

New Zealand Commerce & Economics Teachers Association Inc

ceta

Te Aka Pouhoko, Pouoha Tōpū o Aotearoa

Accounting
Business Studies
Digital Technologies
Economics

Business Studies Resource Catalogue

Educating young people who
will be significantly different!

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Business Studies Catalogue : Term 2 2021

Year 11 : NZC Level 6 : NCEA Level 1

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Should you have any queries, please do not hesitate to contact us

Year 11 Business Studies Catalogue

NB Resource Codes: BS = Business Studies; CC = Connected Curriculum

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Year 11 – Curriculum Level 6 – NCEA Level 1

Curriculum & School Programmes Business Studies Resources

<i>Title and Keywords</i>	<i>Code</i>	<i>Price</i>	<i>Description/Contents</i>
CETA Business Studies New Zealand Curriculum Level 6/NCEA Level 1 Handbook - Version 2, 2015 <ul style="list-style-type: none">• NZC Level 6• NCEA Level 1	BB5v2	\$90.00	<i>Version 2, 2015</i> An essential teachers' handbook for any teacher who is teaching Business Studies at Level 6 of The New Zealand Curriculum and is assessing using the NCEA Level 1 Achievement Standards. It relates specifically to the Senior Secondary Teaching and Learning Guidelines for Business Studies published by the Ministry of Education. The booklet includes all the areas of programme design and implementation for scheme development. It addresses the two Learning Objectives required from Level 6 of The New Zealand Curriculum and the five Business Studies themes: Business Formation; Functions of Business; People in Business; Business Management; Business Environment. The two Learning Objectives are incorporated into each of the themes. Also included are sections on content development; teaching strategies; learning experiences and assessment activities, as well as the incorporation of the key competencies and values required by The New Zealand Curriculum. There are sections on resources; assessment; extension activities; programme evaluation. For reference, the Level 1 Achievement standards are included in an appendix. NOTE: Under the previous versions of the external standards (i.e. pre2015) the Future Focus Themes of Sustainability, Citizenship, Enterprise, and Globalisation were delivered as stand-alone topics. These have now been removed from the standards lists of topics and as from 2015 the four concepts should be integrated throughout a Business Studies programme as they are relevant to all achievement standards. A resource is available from NZCETA (<i>Future Focus Principles NZC Level 6/NCEA Level 1 Teaching Guide</i>) Code - BS 14/4/8
New Zealand Curriculum Level 6 Implementation Checklist for Teachers NZC Level 6 NCEA Level 1 Assessment Link: AS1.1, AS1.2, AS1.3, AS1.4, AS1.5, AS1.6 Themes: Business Formation, Functions of Business, People in Business, Business Management, Business Environment	BB21	\$60.00	<i>Published 2016</i> <i>Achievement Objectives</i> LO1: Students will gain knowledge, skills, and experience to: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their business. LO2: Students will gain knowledge, skills, and experience to: Plan, carry out, and then review a one-off business activity, basing recommendations for the future on Market feedback. The resource has been developed to support teachers with the implementation of a teaching and learning programme for NZC Level 6/NCEA Level 1 Business Studies. It contains tips and advice to set up, plan and run a Level 1 Business Studies programme. It has been written to complement the NZCETA Business Studies NZC level 6/NCEA Level 1 Handbook (BB5v2 2015). The content and concepts, as well as some context information are included in the NZCETA Business Studies NZC Level 6/NCEA Level 1 Handbook. It is a supplementary guide to support the teacher with some tips and advice on how to implement the curriculum - a 'how to' guide incorporating both the New Zealand Curriculum and requirements of NCEA Level 1 assessment. It also provides a foundation for further learning at NZC Level 7. The resource is linked to NCEA Achievement Standards as follows: 1.1 90837 Demonstrate an understanding of internal features of a small business, 1.2 90838 Demonstrate an understanding of external factors influencing a small business, 1.3 90839 Apply business knowledge to an operational problem(s) in a given small business context, 1.4 90840 Apply the marketing mix to a new or existing

product, 1.5 90841 Investigate aspects of human resource processes in a business, 1.6 90842 Carry out and review a product-based business activity within a classroom context with direction.

Contents:

- 1.0 Planning for the year
 - 1.1 Factors to be considered.
- 2.0 The context of small business
- 3.0 Internal assessments
 - 3.1 Group or individual?
 - 3.1.1 Forming the group.
 - 3.1.2 Grading group or paired work
 - 3.2 Internal assessment tips and advice
 - 3.2.1. Internal 1.4 (90840) Apply the Marketing Mix to a new or existing product.
 - 3.2.2 Internal 1.5 (90841) Investigate aspects of human resource processes in a business.
 - 3.2.3 Internal 1.6 (90842) Carry out and review a product-based business activity within a classroom context with direction.
 - 3.2.4 Use of checkpoints and checklists
- 4.0 External Assessments
 - 4.1 How many standards should students be entered, into?
 - 4.2 AS90837 (1.1) Demonstrate an understanding of internal features of a small business.
 - 4.3 AS90838 (1.2) Demonstrate an understanding of external factors influencing a small business.
 - 4.4 AS90839 (1.3) Apply business knowledge to an operational problem(s) in a given small business context.
 - 4.5 Students using a business they have studied, in depth.
 - 4.6 The command words and tips how to answer questions.
- 5.0 Using technology for business.
- 6.0 The Maori Concepts
- 7.0 What other help is at hand?

Appendices:

Level 1 External & Internal Topics linked to Achievement Standards
Example Checklist

**Future Focus
Principles NZC
Level 6/NCEA Level
1 – 2015 - Teaching
Guide**

BS 14/4/8

\$40.00

Published 2014

Achievement Objective(s):

LO1: Students will gain knowledge, skills, and experience to understand how, as a result, of internal and external factors, small business owners make operational decisions that have consequences for the success of their business.

LO2: Students will gain knowledge, skills, and experience to plan, carry out, and then review a one-off business activity, basing recommendations for the future on market feedback.

New Zealand Curriculum Future Focus Principles and how they are incorporated through the Level 6 Business Studies themes (content and concepts). The context is small business.

This Level 6 Business Studies unit provides teaching and learning support for Level 6 Business Studies. It focuses on the New Zealand Curriculum (NZC) Future Focus principles of Sustainability, Citizenship, Enterprise, and Globalization and how these NZC principles are incorporated through the Level 6 Business Studies themes (content and concepts). The context is small business.

This unit explores the NZC Future Focus principles of Sustainability, Citizenship, Enterprise, and Globalisation and how these principles may be incorporated into the teaching of all Level 6 topics. While ideas have been provided the manner in, which these principles have been incorporated can be added to or amended by the teacher.

A number, of the supporting resources, examples, links and complementary documents on these NZC Future Focus principles have also been provided for teachers. A template has been included.

This resource links with the Senior Secondary Business Studies Teaching and Learning Guide and relates to the NZC Future Focused

**NZC Level 6
NCEA Level 1**

**Assessment Link:
AS1.1, AS1.2, AS1.3,
AS1.4, AS1.5, AS1.6**

**Themes: Business
Formation,
Functions of
Business, People in
Business, Business
Management,
Business
Environment**

principles of Sustainability, Citizenship, Entrepreneurship and Globalisation. It meets Level 6 Learning Objective One: Understand how, as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business and Level 6 Learning Objective Two: Plan, carry out, and then review a one-off business activity, basing recommendations for the future on market feedback. It addresses the Business Studies themes Business Formation, Functions of Business, People in Business, Business Management and Business Environment in the NZCETA Business Studies Level 6 Handbook and links to all Level 6 Achievement Standards.

