

New Zealand Commerce & Economics Teachers Association Inc

**ceta**

Te Aka Pouhoko, Pouaha 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 12 : NZC Level 7 : NCEA Level 2**

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

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## Year 12 – Curriculum Level 7 – NCEA Level 2

### Curriculum & School Programmes Business Studies Resources

<i>Title and Keywords</i>	<i>Code</i>	<i>Price</i>	<i>Description/Contents</i>
<p>CETA Business Studies New Zealand Curriculum Level 7/NCEA Level 2 Handbook - Version 2, 2015</p> <p>NZ Curriculum Level 7 NCEA Level 2</p>	BB9v2	\$90.00	<p><i>Version 2, 2015</i></p> <p>An essential teachers' handbook for any teacher who is teaching Business Studies at Level 7 of The New Zealand Curriculum and is assessing using the NCEA Level 2 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 7 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 2 Achievement standards are included in an appendix.</p> <p><b>NOTE:</b> 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 7/NCEA Level 2 Teaching Guide</i>) Code - BS 15/1/1</p>
<p>New Zealand Curriculum Level 7 Implementation Checklist for Teachers</p> <p>NZC Level 7 NCEA Level 2</p> <p><b>Assessment Link:</b> <b>AS2.1, AS2.2, AS2.3,</b> <b>AS2.4, AS2.5, AS2.6</b></p> <p>Themes: Business Formation, Business Functions, People in Business, Business Management, Business Environment</p>	BB22	\$60.00	<p><i>Published 2016</i></p> <p><i>Achievement Objectives</i></p> <p>LO1: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>LO2: Students will gain knowledge, skills, and experience to: Plan, take to market, review, and then refine a business activity incorporating a community well-being focus, basing recommendations for the future on market feedback.</p> <p>Assessment Link(s):</p> <p>2.1 90843 Demonstrate understanding of the internal operations of a large business, 2.2 90844 Demonstrate understanding of how a large business responds to external factors, 2.3 90845 Apply business knowledge to a critical problem(s) in a given large business context, 2.4 90846 Conduct market research for a new or existing product, 2.5 90847 Investigate the application of motivation theory in a business, 2.6 90848 Carry out, review and refine a business activity within a community context with guidance.</p> <p>The resource has been developed to support teachers with the implementation of a teaching and learning programme for NZC Level 7/NCEA Level 2 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 7/NCEA Level 2 Handbook</p>

(BB9v2 2015). The content and concepts, as well as some context information are included in the NZCETA Business Studies NZC Level 7/NCEA Level 2 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 2 assessment.

It also provides a foundation for further learning at NZC Level 8.

**Contents:**

- 1.0 Planning for the year
  - 1.1 Factors to be considered
- 2.0 The context of medium or large 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 2.4 (90846) Conduct market research for a new or existing product
    - 3.2.2 Internal 2.5 (90847) Investigate the application of motivation theory in a business
    - 3.2.3 Internal 2.6 (90848) Carry out and review and refine a business activity within a community context with guidance
    - 3.2.4 Use of checkpoints and checklists
- 4.0 External Assessments
  - 4.1 How many standards should students be entered, into?
  - 4.2 AS90843 (2.1) Demonstrate an understanding of internal operations of a large business
  - 4.3 AS90844(2.2) Demonstrate an understanding of how a large business responds to external factors
  - 4.4 AS90845 (2.3) Apply business knowledge to a critical problem(s) in, a given large 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 2 External & Internal Topics linked to Achievement Standards  
Example Checklist

<p>Future Focus Principles NZC Level 7/NCEA Level 2 – 2015 Teaching Guide</p>	<p>BS 15/1/1</p>	<p>\$40.00</p>	<p><i>Published 2015</i> <i>Achievement Objective(s):</i> <i>LO1: Students will gain knowledge, skills, and experience to explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i> <i>LO2: Students will gain knowledge, skills, and experience to plan, take to market, review, and then refine a business activity incorporating a community wellbeing focus, basing recommendations for the future on market feedback.</i> Contents: New Zealand Curriculum Future Focus Principles and how they are incorporated through the Level 7 Business Studies themes (content and concepts). The context is small business This Level 7 Business Studies resource provides teaching and learning support for Level 7 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 7 Business Studies themes (content and concepts). The context</p>
<p>NZC Level 7 NCEA Level 2</p>			
<p><b>Assessment Link</b> <b>AS2.1, AS2.2, AS2.3,</b> <b>AS2.4, AS2.5, AS2.6</b></p>			
<p>Themes: Business Formation, Functions of Business, People in Business, Business Management, Business</p>			

## Environment

is regional and national based large businesses. 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.

