

Getting Ready For <i>Business</i>		
Your Name		
CAMTEC Level 3 Extended Certificate (Diploma) in Business (2 A Level Equivalent)	Organisational Structures and Business Formats	Summer 2020

**We are delighted you have chosen to study Business at Haywards Heath College.**

**Instructions:** This pack will help you make the best possible start to studying this subject.

The tasks in this pack:

- should take you **about 4 hours to complete**.
- should be handed into your teacher when teaching starts **from 14<sup>th</sup> September 2020** with your name on it for assessment.
- are also available on the internet – follow the links in the document.

**If you need help:** The tasks are designed to get a bit more difficult as you work through them as they are preparing you for studying at a higher level and to become an effective independent learner. You should try to get as far as you can working on your own but if you do need help, please email us at [info@haywardsheath.ac.uk](mailto:info@haywardsheath.ac.uk) telling us which Getting Ready For pack you are working on and what help you need. Help is available throughout the summer holidays.

Skills Focus for this Getting Ready for Pack	
Research skills Application of theory to business/scenarios	Evaluation and judgement

Target Grade	Type of task	Task and subject specific skill reference	Deadline
All	Materials to purchase	<ul style="list-style-type: none"> <li>• Large folder (A4 ring binder)</li> <li>• Pack of dividers</li> <li>• A4 writing paper</li> <li>• Normal pens and pencils, eraser, ruler and calculator (non-scientific is fine)</li> <li>• Set of highlighters</li> </ul>	<b>from 14<sup>th</sup> September 2020</b>
All	Organise work experience	<p><b>WORK EXPERIENCE</b></p> <p>A course requirement is that you undertake 20 hours of unpaid work experience. The idea with work experience is that you learn new skills that will help you in your future work life. You might also be able to use some of your learning in course work or exam answer examples. As such, the work experience should relate closely to the business course and therefore you could, for example, attempt to get work experience working in an office, as an estate agent, doing bookkeeping etc. However, if you are planning a career in a particular trade not directly related to business then you can do a work placement which is aligned to this career. The work experience placement can be at your current place of work (if you do paid work at the moment) but it cannot be in the same role you already do. The role you will do must be different to a role you already do so you can learn something new.</p> <p>You will need to approach businesses and arrange a placement. This might seem like a daunting task but start by talking to family members or your current workplace, can they help?</p> <p>Once you have identified and agreed a placement with a workplace, please complete the form attached to the end of this pack and bring into college when we start in September.</p>	<b>from 14<sup>th</sup> September 2020</b>
All	Research, application and evaluation task	<p><b>Tasks on Organisational Structures</b></p> <p><b>Organisational structures</b></p> <p><u>Introduction</u></p> <p>Purpose of organisational structures</p> <p>An organisation's structure should be designed to:</p> <ol style="list-style-type: none"> <li>1. Divide up the work to be done</li> <li>2. Establish lines of CONTROL and COMMUNICATION</li> </ol> <p>Dividing up the work in this way means that people are clear about who does what in the organisation and that all of the tasks required are performed.</p> <p><u>Your Task</u></p> <p>Produce an organisational chart for a company you are familiar with. This could be from your work experience placement or part-time job or you could ask someone you know who works in a company. You need to draw or produce a chart of the structure of the organisation. Make sure you address the questions when you are completing your organisational chart.</p> <ol style="list-style-type: none"> <li>1. Demonstrate how the business is organised?</li> </ol>	<b>from 14<sup>th</sup> September 2020</b>

		<ol style="list-style-type: none"> <li>Can you identify what type of an organisation structure your chosen business has?</li> <li>Describe the main functional areas within your chosen company?</li> <li>Consider how functional areas link with each other within your chosen business?</li> <li>Can you explain the hierarchy in the organisation?</li> <li>Can you explain with 2 examples who reports to whom and how many people they are responsible for within your chosen business?</li> </ol> <p><u>Websites for Research</u>  <b>Organisational Structures:</b>  <a href="https://www.tutor2u.net/business/presentations/people/orgstructure/player.html">https://www.tutor2u.net/business/presentations/people/orgstructure/player.html</a>  <a href="https://www.bbc.co.uk/bitesize/guides/zpxtfg8/revision/1">https://www.bbc.co.uk/bitesize/guides/zpxtfg8/revision/1</a>  <a href="https://smallbusiness.chron.com/different-types-organizational-structure-723.html">https://smallbusiness.chron.com/different-types-organizational-structure-723.html</a></p> <p><b>Levels of Management:</b>  <a href="https://www.managementstudyguide.com/management_levels.htm">https://www.managementstudyguide.com/management_levels.htm</a></p>	
All	Research, application and evaluation task	<p><b>BUSINESS FORMATS</b></p> <p>Business Formats relate to the way a business is legally owned and operated. All entrepreneurs must choose the format that they think is the most appropriate for their business at the time.</p> <p><b>TASK 2</b></p> <p>Research the following business formats and fill in the table below, the first one has been done for you.</p>	from 14 <sup>th</sup> September 2020
<p><b>Notes:</b></p>			