpoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – apply business knowledge to a critical problem(s) in a given large business context The four powerpoints <ul style="list-style-type: none"> • Growth Strategy (26 slides) • Human Resource Issues (25 slides) • Internal Controls Failure (13 slides) • Changes in Consumer Behaviour (16 slides) The powerpoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.
Apply business knowledge to a critical problem(s) in a given large business context			
VERSION 2 2016			
AS 90845 (2.3) Growth Strategy ppt	BS 14/4/1/1v2	\$30.00	<i>Revised 2016</i> This comprehensive powerpoint addresses the main areas of information and content required for the topic Growth Strategy Students will explain ineffective choice or management of a growth strategy Identify the different growth strategies businesses could adopt Explain the impact on business from an ineffective growth strategy The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 26 slides
Apply business knowledge to a critical problem(s) in a given large business context			
VERSION 2 2016			
AS 90845 (2.3) Human Resources Issues ppt	BS 14/4/1/2v2	\$30.00	<i>Revised 2016</i> This comprehensive powerpoint addresses the main areas of information and content required for the topic Human Resources Issues

Apply business knowledge to a critical problem(s) in a given large business context

Students will
 Understand the importance of hiring good staff
 Explain the issues caused from ineffective leadership in a business
 Explain the issues caused by a loss of key personnel
 The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
 25 slides

VERSION 2 2016

AS 90845 (2.3)
 Internal Controls
 Failure ppt

BS
 14/4/1/3v2

\$30.00

Revised 2016
 This comprehensive powerpoint addresses the main areas of information and content required for the topic Internal Controls Failure
 Students will
 Understand the **importance** of effective internal controls
 Explain the **issues** resulting internal control failures such as fraud, errors
 The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
 13 slides

Apply business knowledge to a critical problem(s) in a given large business context

VERSION 2 2016

AS 90845 (2.3)
 Changes in Consumer Behaviour ppt

BS
 14/4/1/4v2

\$30.00

Revised 2016
 This comprehensive powerpoint addresses the main areas of information and content required for the topic Changes in Consumer Behaviour
 Students will
 Understand the **importance** of hiring good staff
 Explain the **issues** caused from ineffective leadership in a business
 Explain the issues caused by a loss of key personnel
 The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
 16 slides

Apply business knowledge to a critical problem(s) in a given large business context

VERSION 2 2016

AS 90845 (2.3)
 Powerpoints – Part B
 Technology Changes,
 Issues Resulting from
 Unethical Practice

BS 14/4/5v2

\$50.00
 for pack
 of two
 PPTs

Revised 2016
 These two comprehensive powerpoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – *apply business knowledge to a critical problem(s) in a given large business context*
 The two powerpoints
 • Technology Changes (11 slides)
 • Issues Resulting from Unethical Practice (10 slides)
 The powerpoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.

Apply business knowledge to a critical problem(s) in a given large business context

VERSION 2 2016

AS 90845 (2.3)
 Technology
 Changes ppt

BS
 14/4/5/1v2

\$30.00

Revised 2016
 This comprehensive powerpoint addresses the main areas of information and content required for the topic Technology Changes
 Students will
 Identify examples of technology changes
 Describe the benefits of technology changes
 Explain the impact on business of changes in technology
 The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time
 11 slides

Apply business knowledge to a critical problem(s) in a given large business context

VERSION 2 2016

<p>AS 90845 (2.3) Issues Resulting From Unethical Practice ppt</p> <p>Apply business knowledge to a critical problem(s) in a given large business context</p> <p>VERSION 2 2016</p>	<p>BS 14/4/5/2v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive powerpoint addresses the main areas of information and content required for the topic Issues Resulting from Unethical Practice Students will Explain the issues resulting from unethical practice The powerpoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 10 slides</p>
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Interactive Resources

