



Supporting your youngster in the senior phase

N5 Business Management





Course/Assessment timeline

- Pupils issued with a 'Course timeline' at the start of the year (also accessible via class **GLOW Group**)




Thurs 31 Aug - Friday 15 Sept	UB LO 2 - Apply knowledge and understanding of factors that impact on the activities of small and medium business organisations. UB 2.1 - Outline how internal factors impact on business activity. <i>Internal factors include financial, human resources and current technology used by the organisation. How they affect the operation of and decisions made in the organisations listed above; the main ones being: Human resources (employees / management) Financial Current technology</i>
12-13 periods	UB 2.2 - Outline how external factors impact on business activity. <i>External factors include political, economic, environmental, social, technical</i>



Course Materials

- Paper copy distributed in class at start of each topic (pupils keep)

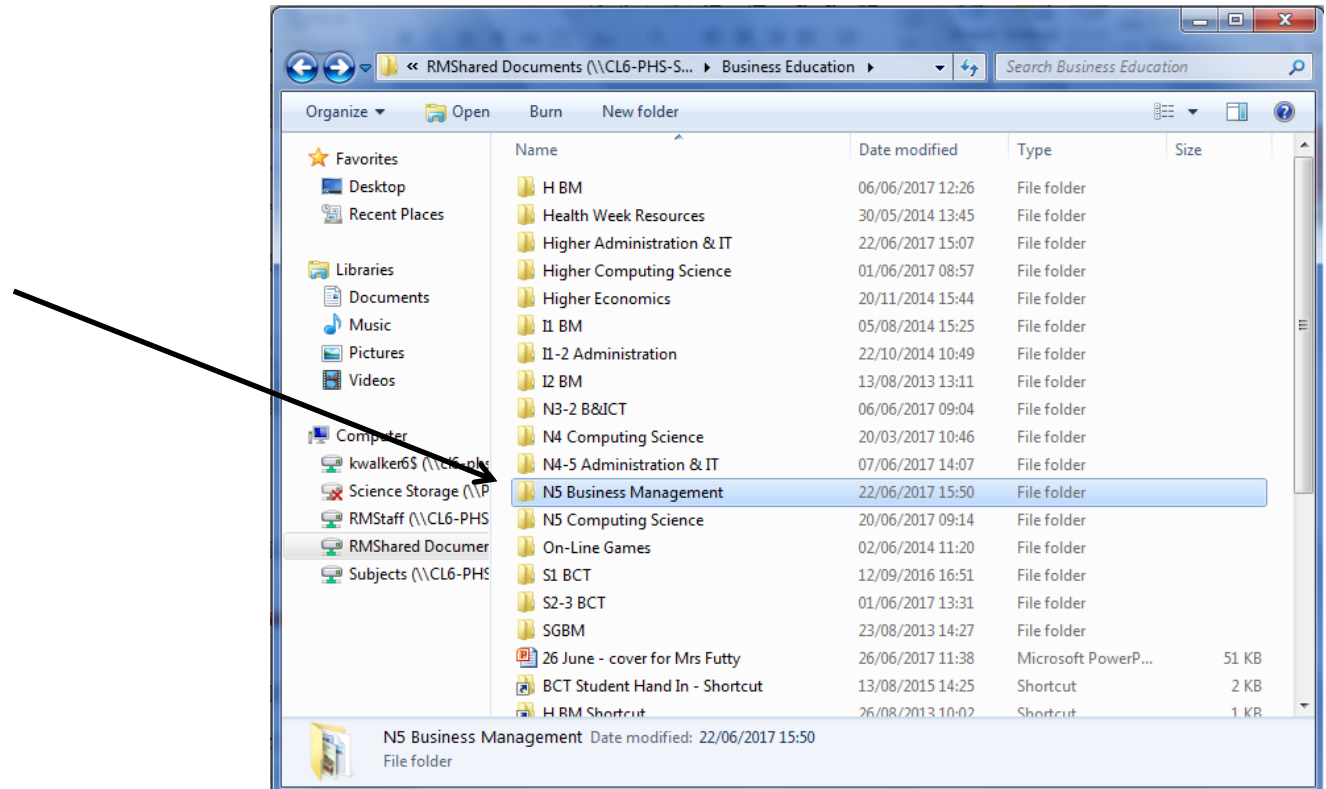
METHODS OF PRODUCTION

- **Job Production** - each product is made to order. The product is likely to be unique with one product being finished before the next is started. Job production is often labour intensive requiring skilled workers who are able to do a variety of tasks. Job production may be used to make bespoke wedding cakes, made to measure suits, designer homes. Products may be more likely to be made for a niche market.

- **Batch Production** - used to produce a group of similar products at once, with each 'batch' moving through stages of the production process at the same time. In between batches, the product specifications can be changed eg size or flavour. Batch production allows greater use of machinery but workers may still be involved eg moving batches between each stage, cleaning and resetting machines between batches. Batch Production is often used to make food products (different flavours), clothing (different sizing), and construction (eg a housing estate).

- **Flow Production** - products are made continuously on a production line, with a different process carried out at each stage. Every stage on the production line will be in action simultaneously. Flow production can be fully automated or mechanised using unskilled workers. Flow Production is likely to be used to make products for a mass market eg computers, household appliances.




