



## LEVEL 3 APPLIED DIPLOMA

### Business

### 4513QD

### Summer 2022 examinations

Unit 1	The Organisation: Survival and Prosperity	Monday, 6 June 2022
Unit 3	Organisational Strategies and Decision Making	Monday, 20 June 2022
Unit 4	Strategies and Decision Making for Retail Organisations	Monday, 20 June 2022

# Advance Information

## General information for students and teachers

This advance information provides the focus of some of the content of the Summer 2022 examination paper.

The topics that have been identified will be largely, although not exclusively, tested through higher tariff questions.

There will also be questions on other areas of content that have **not** been identified in this notice.

The expectation is that all specification content will be covered by teaching and learning.

It does not apply to any other examination series.

It is intended to support revision.

It may be used at any time from the date of release.

It must not be taken into the examination.

The structure of the exam paper remains unchanged.

Released: 4 April 2022

You can ask your teacher for advice and discuss this notice with others in your class.

You can investigate the topics/themes included in this notice yourself using any resources available to you.

## Additional information for students and teachers

This advance information covers Unit 1, Unit 3 and Unit 4.

<b>UNIT 1 – The Organisation: Survival and Prosperity</b>		
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Content (Amplification)</b>
LO1 Understand the influences on how organisations function within their environment	AC1.1 Describe and distinguish between the main sectors and classifications of the UK economy	Legal status – sole traders, partnerships, limited companies, co-operatives, franchises, the public sector
	AC1.3 Explain the relationship between an organisation’s ownership, control and financing	Ownership, control and financing
	AC1.4 Discuss the importance and influence of enterprise in organisational contexts	Enterprise
	AC1.5 Analyse how the activities of an organisation are influenced by its mission, aims and objectives	Nature of and distinction between mission statements, business aims and business objectives.
	AC1.7 Evaluate the varying impacts on organisations of their external environment	Impact of external influences on organisations and their responses to them

<b>UNIT 1 – The Organisation: Survival and Prosperity</b>		
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Content (Amplification)</b>
LO2 Understand how organisations function internally	AC2.1 Describe the types and roles of the main organisational functions and structures	Traditional functional areas and their roles  Function-based hierarchical and other ways to structure organisations  Structuring work and teams by function or by task/project to achieve organisational goals
	AC2.3 Explain the role and importance of quality initiatives in organisations	Quality initiatives
	AC2.4 Analyse the nature and efficiency of information and communication	Communication methods/media: - oral, written, non-verbal, pictorial/graphic – electronic, non-electronic Criteria for choice of method/media
	AC2.5 Evaluate the extent to which ICT provision supports organisational activities	ICT and organisations
LO3 Understand the contribution made by an efficient workforce towards achieving organisational goals	AC3.1 Explain the importance to organisations of employing suitable people	Recruitment/selection procedures used by organisations – identifying the vacancy, creating recruitment documentation (job descriptions, person specifications, CVs, application forms), arranging job advertising, handling applications, shortlisting
	AC3.3 Evaluate the effectiveness of the ways in which employees can be motivated	Main methods used to motivate employees  Relevance of the work of key motivational theorists to achieving organisational goals

<b>UNIT 3 – Organisational Strategies and Decision Making</b>		
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Content (Amplification)</b>
LO1 Understand how organisations might use different business information to help formulate suitable strategy	AC1.2 Explain how information about profitability, liquidity and solvency can be used by organisations	Profitability, liquidity and solvency
	AC1.4 Explain how information about actual or potential economies of scale can be used by organisations	Economies of scale
LO2 Understand how using or applying different techniques, models and concepts can support organisational decision-making	AC2.1 Examine how SWOT analysis supports decision-making in organisations	SWOT analysis
	AC2.2 Examine how the product lifecycle supports decision-making in organisations	Product lifecycle
	AC2.3 Examine how breakeven analysis supports decision-making in organisations	Breakeven analysis
Finance Route LO3 Understand how using or applying specific financial techniques and concepts can support organisational decision-making	AC3.1 Assess the relevance of financial statements and ratio analysis to organisational decision-making	Financial statements (final accounts)
	AC3.2 Assess the relevance of forecasting and budgeting to organisational decision-making	Budgeting and budgetary control Flexible budgeting
	AC3.3 Assess the relevance of investment appraisal to organisational decision-making	Investment appraisal
Marketing Route LO3 Understand how using or applying specific marketing-related techniques, models and concepts can support organisational decision-making	AC3.1 Assess the relevance of marketing models to organisational decision-making	Ansoff's Matrix BCG Matrix
	AC3.2 Assess the relevance of sales forecasting to organisational decision-making	Sales forecasting - other methods/related activities Sampling and data collection for sales forecasting/market research
	AC3.3 Assess the relevance of digital marketing to organisational decision-making	Digital marketing

<b>UNIT 4 – Strategies and Decision Making for Retail Organisations</b>		
<b>Learning Outcome</b>	<b>Assessment Criteria</b>	<b>Content (Amplification)</b>
LO1 Understand how retail organisations might use different business information to help formulate suitable strategy in the retail sector	AC1.2 Explain how information about profitability, liquidity and solvency can be used by retail organisations	Profitability, liquidity and solvency
	AC1.4 Explain how information about actual or potential economies of scale can be used by major retailers	Economies of scale in retailing
LO2 Understand how using or applying different techniques, models and concepts can support organisational decision-making in the retail sector	AC2.1 Examine how SWOT analysis supports decision-making in the retail sector	SWOT analysis
	AC2.2 Examine how the product lifecycle supports decision-making in the retail sector	Product lifecycle
	AC2.3 Examine how breakeven analysis supports decision-making in the retail sector	Breakeven analysis
LO3 Understand how using or applying specific retailing-based concepts and techniques can support organisational decision-making	AC3.2 Assess the relevance of retail buying, selling and merchandising to organisational decision-making	Retail buying, selling and merchandising

End of advance information