Teaching & Learning Resources, all pre-April 2017 revised

Business Formation

Business Structures Activity	BS 07/1/2v2	\$30.00	<i>Revised 2017</i> <i>Learning Objective: Understand how, as a result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses.</i>
Assessment Link AS 90837 (1.1) external			An activity created for the teaching of the three different types of business structures: sole trader, partnership, and private company. The table and accompanying questions could be used for teacher only reference or the student activity could be used in class.
Theme: Business Formation			This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Activity 1 – Factors Influencing Business Structure; Activity 2 – Business Structure Decision Making Table; Suggested Solutions
Business Structures	BS 07/1/13v2	\$30.00	<i>Revised 2017</i> <i>Learning Objective: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses.</i>
Assessment Link AS 90837 (1.1) external			This pack contains all the essential components required to teach and assess the three different business structures: sole trader, partnership, and registered company. There are a range of activities which could be used in class or could be adapted to use as the assessment. Suggested solutions are included. The pack includes comprehensive content teaching notes, an assessment, and suggested answers.
Theme: Business Formation			This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Teacher Notes; Assessment; Suggested Answers

Functions of Business

Marketing – a Practical Approach Activity	BS 08/2/6v2	\$40.00	<i>Revised 2017</i> <i>Learning Objective: Understand how, as a result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses.</i>
Assessment Link AS 90840 (1.4) internal			Students will demonstrate an understanding of the components of operating a successful business. The activity in this resource gives students a practical approach to marketing. Students will work in groups to develop a new energy drink and will then present their suggested marketing mix to a soft drink company executive, (the teacher or invited guest). The worksheets for students to use for the activity are included. This task could be used as a starting activity for senior business studies before teams market their company's product/service. Suggested time: 2-3 hours. The time this task could easily be extended depending on the engagement shown by your students as they complete the different elements of the activity.
Theme: Functions of Business			This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Teacher Information; The Activity and Assessment Outline; Activity Templates

Business Environment

<p>Cash Flow</p> <p>Teaching & Learning Pack</p>	<p>BS 16/1/1v2</p>	<p>\$50.00</p>	<p><i>Revised 2017</i></p> <p>Learning Objective: Understand how as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business. This teaching and learning pack has been developed to assist teachers with the 1.3 (AS90839) Cash Flow topic - Understand how, as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business worth 4 credits. This pack complements the CETA Cash Flow PPTs and includes a quick quiz, student worksheet with solutions, glossary, case study worksheet with solutions, fill in the blanks activity with answers, crossword and word find, links to useful YouTube videos and a student checklist. This pack will allow teachers to effectively teach the 1.3 cash flow topic. Teachers can choose to use all the resources or just select a few to enhance their students' overall knowledge.</p> <p>Specific Content</p> <p>At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> • Define the term cash flow. • Define the terms slow payers, credit tightening, bad debts and low sales. • Explain the consequences of poor cash flow. • Fully explain solutions to deal with the issue of poor cash flow. <p>This resource was revised to Version 2 in 2017.</p> <p>Contents: Resource Descriptor; Links to useful YouTube videos on Cash Flow; Quick Quiz; Fill in the Blanks activity with solutions Cash Flow Worksheet with solutions; Cash Flow Case Study with solutions; Glossary and cut up definition's activity; Cash Flow Crossword; Cash Flow Word find; Student Checklist.</p>
<p>Assessment Link AS 90839(1.3) external</p>			
<p>Theme: Business Environment</p>			
<p>Recruitment of Employees</p> <p>Teaching & Learning Pack</p>	<p>BS 16/1/2v2</p>	<p>\$50.00</p>	<p><i>Revised 2017</i></p> <p>Learning Objective: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses. This teaching and learning pack has been developed to assist teachers with the 1.3 (AS90839) Recruitment of Employees - Understand how, as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business worth 4 credits. This pack complements the CETA Recruitment of Employees PPTs and includes a quiz, student worksheet with solutions, café recruitment activity in pairs, case studies on both recruitment of employees and staff shortages with solutions, glossary, word find, info graphic on the HR process and a student checklist. This pack will allow teachers to effectively teach the 1.3 recruitment of employees' topic. Teachers can choose to use all the resources or just select a few to enhance their students' overall knowledge.</p> <p>Specific Content</p> <p>At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> • Define recruitment of employees. • Understand the importance of hiring good staff. • Explain the negative consequences of a poor recruitment process. • Fully explain solutions to solve poor recruitment practices. • Define staff shortages. • Explain the negative consequences of staff shortages on a business. • Fully explain solutions to solve the issue of staff shortages.
<p>Assessment Link AS 90839 (1.3) external</p>			
<p>Theme: Business Environment</p>			

This resource was revised to Version 2 in 2017.

Contents: Resource Descriptor; Recruitment of Employees – video links; Quick Quiz PPT; Recruitment Café Pairs Activity; Student Worksheet with solutions; Poor Recruitment Case Study with solutions; Skills Shortages Case Study with solutions; Glossary and cut up definitions; Word find; Hiring an employee – info graphic; Student Checklist

Legal Influences	BS 18/1/1	\$70.00	Learning Objective: Understand how, as a result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses. This resource includes three voice-over videos with corresponding student activity sheets to support teachers of Business Studies in the delivery of content and activities in the topic of Legal Influences Achievement Standard 90838 (1.2) which requires students to understand the purpose and application of three pieces of legislation – The Fair Trading Act, 1986; The Consumer Guarantees Act, 1993; and the Health and Safety in Employment Act, 1992. This package allows learners to set the pace as they work through the tutorials covering the three pieces of legislation. Teachers may decide to use the resource as an introduction to the Acts or they may use them for student revision or for assessment preparation. The resource can be used in a variety of ways and although it has been developed with the intent of being used as a student directed resource, it can easily be adapted and used with teacher direction, or indeed a combination of both. The videos are voice-over however teachers may choose not to use this function, but rather to use the videos as a teacher-directed option. Each video in this resource enables students to study an act of legislation and complete the corresponding student activity sheet. The videos are created to be student led, meaning the teacher can set this as an in-class exercise or as a homework exercise, with students able to work at their own pace. Students can use the URLs provided in the videos to self-explore each act of legislation. The students are prompted part way through the videos to pause, answer the questions provided in the activity sheets and self-mark, according to the sample answers provided (note: these are only sample answers). These videos are meant to be used as a guide to learning; the topic and can be supplemented with other resources to ensure students fully understand the three acts of legislation. Contents: Learning Objective; Key Competencies; Resource Descriptor; Teacher Guidelines; 3 videos with Voice-Over; 3 Student Activity Sheets
<ul style="list-style-type: none">• The Fair-Trading Act 1986• The Consumer Guarantees Act, 1993• The Health and Safety in Employment Act 1992			
An Interactive Teaching & Learning Resource			
Assessment Link AS 90838 (1.2) external			
Theme: Business Environment			

People in Business

Human Resources	BS 07/1/4v2	\$40.00	<i>Revised 2017</i> Learning Objective: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses. This topic is the first step in introducing students to the area of Human Resources. The resource covers the four parts of Recruitment Planning, Job Description, Job Advertising and the Recruitment Process. It contains teacher notes which may also be given to students as handouts, as well as exciting activities for each topic which are designed to reinforce the theory. Suggested solutions are also included. Students will be able to enhance their understanding of every step of the recruitment process; from identifying a job vacancy through writing a job description and creating a job advertisement and
The Recruitment Process			
Assessment Link AS 90842 (1.5) internal			