Course Materials

- Electronic copy of ALL materials available on department's Shared Drive





Course Materials

- Electronic copy available on class **GLOW Group**

Grp-4.6 BM 2017-8
Private group

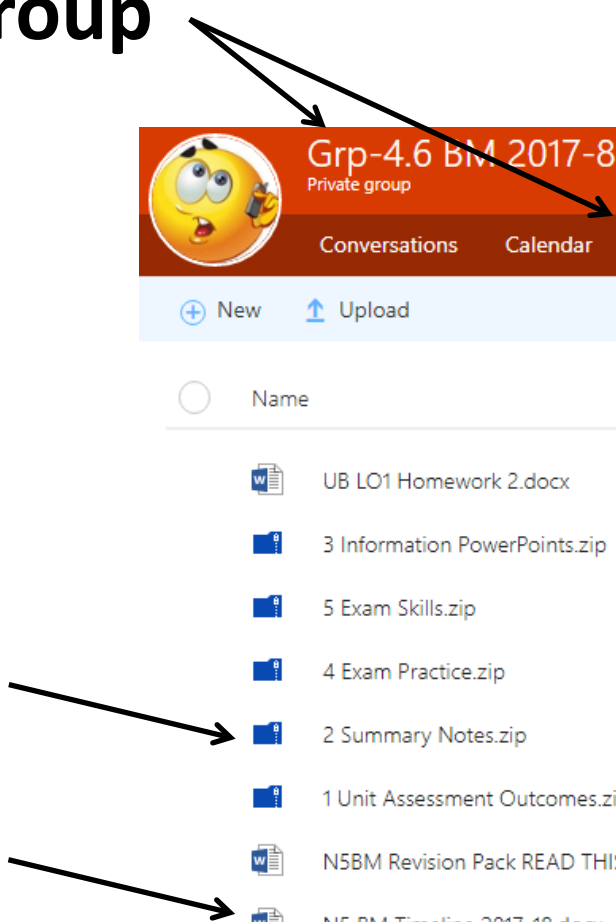
29 members

Conversations Calendar Files Notebook Connectors More

Joined

New Upload Tiles Browse library

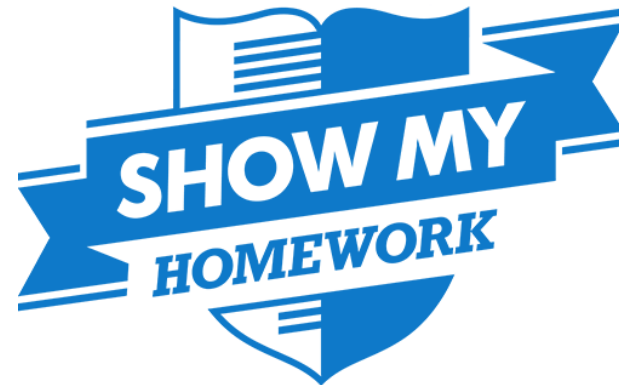
Name	Activity	Modified	Modified by
UB LO1 Homework 2.docx	"N5BM Homework ...	21 June	Mrs Carolyn Futty
3 Information PowerPoints.zip	Modified	June 2017	Mrs Carolyn Futty
5 Exam Skills.zip	Uploaded	June 2017	Mrs Carolyn Futty
4 Exam Practice.zip	Uploaded	June 2017	Mrs Carolyn Futty
2 Summary Notes.zip	Uploaded	June 2017	Mrs Carolyn Futty
1 Unit Assessment Outcomes.zip	Uploaded	June 2017	Mrs Carolyn Futty
N5BM Revision Pack READ THIS F...	Uploaded	June 2017	Mrs Carolyn Futty
N5 BM Timeline 2017-18.docx	Uploaded	June 2017	Mrs Carolyn Futty



Homework



- Homework given most weeks in paper format.
- Absentees can access it through the ShowMyHomework site (link on school homepage)





Assessment preparation

- SQA 'Assessment Standards' issued to pupils 1-week prior to assessment (also available on **GLOW**)

N5 MANAGEMENT OF MARKETING AND OPERATIONS - ASSESSMENT STANDARDS	REFERENCES IN COURSE NOTES, TEXT BOOK & POWERPOINTS
MMO 1.1 - Describe methods of market research and outline their costs and benefits. <i>Minimum 2 different methods of market research and minimum one cost / one benefit of each method. Focus on the actual <u>method</u> of carrying out the research (rather than the type of market research).</i>	<u>PHS N5BM Course Notes</u> MMO LO1 - Pages 5-7 <u>Leckie and Leckie N5BM Course Notes</u> Pages 79-82 <u>PHS Information Powerpoints</u> MMO 1.1 Information - Market Research
MMO 1.2 - Outline the stages of the product life cycle. <i>Minimum 4 product life cycle stages outlined.</i>	<u>PHS N5BM Course Notes</u> MMO LO1 - Page 8-9 <u>Leckie and Leckie N5BM Course Notes</u> Page 62 <u>PHS Information Powerpoints</u> MMO 1.2 Info - Product Life Cycle
MMO 1.3 - Describe elements of the marketing	<u>PHS N5BM Course Notes</u> MMO LO1 - Pages 11, 12, 16

Assessment preparation



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The screenshot shows a GLOW group interface for 'Grp-4.6 BM 2017-8'. The group is a private group with 29 members. The interface includes navigation tabs for Conversations, Calendar, Files, Notebook, Connectors, and More. Below the navigation is a toolbar with 'New' and 'Upload' buttons, and 'Tiles' and 'Browse library' options. A table lists the files in the group:

Name	Activity	Modified	Modified by
UB LO1 Homework 2.docx	"N5BM Homework ...	21 June	Mrs Carolyn Futty
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1 Unit Assessment Outcomes.zip	Uploaded	June 2017	Mrs Carolyn Futty

A black arrow points from the bottom left towards the file '1 Unit Assessment Outcomes.zip'.

Department sessions



- Open-door policy
- Organised lunchtime revision/homework/help sessions
- Exam revision sessions

