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| --- | --- | --- | --- | --- |
| **Topics**  | **Skill**  | **Content**  | **RAG** | **Have you revised it?** |
| **Production processes** | Define Advantages/ disadvantagesRecommend the most suitable type of production for specific businesses | **Job****Batch****Flow** |  |  |
| **Quality of goods and services** | Define Give examples Advantages/ disadvantagesExplain why they are important  | **Quality control****Quality assurance****TQM** |  |  |
| **The sales process and customer service** | Define Give examples Advantages/disadvantages Why is customer service important? | **Methods of selling:****E-commerce** **Face to face****Telesales** |  |  |
| **Consumer Law** | Define Explain how this protect the consumer The impact of consumer law on businesses – Safety of goods, loss of reputation, production of quality goods etc  | **Of satisfactory quality****Fit for purpose** **As described** |  |  |
| **Business location** | Explain how factors influence the location of businessExplain the importance of each to the specific business | **The cost of the site****Transport infrastructure****Proximity to raw materials****Proximity to labour****Proximity to customers** |  |  |
| **Working with suppliers** | Define Explain the impact of logistical and supply decisions on businessConsider the most important factor when choosing a supplier | **Procurement****Choosing suppliers****Time, reliability of supply, length of the supply chain, costs, customer service** |  |  |
| **The role of the finance function** | Explain the purpose of the finance functionExplain how the finance function can influence business activity | **Finance department** **Function****Role**  |  |  |

**Paper 2**

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| **Sources of finance** | Define Categorise into Short, medium and long term sources of financeAdvantages/ disadvantages of eachWhen can each be usedWhat would each be used for Recommend the most suitable source of finance for a specific business | **Owner’s capital****Retained profit****Sales of assets****Overdraft****Trade credit****Taking on a new partner****Loan****Share issue****Crowdfunding****Internal/external finance** |  |  |
| **Revenue, costs, profit and loss** | Define CalculateExplain the factors that can affect revenue due to price changesExplain what happens to costs when sales increaseWhat do gross profit margin and net profit margin show you? | **Sales revenue****Fixed costs****Total variable costs** **Total costs****Gross profit****Net profit****Gross profit margin****Net profit margin** |  |  |
| **Break-even** | DefineCalculateDraw a graph Evaluate the usefulness of break-even: benefits and limitations | **Breakeven**  |  |  |
| **Cash and cash flow** | Complete a cash flow forecastExplain the difference between cash and profitUse a cash flow to identify when a business requires financeEvaluate the usefulness of cash flow forecasting: benefits and limitations | **Cash flow forecast****Opening balance****Closing balance****Net cash flow****Inflow****Outflow**  |  |  |
| **Ethical and environmental considerations** | Explain ethics/ethical behaviour Explain the impact of ethical considerations on businesses: the treatment of suppliers, marketing considerations, sourcing of materials, costs Give examples of environmental considerationsBenefits to businesses of being environmentally friendlyProblems of being environmentally friendly | **Ethical considerations Sustainability****Waste disposal****Pollution****Climate change** |  |  |
| **The economic climate**  | Define the termsExplain the impact the following have on a business:Income and employment levelsThe impact of changes in incomeThe impact of changes in employmentDistribution of incomeInternational economic climateResponding to changes in the economic climate – production, human resources, finance, marketing | Economic climateIncomeEmploymentUnemploymentDistribution of income |  |  |
| **Globalisation** | Explain the concept of ‘globalisation’ – transport, telecommunications and the internet, free trade arrangements.Explain the impact of:Globalisation on businessesGrowth of multinational companiesBenefits to UK businesses of locating in another countryDisadvantages to UK businesses of locating in another countryInternational brandingPurpose of business activity: Marketing, Human Resources, Business operations, FinanceThe exchange rate and how businesses competeInfluences on business | GlobalisationTelecommunicationsFree tradeExchange rates  |  |  |
| **The interdependent nature of business** | The links between different areas of businessThe impact of risk and reward on business activityUse financial information to measure, understand and evaluate business performance | Risk Reward |  |  |