Theme: People in Business			<p>finally the interview process. It could be used over 4 lessons or extended longer if required. This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Guidelines for Teachers</p> <ul style="list-style-type: none"> ▪ Planning ▪ Job Description ▪ Advertising. ▪ The Recruitment Process <p>Four Activities; Suggested Solutions</p>
Entrepreneur Inquiry	BS 08/2/5v2	\$40.00	<p><i>Revised 2017</i> Learning Objective: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses. Students will develop an understanding of the internal and external influences that impact on business. This resource has also been developed to help teachers introduce an inquiry model approach to research. It contains worksheets for students to use as they complete each stage of their inquiry. The context of the inquiry is to identify the enterprising attributes and skills of an entrepreneur but could easily be changed for a variety of learning areas. This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Teacher Guidelines; Student Notes. Inquiry Model</p>
Assessment Link AS 90837 (1.1) external			
Theme: People in Business			
Employer & Employee Relationships	BS 12/4/1v2	\$40.00	<p><i>Revised 2017</i> Achievement Objective: Students will identify the rights and responsibilities of employers and employees in the workplace. A resource to address the rights and responsibilities of employers and employees in the workplace covering all the key issues relating to the topic such as health and safety; sick leave; bereavement leave, etc. The resource gives students the opportunity to acquire knowledge by starting with a fact find and moves on to a matching activity that tests students' knowledge and understanding. The scenario activity gives students an opportunity to read and respond to real-life situations and apply their knowledge in a small group setting. Answers are provided for each activity. The resource will assist to prepare students for the external Achievement Standard 90837 Specific Content At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> • Identify the rights and responsibilities of employees within the workplace. • Identify the rights and responsibilities of employers within the workplace. <p>Identify the key issues that exist within the workplace and ways in which these can be resolved. This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Teacher Guidelines; Student Activities; Fact Finder on Key Employment Issues; Rights & Responsibilities Research; Topic Cards & Answers; Group Task 9 Scenarios & Answers; Student Worksheet</p>
Getting it Right			
Assessment Link AS 90837 (1.1) external			
Theme: People in Business			
Communication is King!	BS 12/4/2v2	\$40.00	<p><i>Revised 2017</i> Achievement Objective: Students will understand the nature and importance of how people communicate effectively, including methods, mediums, processes and barriers. A resource to assist with addressing the theory of business communicate, which looks at issues surrounding communication using a range of activities and resources. It gives students the opportunity to learn about different methods of communication. A role play addresses effective ways to communicate. One activity investigates communication within the students' school and allows them to take</p>
Assessment Link AS 90837 (1.1) external			

Theme: People in Business

considered decisions relating to it. A YouTube opportunity to investigate a businessman's communication skills is also included. The resource will assist to prepare students for the external Achievement Standard 90837.

Specific Content

At conclusion of this topic students should be able to:

- Identify types of communication (internal, external, one way and two way, formal and informal)
- Identify methods of communication available to a business (written, verbal and oral)
- Identify the mediums (email, memos, face-to-face discussions, noticeboards meetings)
- Appreciate the importance of effective business communication and barriers to communication.
- Explain the advantages and disadvantages of the types and methods of communication.

This resource was revised to Version 2 in 2017.

Contents: Resource Descriptor; Content Development; Student Activities; Student Role Play & Possible Answers; Matching Communication Mediums and Methods; YouTube Activity and Student Response Sheet; Student Investigation with Positive, Negative and Possibilities; Summary & Fishbone Diagram

Business Management

Analysing Financial Reports	BS 06/4/2v2	\$40.00	<i>Revised 2017</i> <i>Learning Objective:</i> understand how, as a result, of internal and external factors, small business owners make operational decisions that have consequences for the success of their business. This resource has been written to support teachers of Business Studies in the delivery the topic of Financial Information for Management to Aid Decision Making. There are five activities as listed above. Each activity includes a teacher note to explain the purpose of the activity and where appropriate suggested solutions. It should be noted that while relating to Financial Information, the activities have been written using a Business Studies approach not an Accounting approach. This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; Am I doing well? Analysing Financial Reports; Have I made a profit? Profit / Loss; What is this expense? Is that Capital or Revenue?
<i>Am I doing well?</i>			
Assessment Link AS 90842 (1.6) internal			
Theme: Business Management			
Cashflow Statement Activity	BS 07/1/3v2	\$30.00	<i>Revised 2017</i> <i>Learning Objective:</i> Understand how, as a result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses. Cash management is a fundamental component of any business. This resource looks at the cash flows in a business and includes an activity on the preparation of a cash flow statement; a case study of a business that is profit rich but cash poor, and a crossword on the key points on the importance of cash management. Suggested solutions are included. This resource was revised to Version 2 in 2017. Contents: Resource Descriptor; The Cash Flow Statement Activity, plus template; Profit v Cash Activity; Key Cash Flow Ideas Crossword, plus template; Suggested Solutions
<i>Money Hungry</i>			
Assessment Link AS 90837 (1.1) external AS 90839 (1.3) external			
Theme: Business Management			
Business Success	BS 18/1/2	\$55.00	<i>Learning Objective:</i> Understand how as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business. This resource pack has been developed to assist teachers with the

Assessment Link
AS 90837 (1.1)
external

Theme: Business
Management

teaching of 1.1 Business Success including factors that lead to business success, issues that cause business failure, ways to measure business success, positive consequences of a greater than expected profit and importance of learning from failure. The pack includes PPT notes with or without voice over notes, a starter activity, and real life business example with questions to aid understanding, group work project, and fill in the blanks worksheets, revision questions, old exam question, word find and a student checklist. The content will ensure students are ready for the end of year 1.1 NCEA exam. Teachers can choose to use all of the Pick-Up and Go learning activities or just select a few to enhance their student's overall knowledge of the Business Success content.

Specific Content

- Define the term business success.
- Know the different factors that lead to business success.
- Explain the different methods of measuring business success.
- Explain the consequences of a larger than expected profit.
- Explain the consequences of business failure.
- Fully explain the importance of learning from business failure

Contents: Resource Descriptor; Business Success Starter Activity Business Success Intro PPT with and without voiceover notes Real Life business example with questions; Fill in the Blanks with suggested solutions Business Failure worksheet with solutions. PPT quiz with suggested solutions; Revision Worksheet with suggested solutions, Old exam question with suggested solutions. Wordfind, Student Checklist

Business Objectives BS 18/1/3 \$55.00

Learning Objective: Understand how as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business.

Interactive Resource

This resource pack has been developed to assist teachers with the teaching of 1.1 Business Objectives, particularly the difference between an aim and an objective. The pack includes a range of introductory diagram and brainstorming activities, PPT notes with or without voiceover recordings, revision worksheets, fill in the blanks, activities, multichoice questions, old exam questions with suggested solutions, word find and a student checklist. There is a wide range of teaching resources that teachers can use to show students what they are expected to know in the Level One 1.1 NCEA exam. Teachers can choose to use all of the Pick-Up and Go learning activities or just select a few to enhance their student's overall knowledge of the Business Objectives content.

Assessment Link
AS 90837 (1.1)
external

Theme: Business
Management

Specific Content

- Know the difference between an aim and an objective.
- Give examples of an aim and an objective.
- Understand what a SMART goal is.
- Explain why aims and objectives change over time.
- Fully explain the consequences of failing to meet objectives.

Contents:

Resource Descriptor; Business Objectives brainstorming activities, with suggested solutions; Business Objectives overview diagrams with suggested solutions; Business Objectives PPT notes with and without voiceover recordings, Stakeholder groups notes and worksheet with suggested solutions; Business Objectives fill in the blanks with solutions; Business Objectives quick quiz with solutions; Business Objectives multichoice with solutions; Revision worksheet with Solutions; Past paper question and solutions; Old exam questions and Solutions: Business Objectives Word find; Student Checklist

Financial Documents BS 18/1/4 \$55.00

Learning Objective: Understand how as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business.

Assessment Link
AS 90837 (1.1)
external

Theme: Business
Management

This resource pack has been developed to assist teachers with the teaching of Level 1 Financial Documents, including the importance of record keeping such as bank statements and the requirements from the IRD. The teaching and learning pack includes a range of introductory diagrams, brainstorming worksheets, PPT notes with or without voice over notes, mix and match activity, revision worksheets and quizzes, a case study, an old exam question, word find and a checklist. Teachers can use some, or all of the different activities to show students what is expected in the Financial Documents question in the Level One 1.1 NCEA exam.