<i>Title and Keywords</i>	<i>Code</i>	<i>Price</i>	<i>Description/Contents</i>
Motivation: What Moves Us? NZC Level 7 NCEA Level 2 Assessment Link AS 90847 (2.5) Theme: People in Business	BS 19/1/3	\$50.00	<p>This resource package covers motivation theories and motivation practices in businesses. It helps students understand the purpose of motivation for people in business, research motivation theorists' and apply these motivation theories to motivation practice in businesses. This resource pack can be used for individual student learning or for a group/class. It includes PowerPoints that students can work through as well as activities that will require students to engage in discussion about motivation practices and theories.</p> <p>This resource provides an opportunity for teachers to engage students with the changing workforce and workplace for the 21st century. It also allows students to discuss their thoughts about motivation and share their research with their peers. The teacher will need to go through parts of the powerpoint become the facilitator for class discussions. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standard 90847. It also links with Business Management Level 7 as part of the NZCETA Business Studies Handbook Three.</p> <p>Specific Content</p> <p>At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none">• Explain the purpose of motivation• Explain different types of motivation, for example, collective (whānau, hapū, iwi) versus individual profit motivation• Explain theories (Maslow, Taylor, Mayo, Herzberg, McGregor, Vroom etc)• Explain factors (financial and non-financial, intrinsic and extrinsic)• Evaluate motivation techniques for business success. <p>Contents: Resource Descriptor; Student Directed PowerPoints: Motivation-what moves us? (42 slides); The Internal Assessment How to Guide (20 slides); Activities: My Continuum; "The Art of Employee Happiness"; Does FUN make a difference?; Innovate to Motivate; Compare and Contrast; Research and Report</p>

Student Based Activities Packs for Consolidation or Revision

Title and Keywords	Code	Price	Description/Contents
<p>Managers & Leaders Who's in Charge & How? Activities Pack</p> <p>NZC Level 7 NCEA Level 2</p> <p>Assessment Link AS 90843 (2.1) external & AS 90845 (2.3) external</p> <p>Theme: People in Business</p>	BS 16/2/2v2	\$45.00	<p><i>Revised 2017</i> LO1: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This Level 7 Business Studies resource provides activities that support NZC Level 7 Business Studies. It focuses on the concept of the roles and skills of managers and leaders which is required as prior knowledge for assessing NCEA Level 2 assessments 2.1(AS90843) Demonstrate understanding of the internal operations of a large business, and 2.3 (AS90845) Apply business knowledge to a critical problem(s) in a given large business context. The main focus of these eight activities is to enhance students' knowledge about the various skills and roles of managers and leaders.</p> <p>This resource includes eight activities that complement the CETA Roles and Skills of Managers and Leaders PowerPoint which was updated in 2016.</p> <p>The resource links with the Senior Secondary Business Studies Teaching and Learning Guidelines and in particular links to the Future Focused ideas of Entrepreneurship and Citizenship. It meets Learning Objective One: Level 2 - Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. It addresses the theme People in Business in the NZCETA Business Studies Level 7 Handbook and links to AS90843 and AS90845. This resource was revised to Version2 in May 2017</p> <p>Specific Content</p> <p>At conclusion of this topic students should be able to: Identify the various roles managers and leaders undertake Demonstrate an understanding of different skills managers and leaders need to be effective in their roles</p>
<p>Production Simulation Activity</p> <p>NZC Level 7 NCEA Level 2</p> <p>Assessment Link AS 90843 (2.1) external</p>	BS 06/4/4	\$45.00	<p>Learning Objective: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>This resource has been written to support teachers of Business Studies in the delivery of content and activities for the topic of Production. It contains student notes, activities and solutions covering cost volume profit analysis, a simple production exercise to show the benefits of specialisation and division of labour, and a team building task. <i>This resource was revised in November 2011.</i> It is a team building exercise designed to show the importance of communication between team members but which is only likely to be successful if a team member takes a leadership role.</p> <p>Contents: Resource Descriptor; Production Starter Activity – Tower Construction; Production Simulation – Mad Hatters; Templates – Mad Hatters</p>
<p>Consolidating Understanding of Internal Operations</p> <p>NZC Level 7 NCEA Level 2</p> <p>Assessment Link AS 90843 (2.1)</p>	BS 18/4/2	\$70.00	<p>This resource consists of 6 power points and 6 activities that will reinforce the learner's business knowledge, concepts, and content for the internal operations of a large business. The resource is a comprehensive package that both teachers and students can use in helping them to gain a better understanding of the business terminology, the application of concepts to different contexts for internal operations of a large business. The resource links with two other CETA resources on this topic</p> <p>Topics & Activities</p> <ol style="list-style-type: none"> 1 Organisational Structures 2 Production Process 3 Managers and Leaders part 1 4 Managers and Leaders part 2

