



LEVEL 3 APPLIED CERTIFICATE

Business

4513QC

Summer 2022 examinations

Unit 1	The Organisation: Survival and Prosperity	Monday, 6 June 2022
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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.

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.

Released: 4 April 2022

Additional information for students and teachers

This advance information covers Unit 1 only.

Learning Outcome	Assessment Criteria	Content (Amplification)
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

Learning Outcome	Assessment Criteria	Content (Amplification)
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

End of advance information