Specific Content

- Identify source documents.
- Explain the importance of record keeping in a business.
- Explain the requirements of IRD, such as keeping records for 7 years.
- Explain why stakeholders such as owners, suppliers or managers would be interested in the records of a business.
- Fully explain why the bank requires documents when the business is applying for a loan.

Contents

Resource Descriptor; Star diagram with solutions; Brainstorming worksheet with solutions; Financial Documents PPT with and without voice over notes; Mix and Match the different source documents. Income Statement and Balance Sheet fill in the blanks notes activity. with solutions; Quiz with solutions; Case Study with solutions, Revision worksheet with solutions; Old exam question with solution, Wordfind, Student Checklist.

Sources of Finance BS 18/1/5 \$55.00

Learning Objective: Understand how as a result of internal and external factors, small business owners make operational decisions that have consequences for the success of their business.

Assessment Link
AS 90837 (1.1)
external

Theme: Business
Management

This resource pack has been developed to assist teachers with the teaching of 1.1 Sources of Finance and covers internal and external sources of finance, and short and long-term finance options. The pack includes a range of overview diagrams mind maps, PPT notes, cut and paste activity, timeline of finance needs, quizzes, cost notes, fill in the blanks activities, old exam question, word find and a student checklist. Teachers can choose to use all of the Pick-Up and Go learning activities or just select a few to enhance their student's overall knowledge of the Sources of Finance content in the AS90837 final exam.

Specific Content

- Understand the difference between internal, external, short term and long-term sources of finance in a business.
- Provide examples of internal, external, short term and long-term sources of finance.
- Fully explain why a business would choose short over long term or internal over external sources of finance.
- Fully explain the advantages and disadvantages of the different sources of finance including internal, external, short- and long-term finance options

Contents

Resource Descriptor; Sources of Finance Intro PPT with and without voice over notes; Mind map overview with solutions; Timeline of a business's finance needs worksheet with solutions; Different types of finance worksheet with solution. Sources of finance cut and paste activity with template, words and solutions; Costs notes fill in the blanks worksheet with solutions; Sources of finance quiz with solutions; Another source of finance quiz with solutions; Old exam question with solutions; Word find; Student Checklist

Achievement Standards PowerPoint Resources, all pre-2016 revised

Title and Keywords	Code	Price	Description/Contents
AS 90837 (1.1) PowerPoints Part A - Ownership Structure, Sources of Finance, Communication with Stakeholders, Employer & Employee Relationships Demonstrate an understanding of internal features of a small business	BS 11/1/2v2	\$100.00 for pack of four PPTs	<p><i>Revised 2016</i></p> <p>These four comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>demonstrate an understanding of internal features of a small business.</i></p> <p>The four PowerPoints</p> <ul style="list-style-type: none"> • Ownership Structure (13 slides) • Sources of Finance (26 slides) • Communication with Stakeholders (34 slides) • Employer & Employee Relationships (12 slides) <p>The PowerPoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.</p>
VERSION 2 2016			
AS 90837 (1.1) Ownership Structure ppt Demonstrate an understanding of internal features of a small business	BS 11/1/2/1v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic 1.1 Ownership Structure - Sole trader, Partnership, Registered company</p> <p>Students will identify and describe different types of legal entities: Define and recognise the legal entities of business ownership i.e. sole trader, partnership, and registered company</p> <p>Explain reasons for different forms of legal entities.</p> <p>Explain advantages and disadvantages of each type of entity.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time. <i>13 slides</i></p>
VERSION 2 2016			
AS 90837 (1.1) Sources of Finance ppt Demonstrate an understanding of internal features of a small business	BS 11/1/2/2v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic Sources of Finance.</p> <p>Students will identify the various types of finance available to establish a business:</p> <p>Identify the reasons a small business needs finance.</p> <p>Identify the types of funding available – short term and long term, internal and external.</p> <p>Explain the advantages and disadvantages of different types of funding.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time. <i>26 slides</i></p>
VERSION 2 2016			
AS 90837 (1.1) Communication with Stakeholders ppt Demonstrate an understanding of internal features of a small business	BS 11/1/2/5v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic Communication with Stakeholders.</p> <p>Students will understand the following:</p> <p>Define business communication.</p> <p>Understand the importance of effective communication.</p> <p>Identify the advantages and disadvantages of different methods.</p> <p>Understand the barriers to effective communication.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time. <i>34 slides</i></p>
VERSION 2 2016			

<p>AS 90837 (1.1) Employer & Employee Relationship ppt</p> <p><i>Demonstrate an understanding of internal features of a small business</i></p> <p>VERSION 2 2016</p>	<p>BS 11/2/1/1v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Employer & Employee Relationships Students will identify the relationship of the employer and the employee. Understand the employer and employee responsibilities. Understand the features and importance of effective relationships.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time. <i>12 slides</i></p>
<p>AS 90837 (1.1) PowerPoints Part B - Entrepreneurs, Business Objectives, Financial Documents, Business Success</p> <p><i>Demonstrate an understanding of internal features of a small business</i></p> <p>VERSION 2 2016</p>	<p>BS 11/2/1v2</p>	<p>\$100.00 for pack of four PPTs</p>	<p><i>Revised 2016</i> These four comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>demonstrate an understanding of internal features of a small business.</i></p> <p>The four PowerPoints:</p> <ul style="list-style-type: none"> • Entrepreneurs (12 slides) • Business Objectives (8 slides) • Financial Documents (14 slides) • Business Success (13 slides) <p>The PowerPoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.</p>
<p>AS 90837 (1.1) Entrepreneurs ppt</p> <p><i>Demonstrate an understanding of internal features of a small business</i></p> <p>VERSION 2 2016</p>	<p>BS 11/2/1/2v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Entrepreneurs.</p> <p>Students will understand the following: Role of entrepreneurs Understand the skills and characteristics of entrepreneurs.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time <i>12 slides.</i></p>
<p>AS 90837 (1.1) Business Objectives ppt</p> <p><i>Demonstrate an understanding of internal features of a small business</i></p> <p>VERSION 2 2016</p>	<p>BS 11/2/1/3v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Business Objectives.</p> <p>Students will: Understand how objectives inform business operations.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time <i>8 slides.</i></p>
<p>AS 90837 (1.1) Financial Documents ppt</p> <p><i>Demonstrate an understanding of internal features of a small business</i></p>	<p>BS 11/2/1/4v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Financial Documents.</p> <p>Students will: Understand the importance of keeping financial documents such as bank statements, Inland Revenue Department requirements</p>

small business

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 14 *slides*.

VERSION 2 2016

AS 90837 (1.1)
Business Success ppt

BS
11/2/1/5v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Business Success.

Demonstrate an understanding of internal features of a small business

Students will:
Understand the description of business success.
Understand the different methods of measurement.
Understand the factors affecting business success.

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 13 *slides*.

VERSION 2 2016

AS 90838 (1.2)
PowerPoints Part A - Stakeholders, External to the Business, Legal Influences

BS
11/2/4v2

\$50.00
for pack
of two
PPTs

Revised 2016

These two comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – *demonstrate an understanding of external factors influencing a small business*.

Demonstrate an understanding of external factors influencing a small business

The two PowerPoints

- Stakeholders External to the Business (11 slides)
- Legal Influences (19 slides)

The PowerPoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.

VERSION 2 2016

AS 90838 (1.2)
Stakeholders External to the Business ppt

BS
11/2/4/1v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Stakeholders External to the Business

Demonstrate an understanding of external factors influencing a small business

Students will understand:
Define external stakeholders.
Identify examples of stakeholders external to the business.
Understand why these external stakeholders are interested in the business.
Understand why conflict may occur between the external stakeholders and the business.

VERSION 2 2016

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 11 *slides*.

AS 90838 (1.2)
Legal Influences ppt

BS
11/2/4/4v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Legal Influences.