5 Policies and Procedures

6 Corporate Social Responsibility

Student Checklist

Specific Content

- organisational structure (advantages and disadvantages, tall, flat, matrix, shamrock)
 - the production process for goods and services (job, batch, flow, lean production, productivity and efficiency, economies of scale, capacity issues)
 - roles and skills of managers and leaders (difference between managers and leaders, leadership styles)
 - financial information for management to aid decision making (importance of budgets, variance analysis, monthly revenue and cost reports)
 - the need for and importance of policies and procedures
 - corporate social responsibility (costs and benefits)
-

Revision Packs, all pre-2015 revised

Case Study AS 2.1 BS 18/3/1 \$60.00

Transport Investments Ltd

NZC Level 7
NCEA Level 2

Assessment Link
AS 90843 (2.1)
external

Theme: All Themes

Level 2 teachers - are you having difficulty finding an appropriate business study? Is the business you're studying unable to provide you with all the information you need to cover the content of the standard? Look no further as this case-study ticks these boxes.

Students are expected to demonstrate understanding of the internal operations of a large business by answering a question(s) in the NZQA exam about a medium or large business of more than 20 employees, of regional or national significance.

This resource will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam. It will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam.

The case study is based on Transport Investments Limited, a New Zealand transport business, with regional and national significance, which operates throughout New Zealand. Included are notes and information about Transport Investments Limited, on each of the six topics in 2.1. There are also tasks for students to complete on each topic. Past NZQA exam questions presented in the student information booklet can be answered by students using Transport Investments Limited as a New Zealand firm with regional and national significance that they have studied.

This case study could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety about the type of content their students will be required to understand in order to be successful with this part of their final exam.

Students have to make some assumptions as they won't know exactly what the business might do in the future – the key is to help them to be able to use real business knowledge and theory to support these assumptions

Included in this case study resource:

1. Teacher Notes & Resource Descriptor
2. Student information workbook (40 pages) comprising:
 - notes relating to Transport Investments Limited on each of the six required topics
 - Tasks/questions for students to complete
 - Past NZQA exam questions relating to a named or chosen business
3. Answer booklet with suggested answers to all the student tasks and past NZQA questions

Specific Content

At the conclusion of this topic, students should be able to:
Confidently complete assessment tasks based on a New Zealand business with regional and/or national significance.

Case Study AS 2.2 BS 18/3/2 \$60.00

Transport Investments Ltd

NZC Level 7

Level 2 teachers - are you having difficulty finding an appropriate business to study? Is the business you're studying unable to provide you with all the information you need to cover the content of the standard? Look no further, as this case-study ticks these boxes.

Students are expected to demonstrate understanding of the internal operations of a large business by answering a question(s) in the NZQA exam about a medium or large business of more than 20 employees, of

Assessment Link**AS 90844 (2.2)**
external**Theme: All Themes**

This resource will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam.

This case study is based on Transport Investments Limited, a New Zealand transport business, with regional and national significance, which operates throughout New Zealand. Included are notes and information about Transport Investments Limited, on each of the four topics in 2.2. There are also tasks for students to complete on each topic. Past NZQA exam questions presented in the student information booklet can be answered by students using Transport Investments Limited as a New Zealand firm with regional and national significance that they have studied.

This case study could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety about the type of content their students will be required to understand in order to be successful with this part of their final exam.