The resource links with the Senior Secondary Business Studies Teaching and Learning Guide and relates to the NZC Future Focused principles of Sustainability, Citizenship, Entrepreneurship and Globalisation. It meets Level 7 Learning Objective One: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors and Level 7 Learning Objective Two: Plan, take to market, review and then refine a business activity incorporating a community wellbeing focus, 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 7 Handbook and links to all Level 7 Achievement Standards.

The values students learn about through the incorporation of the NZC Future Focus principles are not theme or topic specific. The Future Focus principles are big ideas based on concepts which relate to the different themes and topics. Therefore, the values of Excellence; Innovation, inquiry and curiosity; Diversity; Integrity; and Respect will vary and should be evident in the both the Future Focus principles and the themes and topics that these principles relate to.

It is important for teachers, when presenting new concepts such as the Future Focus Principles, they provide resources, activities and a learning environment that encourages students to develop the key competencies of Thinking; Relating to Others; Using Language, Symbols and Texts; Managing Self; and Participating and Contributing.

# Teaching & Learning Resources, all pre-April 2017 revised

## Functions of Business

Title and Keywords	Code	Price	Description/Contents
<p>Grow Business Grow</p> <p><b>Assessment Link</b> AS90845 (2.3) external</p> <p><b>Theme: Functions of Business</b></p>	BS 12/1/7v2	\$40.00	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b> <i>Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</i></p> <p>This resource contains a range of activities, worksheets, PPTs, articles and assessment notes to assist in the teaching of Growth Strategies for NZC Level 7/NCEA Level 2, Year 12. Students will be introduced to the specifics of business growth and learn about the different strategies that businesses can use to expand with. The resource pack extensively covers the different growth theories, internal vs external growth and problems and benefits associated with the growth of firms. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standard 90845. It links with Functions of Business Level 7 as part of the NZCETA Business Studies Handbook Two. This resource was revised to version 2 in 2017.</p> <p><b>Contents:</b> Resource Descriptor, Icebreaker activity, Class debate PPT, Mind map, Growing a NZ business group activity, Internal vs External PPT notes, Domino's Pizza case study article, Growth strategies PPT quiz, Problems of Growth notes, Growth Strategies worksheet (answers attached), Student checklist, Ansoff Growth Matrix extension notes</p>
<p>Bubba's Applied Marketing Case Study</p> <p><b>Assessment Link</b> AS90846 (2.4) internal AS90848 (2.6) internal</p> <p><b>Theme: Functions of Business</b></p>	BS 07/1/1v2	\$40.00	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b></p> <ul style="list-style-type: none"> <li>• <i>Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i></li> <li>• <i>Plan, take to market, review and then refine a business activity incorporating a community wellbeing focus, basing recommendations for the future on market feedback.</i></li> </ul> <p>Are you and your students bored with all the theory and nothing to apply it to? Here's the solution! Bubba's is an Applied Marketing Case Study that can be used by teachers of Business Studies at Years 11-13. This case study is designed to be a practical assignment/project/assessment or similar where students have an opportunity to apply the marketing theory that has been covered in a business studies programme. In this Applied Case Study students cover topics such as Market Research (planning, design, administration, analysis and reporting), Promotion (target marketing, advertising, and presentations), Financials (product costing and calculations) and Application of Marketing Theory (via a range of Marketing and business-related questions). If used as an in-class activity, students could be meaningfully engaged in applying Marketing theory to a business context for 2-3 weeks. The material and activities contained within this document are supplementary only and are NOT designed to be the sole resource used by teachers. This resource requires pre-teaching of the marketing concepts covered in the activity and would therefore ideally be used towards the end of a unit of work in Marketing. This resource was revised to version 2 in 2017.</p> <p><b>Contents:</b> Market Research (can be used for AS90846 and AS90848)</p> <ul style="list-style-type: none"> <li>• Theory</li> <li>• Planning and Design</li> <li>• Pilot Testing</li> <li>• Administration</li> <li>• Analysis</li> </ul>



