



# Summer Independent Learning

# BTEC

# BUSINESS

## Diploma (Double)

**Complete all tasks set over the summer ready for your first lesson.**

This booklet can be completed either electronically or by hand.

**Unit 3: Personal and Business Finance**

**Learning Aim A: Understand the importance of managing personal finance**

**Complete all activities.**

1. What is money? Can you write a definition of money?

.....  
.....  
.....  
.....

2. How might personal attitudes to money differ and how might this change over time?

.....  
.....  
.....

3. There are different life stages that people go through which influences their money needs. Complete the table below for each stage.

<b>Life stage</b>	<b>Financial needs</b>
Childhood	
Adolescence	
Young adult	
Middle age	
Old age	

4. One of the functions of money is as a means of exchange. This means that you can use it to pay for things. There are however a number of different methods of payment you can use.

Complete the table below in relation to these payment methods.

<b>Method of payment</b>	<b>Explanation/features</b>	<b>Advantages</b>	<b>Disadvantages</b>
Cash			
Debit card			
Credit card			
Cheque			
Electronic transfer			
Direct debit			
Standing order			
Pre-paid card			
Contactless card			
Charge card			
Store card			
Mobile banking			
BACS – Bankers Automated Clearing Service			
CHAPS – Clearing House Automated Payment Systems			

**Assessment Practice**

1. Give one advantage for an individual of using electronic transfer as a method of payment (2 marks)

.....  
 .....  
 .....  
 .....

2. Give 2 features of an ISA (2 marks)

.....  
 .....  
 .....  
 .....

3. James has a full time job earning a monthly salary. He lives near a busy main road. He has a cat which is 18 months old. The cat was purchased as a kitten at a cost of £450. The cat is quite adventurous and goes out for long periods of the day.

James has researched four different pet insurance providers. This information is shown below.

Insurance provider	Annual cost	Vet fees cover	Loss / stolen cover	Excess*
Ashridge	£39	Up to £2 000 per condition	None	£75
Shirevale	£68	Up to £1 000 per condition	Up to £400	£60
The Royal Insurance	£95	Up to £2 000 per condition	Up to £550	£50
Westshire	£127	Up to £4 000 per condition	Up to £800	£25

Excess is the amount a pet owner pays towards any insurance claim made.

Evaluate which pet insurance provider would be the most suitable for James. (12 marks)

Suggested structure.

Firstly identify the 2 insurance providers you feel are not appropriate and explain why.

Then compare the 2 remaining pet insurance providers e.g. .... has an excess of... this means that, however in comparison provider .... has an excess of which will benefit James because... . Then look at the other areas of cover and cost, comparing them. Finally come to a conclusion i.e. overall in my opinion James should choose ... because ....

.....  
 .....  
 .....



## **Learning Aim B – Explore the personal finance sector**

### **Complete all activities**

Financial institutions are organisations that offer financial services to individuals and/or businesses. These services include the ability to deposit or withdraw money, obtain credit and make investments, as well as offering advice on matters of personal and business finance.

1. Research the following types of financial institutions.

<b>Type of organisation</b>	<b>Explanation</b>
Bank of England	
National Savings and Investments	
Pawnbrokers	
Pension companies	
Payday loans	
Building societies	







## **Learning aim B- Investigate the feasibility of a proposed event**

### **Research Task**

You will be required to research a variety of events, and use this to develop a detailed feasibility plan for a business or social event of your choice.

You will need to gather comprehensive research evidence into a variety of different types of events of differing sizes, and the reasons for their success

### **Complete all activities for all three events**

#### **1.Event: Glastonbury (or Leeds) Festival**

Explain what it is.

Where it is.

What is included.

How long it is on for.

Include photos and all research data

(website addresses)

#### **Why is it successful.?**

**E.G** The advantages of this event is that it provides .....

#### **What are the success factors?**

**E.G** So a factor in order to have a strong, thriving event is to have plenty of facilities,

#### **2. Wedding**

Explain what it is.

Where it is.

What is included.

How long it is on for.

Include photos and all research data

(website addresses)

#### **Why is it successful.?**

**E.G** The advantages of this event is that it provides .....

#### **What are the success factors?**

**E.G** So a factor in order to have a strong, thriving event is to have plenty of facilities

### **3. Trade Show**

Explain what it is.

Where it is.

What is included.

How long it is on for.

Include photos and all research data  
(website addresses)

#### **Why is it successful.?**

**E.G** The advantages of this event is that it provides .....

#### **What are the success factors?**

**E.G** So a factor in order to have a strong, thriving event is to have plenty of facilities

#### **What are the differences between them what resources would each need?**

When you are planning your event, it is really important to make sure that it is feasible.

This means that is likely or probable to succeed.

Making sure that an event is feasible requires organisers to think about;

#### **The idea behind the event**

#### **Its purpose**

#### **Aims and objectives**

### **TASK**

**Outline the constraints that may stop the event going ahead and the success factors**

**What can you do to overcome any constraints?**

### **Purpose of the Event.**

The purpose of the event influences how and when the event is held and also the amount of income generated from the event.