Demonstrate an understanding of external factors influencing a small business

Students will identify and understand the need and use of regulations with regard, to business activity.
Name the relevant Acts that apply to businesses; Consumer Guarantees Act 1993, Fair Trading Act 1986, Health and Safety in Employment Act 1992
Explain the impacts on business (costs and benefits of complying)

with the legislation.

VERSION 2 2016

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 19 *slides*

**AS 90838 (1.2)
PowerPoints Part B
Economic Influences,
Environmental
Influences, Competition**

BS
11/4/1v2

\$80.00
for pack
of three
PPTs

Revised 2016

These three comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – *demonstrate an understanding of external features of a small business.*

***Demonstrate an
understanding of
external factors
influencing a small
business***

The three PowerPoints

- Economic Influences (15 slides)
- Environmental Influences (19 slides)
- Competition (9 slides)

The PowerPoints will provide teachers with an excellent starting point for the teaching of each of these units and save hours of work and research time.

VERSION 2 2016

**AS 90838 (1.2)
Economic Influences
ppt**

BS
11/4/1/1v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Economic Influences.

***Demonstrate an
understanding of
external factors
influencing a small
business***

Students will understand the economics influences that affect small businesses.

Definition of consumer and business confidence

Understand how changes in consumer confidence can affect business.

Understand the impact of interest rates on a business.

Understand the different cycles in an economy.

VERSION 2 2016

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 15 *slides*.

**AS 90838 (1.2)
Environmental
Influences ppt**

BS
11/4/1/2v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic, Environmental Influences.

***Demonstrate an
understanding of
external factors
influencing a small
business***

Students will identify environmental influences on business.

Discuss the impact of weather on business.

Discuss the impact of a natural disaster on business.

Discuss the impact (costs and benefits) of these environmental factors on small business in New Zealand.

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 19 *slides*.

VERSION 2 2016

**AS 90838 (1.2)
Competition, ppt**

BS
11/4/1/3v2

\$30.00

Revised 2016

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Economic Influences.

***Demonstrate an
understanding of
external factors
influencing a small
business***

Students will develop an awareness of the local marketplace and identify competition arising from this environment.

Define business competition.

Discuss examples of competition.

Discuss the impact for businesses of current and potential competition.

VERSION 2 2016			The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 9 <i>slides</i>
AS 90839 (1.3) PowerPoints Part A - Recruitment of Employees, Cash Flow, Workplace Incidents	BS 13/4/1v2	\$80.00 for pack of three PPTs	<i>Revised 2016</i> These three comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>Apply business knowledge to an operational problem(s) in a given small business context.</i> The three topics covered in this PowerPoint are: <ul style="list-style-type: none"> • Recruitment of Employees (15 slides) • Cash Flow (14 slides) • Workplace Incidents (10 slides) The PowerPoint will provide teachers with an excellent starting point for the teaching of each of these topics and save hours of work and research time.
Apply business knowledge to an operational problem(s) in a given small business			
VERSION 2 2016			
AS 90839 (1.3) Recruitment of Employees ppt	BS 13/4/1/1v2	\$30.00	<i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Recruitment of Employees. Students will: Discuss the issues of poor recruitment practices. Understand the impact on businesses of hiring the wrong employees. Understand the impact on businesses when there is a skills shortage
Apply business knowledge to an operational problem(s) in a given small business			
VERSION 2 2016			The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 15 <i>slides</i> .
AS 90839 (1.3) Cash Flow ppt	BS 13/4/1/2v2	\$30.00	<i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Cash Flow. Students will: Discuss the issues of slow payers. Understand the impact bad debtors have on businesses. Understand the impact credit tightening has on businesses' cash flow.
Apply business knowledge to an operational problem(s) in a given small business			
VERSION 2 2016			The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 14 <i>slides</i> .
AS 90839 (1.3) - Workplace Incidents ppt	BS 13/4/1/3v2	\$30.00	<i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Workplace Incidents. Students will: Discuss the impact of workplace incidents on employees. Understand the impact on businesses of workplace accidents. Understand the impact on businesses when there is workplace conflict.
Apply business knowledge to an operational problem(s) in, a given small business			
VERSION 2 2016			The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 10 <i>slides</i>

<p>AS 90839 (1.3) PowerPoints Part B - Marketplace Changes, Production Disruption</p> <p>Apply business knowledge to an operational problem(s) in, a given small business</p> <p>VERSION 2 2016</p>	<p>BS 13/4/2 v2</p>	<p>\$50.00 for pack of two PPTs</p>	<p><i>Revised 2016</i> These two comprehensive PowerPoints address the main areas of information and content in this topic which will assist with the coverage required for the achievement standard – <i>Apply business knowledge to an operational problem(s) in a given small business context.</i></p> <p>The three topics covered in this PowerPoint are:</p> <ul style="list-style-type: none"> • Marketplace Changes (21 slides) • Production Disruptions (12 slides) <p>The PowerPoint will provide teachers with an excellent starting point for the teaching of each of these topics and save hours of work and research time.</p>
<p>AS 90839 (1.3) Marketplace Changes ppt</p> <p>Apply business knowledge to an operational problem(s) in, a given small business</p> <p>VERSION 2 2016</p>	<p>BS 13/4/2/1v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Marketplace Changes.</p> <p>Students will: Discuss the issues of poor recruitment practices. Understand the impact on businesses of hiring the wrong employees. Understand the impact on businesses when there is a skills shortage</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 21 slides.</p>
<p>AS 90839 (1.3) Production Disruptions ppt</p> <p>Apply business knowledge to an operational problem(s) in, a given small business</p> <p>VERSION 2 2016</p>	<p>BS 13/4/2/2v2</p>	<p>\$30.00</p>	<p><i>Revised 2016</i> This comprehensive PowerPoint addresses the main areas of information and content required for the topic Production Disruptions.</p> <p>Students will: Outline the different natural disasters that can occur. Discuss the impact natural disasters has on businesses. Discuss the impact a pandemic or a technology breakdown has on businesses. Describe solutions businesses can do to prepare for such an event.</p> <p>The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 12 slides</p>

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Student Activities for Reinforcing Understanding & for Consolidation & Review

Title and Keywords	Code	Price	Description/Contents
<p>Communication in Business <i>What Did You Say?</i></p>	BS 19/3/1	\$50.00	<p>This resource package covers the topic “communication in a business”. This package includes activities, which can be used for individual student learning or for a group/class. It includes a PowerPoint with the content that students can work through as well as four activities that will help students cement their understanding of the content. Each activity provides students with the opportunity to reinforce the content learnt and gives them the opportunity to work independently or with others. Included is a variety of activities aimed at providing students with an interesting, challenging, and interactive approach to their learning. Students will enjoy the fun opportunities provided for in this pack from a PowerPoint summary of the topic followed by an activity. These activities range from a mix and match, first impressions, answering questions, as well as completing a large I have, who has puzzle. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 6, Achievement Standard 90837. It also links with Business Management Level 6 as part of the NZCETA Business Studies Handbook One.</p>
<p>NZC Level 6 NCEA Level 1</p>			<p>Activities: PowerPoint Overview</p>
<p>Assessment Link AS 90837 (1.1) external</p>			<p>Activity: Mix and Match - advantages and disadvantages for the four methods of communication.</p>
<p>Theme: People in Business</p>			<p>Activity: I have, who has -consolidate the content in a fun and challenging way.</p>
			<p>Activity: First Impressions - identify how non-verbal communication can help a person to make a first impression.</p>
			<p>Activity: Communication Questions - understanding of the content taught through answering questions in detail.</p>
			<p>Specific Content</p>
			<ul style="list-style-type: none"> • Understand the importance of effective communication. • Explain the advantages and disadvantages of different communication methods. • Explain one-way and two-way communication. • Fully explain barriers to communication
<p>External Factors & their Impact on Business</p>	BS 19/2/1	\$60.00	<p>This pack provides teachers with practical student-centred activities for the classroom. The aim of this pack is to provide teachers with activities to use to consolidate and reinforce understanding of the skills and knowledge students have gained through learning about the impact of external factors on a business. Each activity provides students with the opportunity to reinforce the content learnt and gives them the opportunity to work independently or with others. Included is a variety of activities aimed at providing students with an interesting, challenging, and interactive approach to learning, while incorporating the key competencies. Students will enjoy a variety of learning opportunities provided for in this pack from a PowerPoint summary of the external factors followed by an activity to consolidate their learning. These activities range from identifying the objectives of stakeholders, identifying various legal Acts that have been breached, researching the penalties for breaching the various Acts, completing sentences that discuss the impact of interest rates, answering written questions and creating a summary sheet about their chosen business. These activities have been designed to help students engage with the content that has been taught. The PowerPoint, activities and suggested solutions are intended to be</p>
<p>NZC Level 6 NCEA Level 1</p>			
<p>Assessment Link AS 90838 (1.2) external</p>			
<p>Theme: Business Operations & Development</p>			