Students have to make some assumptions as they won't know exactly what the business might do in the future – the key is to help them to be able to use real business knowledge and theory to support these assumptions

Included in this case study resource:

1. Teacher Notes & Resource Descriptor
2. Student information workbook (37 pages) comprising:
 - notes relating to Transport Investments Limited on each of the four required topics
 - Tasks/questions for students to complete
 - Past NZQA exam questions relating to a named or chosen business
3. Answer booklet with suggested answers to all the student tasks and past NZQA questions

Specific Content

At the conclusion of this topic, students should be able to:
Confidently complete assessment tasks based on a New Zealand business with regional and/or national significance

AS 90843 (2.1)
Revision Pack No 1BS
12/2/4v2

\$45.00

Revised 2015

VERSION 2 2015

Assessment Link**AS 90843 (2.1)**
external***Demonstrate
understanding of
internal operations
of a large business*****Theme: All Themes**

This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist and questions to assist in revision for AS90843, NZC Level 7 and NCEA Level 2.

It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90843. The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information and feedback to date. Teachers may add to this as the subject develops. The NZCETA Business Studies Level 7 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics.

The questions have been written to encourage revision of the topics based on the businesses chosen to be studied in depth by each particular school.

Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions

AS 90843 (2.1)
Revision Pack No 2

BS 16/2/1

\$45.00

*Published 2016***Assessment Link****AS 90843 (2.1)**
external

This resource pack has been developed to assist teachers with the revising of Achievement Standard 90843 (2.1). The revision pack includes a PPT overview summarising all of the 2.1 content, revision worksheets, matching exercises, practice exam questions and answers, student checklist, exam reflection sheet and a wordfind. The pack will assist teachers to cover the content required for the NCEA Level 2 AS90843 (2.1) examination. Teachers can choose to use all

Demonstrate understanding of internal operations of a large business

Theme: All Themes

of the Pick-Up and Go revision activities or select a few to enhance their students' overall knowledge of the different topics required to meet the Achievement Standard. These activities have been developed to complement the CETA AS 2.1 Powerpoint resources. At conclusion of this topic students should be able to:

- Understand organisational structures including tall, flat, matrix and shamrock and their advantages
- Know the different production processes including job batch and flow and the advantages and disadvantages of each method
- Explain the terms lean production, productivity and efficiency, economics of scale and capacity issues
- Fully explain the difference between managers and leaders and the different management styles
- Understand the importance of financial information for management to aid in decision making
- Explain the financial terms including budgets, variance analysis, monthly revenue and cost reports
- Understand the need for and importance of policies and procedures
- Fully understand the costs and benefits for a business in engaging in corporate social responsibility

Contents: Resource Descriptor & Teacher Guidelines; 2.1 Exam Summary Overview PPT; Organisational Structure worksheet with suggested solutions; Productivity Revision worksheet with suggested solutions; Economies of Scale revision with suggested solutions; Managers and Leaders Matching Quiz with suggested solutions; Financial Information Revision with suggested solutions; Policies and Procedures Revision with suggested solutions; Corporate Social Responsibility worksheet with suggested solution; Practice Exam Questions with suggested solutions; Revised 2.1 Exam with suggested solutions; Exam Reflection for Students; Student Checklist; Financial Information Wordfind

AS 90843 (2.1)
Revision Pack No 3

BS 17/3/2 \$45.00

Assessment Link
AS 90843 (2.1)
external

Demonstrate understanding of internal operations of a large business

Theme: All Themes

Published 2017
This resource is designed to be used for the NCEA Level 2 Business Studies programme. It covers the specific content required to revise AS 90843 (2.1) and also provides interactive activities that will allow students to revise the content in different ways. Questions based around the content have also been included (with teacher answers). It is recommended that teachers review the content using the 2.1 CETA PowerPoints prior to students completing these activities.

Activities:
Activities have been included for each topic. These activities are designed for students to demonstrate their understanding of the topics in an interactive way.