Some of the reasons events many take place include;

- Profit making
- Charity fundraising
- General awareness
- Networking amongst professional or other groups
- Sharing of good practice or ideas
- Promotion, discount or selling opportunities
- Training for staff
- Reward for staff
- Stakeholder support

### **Define**

Stakeholder

Networking

### **Aims and Objectives**

The purpose of the event also influences the aims and objectives of that event

Aims and objectives are central to most aspects of business as they are the driving force behind what happens with the business

Aims are the overall goals

Objectives are the list of plans that help achieve those aim

Aims and objectives should be SMART (Specific, measurable, achievable, realistic and time constrained)

### **TASK**

Outline your SMART aims and objectives for your event

Why is it important to have objectives for your event?

## **Constraints TASK**

Constraints are the boundaries within which the event needs to be held. Some of the restrictions on events organisation may include;

- Budget
- Venue
- Human Resources
- Physical resources

1. Research each of the above and give an explanation related to the events you have done earlier

2. Why might each of these restrict events organisation?

## **Success factors**

An event is successful if it achieves what it sets out to do.

If a charity event aims to raise £1000 and achieves this then it has been successful.

Factors of success can include;

- Sales of tickets to exceed 200
- Attendance at the event to be 50 or more people
- Amount of money raised for charity after expenses in £500
- Costs and income are equal (known as breakeven)
- 500 new followers on Facebook and twitter achieved

Notice that all these goals and targets are SMART

## **TASK**

Now set success factors for the events, from the research that you have gathered earlier

**EXAMPLE**

Wimbledon is a successful event due to how good their timing is with athletes being managed in an efficient manner making sure they get to things on time to allow the events to run on schedule. This is important as matches usually last several hours as it is, so they can't afford to be delayed. These successful factors will help with my event as time management skills will be key in allowing as many people to have a go at our events to make the most profit

## Unit 7 Business Decision Making;

Everyone has to make decisions for themselves every day of their lives. It is exactly the same for businesses. During this unit, you will learn about business decision making. You will acquire knowledge and learn how to apply the skills you will need to make informed decisions based on interpreting data and reaching solutions. This unit will also help you to understand how to predict possible consequences and identify flaws in arguments or misinterpretations of information or data.

It will enable you to make links with all other business units you are studying and appreciate the importance of decision making and planning in a business and social environment.

### **Business Plans;**

**Task;** Research the structure of a Business Plan. Lot of people starting a business may get help from a bank – research at least two Business Plan formats and copy them into your work.

Suggested websites;

Bank e.g. Santander, HSBC, Natwest

Government Business support; <https://www.gov.uk/write-business-plan>

Princes Trust; <https://www.princes-trust.org.uk/how-we-can-help/tools-resources/business-tools/business-plans>

**Task;** Put together your top headings that you think would be included in a business plan.

**Task;** Now research some key definition and examples that you will need in Unit 7 (Some of this should be revision from Year 12)

Term	Definition	Example
Start-up business		
Current Trends		
Developing business		
Economic climate		
Trends in society		
Competitive forces		
Diversification		
Aims and objectives		
Macro Business		
Capital Investment		
Flat structure		
Matrix Structure		
Hierarchical structure		
Local Business		
National Business		
International Business		

## **Influences on Decision Making**

The approach taken to making business decisions is influenced by a variety of factors, the key ones of which are outlined below:

### **Business Objectives / Budgets**

- Set the scene for how decisions are made
- A culture of strong budgetary control should encourage more data & evidence-driven decisions

### **Organisational Structure - Who Makes the Decisions?**

- Who has authority to take decisions?
- Are employees empowered to take decisions to deliver more responsive customer service
- Is decision-making centralised or decentralised?

### **Attitude to Risk**

- Close link to business culture
- Is risk-taking encouraged?
- What are the penalties for poor decisions?

### **Availability & Reliability of Data**

- Is the data available to support a scientific approach?
- Are management comfortable with using scientific methods? Do they have the right skills and experience?

### **The External Environment**

- How fast is the external environment changing?
- Do the uncertainties in the external environment make scientific approaches less reliable?

## **Task; Chance to apply your knowledge;**

### **1. Choose a large business;**

- Apple,
- Amazon,
- Tesco,
- Nike,
- Marks and Spencer
- Other large business of your choice;

### **2. Choose a decision**

- locating / selling in another country (you can choose the country),
- launching a new product range
- Change to be more environmentally friendly (e.g. Net Zero by 2030)
- Introduce a more diverse HR plan
- Build new premises

Now **use the headings** and the decision (use the notes on the previous page)

- 1. Business Objectives / Budgets**
- 2. Organisational Structure - Who Makes the Decisions?**
- 3. Attitude to Risk**
- 4. Availability & Reliability of Data**
- 5. The External Environment**

Now **summarise your findings** – is this a good Business decision?