used to consolidate the curriculum content and help develop key competencies relevant to your students.
 All, of these activities are designed to be used as they are or adapted to meet the needs of your students.
 Resources are practical and most require some preparation before using in the classroom.
 The PowerPoint covers each of the topics in the learning for impacts of external factors on a business. This PowerPoint can be used in class or shared with students to support their learning.

Activities:

- Each of the activities can be used individually or in groups. They are designed to get students engaging and revising the content that has been taught. Some of the activities can be adapted to be done in groups or as a research activity.
- As most classes will be studying a small New Zealand business, there is a summary sheet were students are able to record information about their chosen business and how the relevant topics impact that business.

Specific Content

- stakeholders external to the business (customers, suppliers, local government, local community)
- legal influences (purpose and impact of the Consumer Guarantees Act 1993, the Fair-Trading Act 1986, the Health and Safety at Work Act 2015)
- economic influences (consumer confidence, business confidence, interest rates)
- environmental influences (factors affecting the physical environment e.g. weather patterns, natural disasters)
- competition (impact of current and potential competition)

Business Solutions
NZC Level 6
NCEA Level 1
Assessment Link
AS 90839 (1.3) external

BS 20/1/1 \$50.00

This resource package covers the application of business knowledge to an operational problem(s) in, a given small business context. This package includes activities, which can be used for individual student learning or for a group/class. It includes a PowerPoint with the content that students can work through as well as four activities that will help students cement their understanding of the content. Each activity provides students with the opportunity to reinforce the content learnt and gives them the opportunity to work independently or with others. Included is a variety of activities aimed at providing students with an interesting, challenging, and interactive approach to their learning. Students will enjoy the fun opportunities provided for in this pack from a PowerPoint summary of the topic followed by activities. These activities range from a mix and match, solving problem scenario activity, case study and questions, as well as a station activity. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 6, Achievement Standard 90839.

Student Activities:

PowerPoint

The PowerPoint contains causes, effects and solutions for operational problems experienced by a small business.

Mix and Match

Use this resource as mix and match cards by getting students to match the term and to the appropriate definition. Adaptations of this activity include using cards in a memory style game or snap.

Solving problems scenarios

The purpose of this activity is to help students identify the cause of a problem from a given scenario; identify the effects on the business, and possible solutions to the problem. There are several options for completing this activity:

- 1 Students can complete this activity individually.
- 2 Students can complete this activity in a group.
- 3 Students can complete this activity as a class.

You can laminate the task and give each student 1-2 cards; they then

need to work as a class to complete the activity.

Case Study

This activity is designed to give students the opportunity to demonstrate their understanding of the content taught through answering questions in detail.

Station Activity

Pre-lesson preparation includes printing stations and template for student answers.

Students move around the stations and answer the questions on the template provided.

Students only have 90 seconds to complete each activity before moving to the next station.

Teacher can go over answers to the stations at the end of the activity using the suggested solutions.

Specific Content

At conclusion of this topic, students should be able to:

- Apply their business knowledge, skills and understanding to offer potential solutions.
- Investigate how small business owners make operational decisions.
- Integrate all areas of the business when proposing options.
- Consider the respective consequences of decisions on the operational aspects and success of the small business.

The Recruitment Process in Business

BS 19/2/2 \$60.00

This consolidation pack provides teachers with practical student-centred activities for the classroom. The aim of this pack is to provide teachers with activities to use to consolidate the skills and knowledge students have gained through learning about the steps in the recruitment process within a business.

NZC Level 6
NCEA Level 1

Each activity provides students with the opportunity to reinforce the content learnt and gives them the opportunity to work independently or with others. Included is a variety of activities aimed at providing students with an interesting, challenging, and interactive approach to learning, while incorporating the key competencies.

Assessment Link
AS 90841 (1.5) internal

Students will enjoy a variety of learning opportunities provided for in this pack from a PowerPoint summary of the recruitment steps followed by an activity to consolidate their learning. These activities range from setting the scene – wallpaper for the classroom, describing the current workplace relation, researching a job of interest, creating a job description, deciding whether the feature is a job description or person specification, comparing and contrasting the job vacancy adverts, going for your dream job by creating a video resume, completing the task sheet on the interviewing process, thinking about the things an employee must do at the offer and acceptance step and completing a summing up task of the eight recruitment steps. These activities have been designed to help students engage with the content that has been taught.

Theme: Business
Operations & Development

The PowerPoint, activities and suggested solutions are intended to be used to consolidate the curriculum content and help develop key competencies relevant to your students.

All of these activities are designed to be used as they are or adapted to meet the needs of your students. Resources are practical and most require some preparation before using in the classroom.

The PowerPoint covers each of the topics in the learning for the recruitment process in a business. This PowerPoint can be used in class or shared with students to support their learning.

Activities:

- Each of the activities can be used individually or in groups. They are designed to get students engaging and revising the content that has been taught. Some of the activities can be adapted to be done in groups or as a research activity.
- As most classes will be learning the about the human resource recruitment process in order to have the knowledge to complete

the internal assessment achievement standard 90841, there is a PowerPoint to a suggested approach that can be taken to complete this assessment and a template that students are able to fill in.

Specific Content

While students should have knowledge of the big picture of the human resource process in relation to the selected case study, this achievement standard specifically requires students to demonstrate an understanding of the following aspects of the human resource process:

- Job analysis
- Job description
- Person specification
- Methods of advertising
- Screening and short-listing
- Interviewing and testing
- Offer and acceptance process (including employment contract)
- Induction and powhiri/whakataua