Questions and Answers:
Questions have been included for each topic. This has been designed for students to revise the content for each topic to assist them in deepening their understanding of the content required for AS90843. Teacher answers have been included.

Dice Revision Activity:
This has been designed as a fun, interactive revision game for the students once they have revised all of the topics. It can be complete individually or in groups and can take any length of time.

Specific Content
At conclusion of this topic students should be able to:

- Explain Organisational Structures
- Explain Production Processes
- Explain Leadership Styles
- Explain Roles and Skills of Managers
- Explain Managers and Leaders
- Explain Financial Information
- Explain Policies and Procedures
- Explain Corporate Social Responsibility

AS 90844 (2.2) Revision Pack No 1	BS 12/2/5v2	\$45.00	<p><i>Revised 2015</i></p> <p>This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist and questions to assist in revision for AS90844, NZC Level 7 and NCEA Level 2.</p> <p>It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90844. The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information and feedback to date. Teachers may add to this as the subject develops. The NZCETA Business Studies Level 7 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics. The questions have been written to encourage revision of the topics based on the businesses chosen to be studied in depth by each particular school.</p> <p>Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</p>
VERSION 2 2015			
Assessment Link AS 90844 (2.2) external			
Demonstrate understanding of how a large business responds to external factors			
Theme: All Themes			
AS 90845 (2.3) Revision Pack No 1	BS 12/2/6v2	\$45.00	<p><i>Revised 2015</i></p> <p>This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist and questions to assist in revision for AS90845, NZC Level 7 and NCEA Level 2.</p> <p>It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90845. The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information and feedback to date. Teachers may add to this as the subject develops. The NZCETA Business Studies Level 7 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics. The questions have been written to encourage revision of the topics based on the businesses chosen to be studied in depth by each particular school.</p> <p>Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</p>
VERSION 2 2015			
Assessment Link AS 90845 (2.3) external			
Apply business knowledge to a critical problem(s) in a given large business context			
Theme: All Themes			
AS 90845 (2.3) Revision Pack No 2	BS 17/3/3	\$45.00	<p>This resource is designed to be used for the NCEA Level 2 Business Studies programme. It covers the specific content required to revise AS 90845 (2.3) and also provides interactive activities that will allow students to revise the content. Questions based around the content have also been included (with teacher answers). It is recommended that teachers review the content using the 2.3 CETA PowerPoints prior to students completing these activities.</p> <p>Activities: Activities have been included for each topic. These activities are designed for students to demonstrate their understanding of the topics in an interactive way.</p> <p>Questions and Answers: Questions have been included for each topic. This has been designed for students to revise the content for each topic to assist them in deepening their understanding of the content required for AS90845. Teacher answers have been included.</p> <p>Dice Revision Activity: This has been designed as a fun, interactive revision game for the students once they have revised all of the topics. It can be complete individually or in groups and can take any length of time.</p> <p>Specific Content At conclusion of this topic students should be able to:</p>
Assessment Link AS 90845 (2.3) external			
Apply business knowledge to a critical problem(s) in a given large business context			
Theme: All Themes			

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- Explain Growth Strategy issues
 - Explain Human Resource issues
 - Explain Failure of Internal Controls
 - Explain Changes in Consumer Behaviour
 - Explain Emergence of a New Competitors
 - Explain Changes in Technology
 - Explain Unethical Practices
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CETA Practice Exams

<i>Title and Keywords</i>	<i>Code</i>	<i>Price</i>	<i>Description/Contents</i>
2018 NCEA Level 2	BSE L2 2018	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering
2017 NCEA Level 2	BSE L2 2017	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering
2016 NCEA Level 2	BSE L2 2016	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering
2015 NCEA Level 2	BSE L2 2015	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering
2014 NCEA Level 2	BSE L2 2014	\$90.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering
2013 NCEA Level 2	BSE L2 2013	\$90.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering
2012 NCEA Level 2	BSE L2 2012	\$90.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering

2011 NCEA Level 2	BSE L2 2011	\$90.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards.</i>
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