- Reporting
- Promotion (can be used for AS90848)
- Identification of target market
  - Package design to appeal to target market
  - Creation of advertisement via a range of channels to introduce product
  - Presentation of Marketing Plan to Stakeholders
- Financials (can be used for AS90848)
- Preparation of product costings
  - Calculation of sale price given profit margin
  - Calculation of quantity to sell given a profit margin
- Application of Marketing Theory (can be used for AS90848)
- Target Market
  - Needs versus Wants
  - Factors affecting demand for product
  - Variable costs
  - Fixed Costs
  - Break Even graphs
  - Break Even points
  - Price comparison with competing products

## Business Environment

Title and Keywords	Code	Price	Description/Contents
Business Ethics	BS 09/2/1v2	\$40.00	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>Business is part of the Social Sciences learning area of The New Zealand Curriculum. This resource covers Business Ethics. The activities are designed to reinforce the theory required as part of the <i>Teaching and Learning Guidelines for Business Years 11-13</i>, Ministry of Education, 2009, <i>the New Zealand Curriculum 2007</i> and <i>Te Marautanga o Aotearoa 2008</i>.</p> <p>It is suitable for Level 7 (Year 12) and meets Learning Objective 1 – students will explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. In particular it looks at the indicator under Business Environment which states that students are able to explore ethical issues relating to business activities.</p> <p>The activities would be a part of a unit of work and some prior teaching would probably be necessary. It is suggested that the activities would cover three hours learning time. Suggested solutions are not included as there will be a variety of acceptable answers depending on students' own prior thinking, knowledge, and experiences.</p> <p>Links to the New Zealand Curriculum are included. The key competencies developed in this unit of work are <i>Relating to Others</i> and <i>Thinking</i>. Suggestions of how these are developed throughout the activities are provided.</p> <p>This resource was revised to version 2 in 2017.</p> <p><b>Contents:</b> Teacher Notes; Activity 1 – Questions; Activity 2 – Case Studies</p>
<p><b>Assessment Link</b></p> <p><b>AS90844 (2.2)</b> external</p> <p><b>AS90845 (2.3)</b> external</p> <p><b>Theme: Business Environment</b></p>			
Business Ethics	BS 11/3/9v2	\$40.00	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This resource in Business environment covers Business Ethics, addressing the importance of ethics to a business, particularly in our current environment, and what impact being ethical has on the decisions that are made for good or bad. The resource includes a PowerPoint covering the coverage required for Business Ethics and</p>
<p><b>Let's get Ethical!</b></p> <p><b>Assessment Link</b></p>			

AS90844 (2.2)  
external

Theme: Business  
Environment

allowing the teacher to develop ethics further within the classroom.  
The case study and debate can be used over three lessons, which will strengthen the students' ability to evaluate business decisions from a given case study.  
This resource was revised to version 2 in 2017.  
Specific Content  
Business Ethics.  
Moral Code.  
If it's not illegal is it ok?  
Advantages of being an ethical Business.  
Disadvantages of being an ethical Business.  
Identify and explain how ethics effects the decisions of a business.  
Ethical conduct code.  
**Contents:** Resource Descriptor; Teacher Guidelines; Student Activity – Case Study and Debate, including group work instructions; PowerPoint – Business Ethics

Political Influences

BS  
11/3/2v2

\$40.00

*Revised 2017*

**Learning Objective:** Explain how and why large businesses in New Zealand make operational decisions in response to external and internal factors.

Assessment Link  
AS90844 (2.2)  
external

This resource has been created to support teachers of Level 2 Business Studies with activities that relate to the topic Political Influences. The resource pack contains discussion questions, mock general election activity, a political quiz, KiwiSaver activity, worksheets with suggested teacher solutions and a detailed guideline for teachers. The activities will provide students with a thorough and comprehensive understanding of the political influences:

- Identify the political influences that impact on business
- Explain the impact of changes on business

Theme: Business  
Environment

This resource was revised to version 2 in 2017.