Revision Packs, all pre-2015 revised

Title and Keywords	Code	Price	Description/Contents
<p>Case Study AS 1.1</p> <p>Huia Motel</p> <p>VERSION 2 2017</p> <p>NZC Level 6 NCEA Level 1</p> <p>Assessment Link AS 90837 (1.1) external</p> <p>Theme: All Themes</p>	BS 14/1/1v2	\$50.00	<p>Version 2 revised May 2017 - has had major changes from the original</p> <p>Achievement Objective Provide a case study covering the content and knowledge required in AS 1.1 (90837)</p> <p>Students will be expected to answer a question(s) in the NZQA exam on a small business they have studied. This resource will provide them with all of the information they will need to help them understand the requirements of this part of the exam.</p> <p>This case study is based on a Motel Business employing 10 people. Included are notes and information on the 10 topics in 1.1. There are also activities for students to complete on each topic.</p> <p>This could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety on the type of content their students will be required to understand, in order, to be successful with this aspect of the exam.</p> <p>Students have, to make some assumptions as they won't know exactly what the business would do– the key is to help them to be able to use feasible business knowledge and theory to support these assumptions. This resource is designed to be used to assist teachers with the content required by students when discussing a small business, they have studied. The resource links with the New Zealand Curriculum and, in particular addresses the themes of Business Formation, Functions of Business, People in Business and Business Management – in Business Studies level 6</p> <p>Contents</p> <p>A comprehensive case study using Huia Motel as the business. It includes notes on each topic relating to a motel business, practice activities and answers; Teacher Notes and Guidelines; Student Information – 32page resource; Suggested Answers.</p>
<p>Case Study AS 1.2</p> <p>Huia Motel</p> <p>VERSION 1 2017</p> <p>NZC Level 6 NCEA Level 1</p> <p>Assessment Link AS 90838 (1.2) external</p> <p>Theme: All Themes</p>	BS 17/3/1	\$50.00	<p>Students will be expected to answer a question(s) in the NZQA exam on a small business they have studied. This resource will provide them with all of the information they will need to help them understand the requirements of this part of the exam.</p> <p>This case study is based on a Motel Business employing 10 people. Included are notes and information on the five topics in 1.2. There are also activities for students to complete on each topic.</p> <p>This could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety on the type of content their students will be required to understand in order, to be successful with this aspect of the exam.</p> <p>Students have, to make some assumptions as they won't know exactly what the business would do– the key is to help them to be able to use feasible business knowledge and theory to support these assumptions. This resource is designed to be used to assist teachers with the content required by students when discussing a small business, they</p> <p>Contents</p> <p>A comprehensive case study using Huia Motel as the business. It includes notes on each topic relating to a motel business, practice activities and answers: Teacher Notes and Guidelines Student Information – 25page resource; Suggested Answers</p>
<p>AS 90837 (1.1) Revision Pack No 1</p>	BS 12/3/1v2	\$45.00	<p><i>Revised 2015</i></p> <p><i>Learning Objective Understand how, as a, result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their</i></p>

VERSION 2 2015	<i>businesses.</i>
Assessment Link AS 90837 (1.1) external	This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist and questions to assist in revision for AS90837, NZC Level 6 and NCEA Level 1.
Demonstrate an understanding of internal features of a small business	It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 6 and Achievement Standard 90837. The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information, and feedback to date. Teachers may add to this as the subject develops. The NZCETA Business Studies Level 6 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics.
Theme: All Themes	The questions have been written to encourage revision of the topics based on the businesses chosen to be studied, in depth by each particular school. Therefore, the answers will come out of class discussions and could be recorded for future use. If more than one business has been studied in depth teachers might like to divide the class into groups and have each group create answers on a different business. Ensuing discussion will allow students to compare businesses also. Teachers should refer to the Assessment Specifications for guidance on Maori concept(s) for that particular year. <i>Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</i>
AS 90837 (1.1) Revision Pack No 2	BS \$45.00 14/3/1v2
VERSION 2 2015	<i>Revised 2015</i>
Assessment Link AS 90837 (1.1) external	This resource has been designed as a revision resource for Year 11 Business Studies as part of an NCEA Level One Business Studies programme. The resource pack has been developed to assist teachers with the revising of Achievement Standard 90837 (1.1). The pack includes a PPT which allows the students to adapt their business to the exam content, a mind map overview, glossary, key concepts sheet, various worksheets and revision exercises with suggested solutions and a student checklist. This pack will assist teachers to cover the content required for the Level 1 AS 90837 (1.1) NCEA examination. Teachers can choose to use, all of the Pick-Up and Go revision activities or just select a few to enhance their students' overall knowledge of the different topics in AS 1.1. These activities have been developed to complement the 1.1 CETA PowerPoint Slides.
Demonstrate an understanding of internal features of a small business	Specific Content At conclusion of this topic students should be able to understand and know the different internal features within a small business including:
Theme: All Themes	<ul style="list-style-type: none"> • Types of Business • Sources of Funding • Methods of Market Research • Types of Production • Communication • Rights and Responsibilities of employers and employees • Entrepreneurship • Business Aims and Objectives • Financial Records • Business Success <p>Resource Contents: Resource Descriptor; Using a Business in the exam PPT notes; Glossary; Key Concepts; PPT Quiz Questions; Make it Right STUDENT; Make it Right TEACHER; Worksheet STUDENT; Worksheet TEACHER; Revision; Worksheet STUDENT; Revision Worksheet TEACHER; Quick Quiz STUDENT; Quick Quiz TEACHER; More Revision Questions; Student Checklist; Overview of Business Mind map.</p>

AS 90838 (1.2) Revision Pack No 1	BS 12/3/2v2	\$45.00	<p><i>Revised 2015</i></p> <p><i>Learning Objective: Understand how, as a result, of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses.</i></p> <p>This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist, and questions to assist in revision for AS90838, NZC Level 6 and NCEA Level 1.</p> <p>It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 6 and Achievement Standard 90838.</p> <p>The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information, and feedback to date. Teachers may add to this as the subject develops.</p> <p>The NZCETA Business Studies Level 6 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics. The questions have been written to encourage revision of the topics based on the businesses chosen to be studied, in depth by each, particular school. Therefore, the answers will come out of class discussions and could be recorded for future use. If more than one business has been studied in depth teachers might like to divide the class into groups and have each one, create answers on a different business. Ensuing discussion will allow students to compare businesses also. Teachers should refer to the Assessment Specifications for guidance on Maori concept(s) for that particular year.</p> <p><i>Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</i></p>
VERSION 2 2015			
Assessment Link AS 90838 (1.2) external			
<i>Demonstrate an understanding of external factors influencing a small business</i>			
Theme: All Themes			
AS 90838 (1.2) Revision Pack No 2	BS 14/3/2v2	\$45.00	<p><i>Revised 2015</i></p> <p>This resource has been designed as a revision resource for Year 11 Business Studies as part of an NCEA Level One Business Studies programme. The resource pack has been developed to assist teachers with the revising of Achievement Standard 90838 (1.2). The pack includes a Summary PPT which covers all the basics of the AS 1.2 exam content, various worksheets and revision exercises with suggested solutions, student checklist, topics to cover sheet for AS 1.2 and an overview of external factors. This pack will assist teachers to cover the content required for the Level 1 AS 90838 (1.2) NCEA examination. Teachers can choose to use, all of the Pick-Up and Go revision activities or just select a few to enhance their students' overall knowledge of the different topics in AS 1.2. These activities have been developed to complement the 1.2 CETA PowerPoint Slides.</p> <p>Specific Content</p> <p>At conclusion of this topic students should be able to understand and know the different internal features within a small business including:</p> <ul style="list-style-type: none"> • Stakeholders • Environmental Sustainability • Citizenship • Legal Influences • Economic Influences • Environmental Influences • Competition and the Local Marketplace • Global Connections <p>Resource Contents: Resource Descriptor 1.2 Revision Pack; 1.2 Summary PPT notes; Stakeholder Revision STUDENT; Stakeholder Revision TEACHER; Sustainability Fill in the Blanks STUDENT; Sustainability Fill in the Blanks TEACHER; Sustainability Worksheet STUDENT; Sustainability Worksheet TEACHER; Citizenship Exam notes; Citizenship Mix and Match; Citizenship Word find; Legal Influences PPT Quiz; Legal Influences; Exam note STUDENT; Legal Influences Exam notes TEACHER; Economic Influences Business</p>
VERSION 2 2015			
NZC Level 6 NCEA Level 1			
Assessment Link AS 90838 (1.2) external			
<i>Demonstrate an understanding of external features of a small business</i>			
Theme: All Themes			

Cycle diagram; Economic Influences Exam notes STUDENT; Economic Influences Exam notes TEACHER; Economic Influences Quiz STUDENT; Economic Influences Quiz TEACHER; Environmental Influences Activity STUDENT; Environmental Influences Activity TEACHER; Competition in Local Business PPT Quiz; Competition in Local Business exam notes; Competition in Local Business STUDENT Competition in Local Business TEACHER; Global Connections Exam Question STUDENT; Global Connections Exam Question TEACHER; Revision Worksheet STUDENT; Revision Worksheet TEACHER; Student Checklist; Overview of External Features notes; External Features Topics to cover

**AS 90839 (1.3)
Revision Pack No 1**

BS
12/3/3v2

\$45.00

Revised 2015

Learning Objective: Understand how, as a result of internal and external factors, New Zealand small business owners make operational decisions that have consequences for the success of their businesses.

