



Topic: People

	Business Studies	Progress		
Topic	Key ideas	R	A	G
People	I can explain the term of human resources and its purpose			
	I know what organisational structures are and terminology linked to them			
	I know when a tall or flat would be most suitable and why			
	I can explain the changes in people’s working patterns			
	I know the importance of communication and the different methods/types			
	I can analyse different ways digital communications have influenced a business			

Lesson	Learning Focus	Assessment	Key Words
1	Human resources explained and the links to how they identify human resource needs	Knowledge test—Role of Human resources	Contracts, human resources, purpose of human resources, functions, zero-hour contracts, regulations
2	The purpose of human resources	Exam question	
3	How human resources works with other functional areas		
4	Organisational structures taught through a school set up and other examples	Knowledge test—Organisational structures	Organisational chart, layers, authority, accountability, chain of command, subordinate, span of control, delegation, job description, ..
5	Key words developed linked to a structure	Exam question	
6	Pros and cons of tall v flat structures		
6	Benefits of the organisational charts for a business		
7	Summary of organisational structures		
8—9	Ways of working explained with changes throughout the years e.g. zero hour contracts, work practices, full and part time, flexible working, shift work, working from home, temporary working explained	Knowledge test—Change in working practices	Flexible work, part time, full time, temporary working, self employed, working while mobile, part time working, zero hour contract...
		Exam question	
10	Pros and cons of the ways of working		
11	Examples of mobile working and who can use it		
12	Self employment and links to sole traders		
13	Summary of changes to working practices		
14	Recall of marketing and business activity topics	Knowledge test—Communication	Internal, external, digital, vertical, horizontal, formal, informal, meetings, presentations, phone, letters, emails, texts, social media, website, written, feedback...
15	Communication and its need in a business environment	Exam questions	
16—17	Types of communication explained—written, verbal, non-verbal, feedback		
18	Key methods of communication in an organisation explained with examples		
19—20	Pros and cons of different types of communication methods		
21—22	Links between digital communication on business activity—marketing, HR, operations, finance—examples on each		
23—24	How digital communication has improved employee performance, productivity, costs, competition and opportunities for new business		
25	Summary of communication		



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