VERSION 2 2015

Assessment Link

AS 90839 (1.3) external

Apply business knowledge to an operational problem(s) in a given small business context

Theme: All Themes

This resource contains the Achievement Standard, the Explanatory Notes from the Teaching and Learning Guidelines, Examination Hints, a Student Checklist, and questions to assist in revision for AS90839, NZC Level 6 and NCEA Level 1.

It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 6 and Achievement Standard 90839. The student checklist enclosed has been written by topic. Teachers could manipulate the table into Achieved, Merit and Excellence questions should they desire. It is not an exhaustive list but has been compiled using current resources, examinations, information, and feedback to date. Teachers may add to this as the subject develops. The NZCETA Business Studies Level 6 Handbook and Topic Slides (available through CETA) provide additional suggestions for depth and breadth for individual topics.

The questions have been written to encourage revision of the topics based on the businesses chosen to be, studied in depth by each particular school. Therefore, the answers will come out of class discussions and could be recorded for future use. Teachers should remind students that they must use the given context in the exam but discussing problems, effects and solutions using a business example should assist students with their revision. If more than one business has been studied in depth teachers might like to divide the class into groups and have each one creates answers on a different business. Ensuing discussion will allow students to compare businesses also. Teachers should refer to the Assessment Specifications for guidance on Maori concept(s) for that particular year.

Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions

**AS 90839 (1.3)
Revision Pack No 2**

BS
14/3/3v2

\$45.00

Revised 2015

This resource has been designed as a revision resource for Year 11 Business Studies as part of an NCEA Level One Business Studies programme. The resource pack has been developed to assist teachers with the revising of Achievement Standard 90839 (1.3). The pack includes a collection of PPT notes, various worksheets and revision exercises with suggested solutions, student checklist, case study article and an overview of issues and consequences. This pack will assist teachers to cover the content required for the Level 1 AS 90839 (1.3) NCEA examination. Teachers can choose to use all of the Pick-Up and Go revision activities or just select a few to enhance their students' overall knowledge of the different topics in AS 1.3. These activities have been developed to complement the 1.2 CETA PowerPoint Slides.

VERSION 2 2015

Assessment Link

AS 90839 (1.3) external

Apply business knowledge to an operational problem(s) in a given small business context

Specific Content

At conclusion of this topic students should be able to understand and know the different internal features within a small business including:

- Recruitment of employees

Theme: All Themes

- Communication
- Cash Flow Issues
- Workplace Incidents
- Marketplace Changes
- Production Issues
- Act of God issues

Resource Contents: Resource Descriptor 1.3 Revision Pack; Recruitment of Employees PPT notes; Recruitment discussion; Questions STUDENT; Recruitment discussion questions TEACHER; Recruitment Make it Right STUDENT; Recruitment Make it Right TEACHER; Poor Communication PPT notes; Poor Communication Revision STUDENT; Poor Communication Revision TEACHER; Cash Flow PPT notes; Cash flow Revision STUDENT; Cash flow Revision TEACHER; Cash flow Word find; Workplace Incidents PPT notes; Workplace Incidents Revision STUDENT; Workplace Incidents Revision TEACHER; Changes in Marketplace PPT notes; Changes in Marketplace STUDENT; Changes in Marketplace TEACHER; Production Worksheet STUDENT; Production Worksheet TEACHER; Act of God PPT notes; Act of God worksheet STUDENT; Act of God worksheet TEACHER; Exam Revision Worksheet STUDENT Exam Revision Worksheet TEACHER; Success in China ARTICLE; Success in China STUDENT; Success in China TEACHER; Student Checklist; Exam Hints; Table consequences and issues of small business.

Interactive Resources

Title and Keywords	Code	Price	Description/Contents
It's Revision Time NZC Level 6 NCEA Level 1 Assessment Link AS 90837 (1.1)	BS 21/1/1	\$60.00	<p>Achievement Objective: Understand how, as a result of internal and external factors small business owners make operational decisions that have consequences for the success of their business.</p> <p>This comprehensive resource package covers preparation for the Level 1 Business Studies examination with revision ppt with audio covering the external AS 1.1 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level One AS 1.1 Business Studies examination.</p> <p>Content: Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level One AS 1.1 that would also be useful BS 19/3/1; BS 14/1/1v2; BS 12/3/1v2; BS 14/3/1v2.</p> <p><i>CETA members teaching Level 1 Business Studies in 2020 were emailed this resource in September 2020.</i></p>
It's Revision Time NZC Level 6 NCEA Level 1 Assessment Link AS 90838 (1.2)	BS 21/1/2	\$60.00	<p>Achievement Objective: Understand how, as a result of internal and external factors small business owners make operational decisions that have consequences for the success of their business.</p> <p>This comprehensive resource package covers preparation for the Level 1 Business Studies examination with revision ppt with audio covering the external AS 1.2 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level One AS 1.2 Business Studies examination.</p> <p>Content: Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level One AS 1.1 that would also be useful BS 19/2/1; BS 17/3/1; BS 12/3/2v2; BS 14/3/2v2.</p> <p><i>CETA members teaching Level 1 Business Studies in 2020 were emailed this resource in September 2020.</i></p>
It's Revision Time NZC Level 6 NCEA Level 1 Assessment Link AS 90839 (1.3)	BS 21/1/3	\$60.00	<p>Achievement Objective: Understand how, as a result of internal and external factors small business owners make operational decisions that have consequences for the success of their business.</p> <p>This comprehensive resource package covers preparation for the Level 1 Business Studies examination with revision ppt with audio covering the external AS 1.3 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level One AS 1.3 Business Studies examination.</p> <p>Content: Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level One AS 1.1 that would also be useful BS 20/1/1; BS 12/3/3v2; BS 14/3/3v2.</p> <p><i>CETA members teaching Level 1 Business Studies in 2020 were emailed this resource in September 2020.</i></p>

CETA Practice Exams

Title and Keywords	Code	Price	Description/Contents
2020 NCEA Level 1	BSE L1 2020	CETA Members \$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
		Non CETA Members \$130.00	Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard for CETA members & \$87 per achievement standard for non CETA members – state the standard number when ordering.
2019 NCEA Level 1	BSE L1 2019	CETA Members \$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
		Non CETA Members \$130.00	Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard for CETA members & \$87 per achievement standard for non CETA members – state the standard number when ordering.
2018 NCEA Level 1	BSE L1 2018	\$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
			Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering.
2017 NCEA Level 1	BSE L1 2017	\$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
			Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering.
2016 NCEA Level 1	BSE L1 2016	\$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Teacher Notes; Assessment Tasks, Assessment Schedule for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
			Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering.
2015 NCEA Level 1	BSE L1 2015	\$98.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i>
			Individual Achievement Standards can be purchased at a cost of \$55 per achievement standard – state the standard number when ordering.

2014 NCEA Level 1	BSE L1 2014	\$90.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering.
2013 NCEA Level 1	BSE L1 2013	\$90.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90839 (1.3). <i>Includes Assessment Tasks, Assessment Schedule and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering.
2012 NCEA Level 1	BSE L1 2012	\$90.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90809 (1.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards. Also included is a CETA Practice Exam Judgement Statement</i> Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering.
2011 NCEA Level 1	BSE L1 2011	\$90.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90809 (1.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards.</i>
2010 NCEA Level 1	BSE L1 2010	\$80.00	An examination that covers the three external Achievement Standards 90837 (1.1), 90838 (1.2), 90809 (1.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards.</i>