Specific Content

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

Identify the political influences that impact on business

Explain the impact of changes in government on business

**Contents:** Resource Descriptor; PPT discussion questions; Political quiz with suggested solutions; Political impacts that relate to a business worksheet with suggested solutions; Budget winners and losers student worksheet with student solutions; How will win? General Election debate; Guest speaker – possible preparation questions; KiwiSaver activity with suggested solutions; In the news. Political Influences activity

Technological Change

BS  
11/3/3v2

\$40.00

*Revised 2017*

**Learning Objective:** Explain how and why large businesses in New Zealand make operational decisions in response to external and internal factors

Assessment Link  
AS90845 (2.3)  
external

This resource has been created to support teachers of Level 2 Business Studies with activities that relate to the topic Changes in Technology. The resource pack contains a Venn diagram about technology in both personal and business lives, technology brainstorming tools, PPT notes, quizzes, general class discussion questions on technology, worksheets and suggested teacher solutions and a detailed guideline for teachers. The activities will provide students with a thorough and comprehensive understanding of the technology influences:

- Identify the changes in technology and technological influences that can impact on business
- Explain the positive and negative impacts of technology on business stakeholders

Theme: Business  
Environment

This resource was revised to version 2 in 2017.

Specific Content

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

Identify the changes in technology and technological influences that can impact on business

Explain the positive and negative impacts on business stakeholders  
**Contents:** Resource Descriptor; Teacher Guidelines; PPT discussion questions; Technology Venn Diagram; Technology Cut and Paste Activity; PPT Technology notes with a student worksheet; Mind map of different technologies; Technology worksheet; Student Research Worksheet; Poster or technology diagram for students

<p>Corporate Social Responsibility &amp; Philanthropy</p> <p><b>Assessment Link</b>  <b>AS 90843 (2.1)</b>  <b>external</b></p> <p><b>Theme: Business Environment</b></p>	<p>BS 18/4/6</p>	<p>\$40.00</p>	<p><i>Learning Objective: explore how and why businesses in New Zealand make operational decisions in response to internal and external factors</i></p> <p>This Corporate Social Responsibility resource covers the costs and benefits for firms engaging in CSR and the impact it has on their long-term success. The teaching pack includes detailed PPT notes, student CSR activity, engaging group work case study and role play activity, word find and student checklist. This teaching pack will allow teachers to cover the requirements of the Corporate Social Responsibility topic. These activities have been developed to complement the PowerPoint Slides. This resource will support the requirements for the assessment of NCEA Achievement Standard 90843 (2.1).</p> <p><b>This resource includes some material from the resource BS 11/3/1v2 which has been deleted.</b></p> <p>The resource has been designed to teach as part of an NZC Level 7/NCEA Level Two Business Studies programme. It is designed to cover the corporate social responsibility content in the AS 90843 (2.1) Explore how and why businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>Contents: Resource Descriptor &amp; Teacher Notes; Corporate Social Responsibility – Notes; Appendix One – Well known philanthropists Corporate Social Responsibility Student Activity; Corporate Social Responsibility Student Activity CSR Case Studies &amp; Role Play Class Activity; Word find; Student Checklist</p>
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<p>Social Influences</p> <p><b>Booming Marvellous</b></p> <p><b>Assessment Link</b>  <b>AS 90844 (2.2)</b></p> <p><b>Theme: Business Environment</b></p>	<p>BS 11/3/5v2</p>	<p>\$40.00</p>	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b> <i>Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i></p> <p>This resource in Business Environment addresses the role of social influences on business. It investigates the impact of an ageing population on business. The activity involves reading a news article, 'Ageing population a business opportunity', and answering questions. Students then take one area of retail and consider what businesses could do to appeal to the older generation. Students investigate differences between generations in the workforce and the challenges facing business. The aim of the activity is to find a solution to one or more of the challenges of the generation gap at work. There is a set of student worksheets which are used in conjunction with the PowerPoint presentation.</p> <p>This resource was revised to version 2 in 2017.</p> <p>Specific Content</p> <p>At the conclusion of this topic students should be able to:</p> <p>Identify the changes in society and social influences that can impact on business</p> <p>Explain the positive and negative impacts on business stakeholders</p> <p><b>Contents:</b> Resource Descriptor; Teacher Guidelines; Key competency – Thinking; Guidelines for Teachers; Definitions Background; Working in groups; Getting started; PowerPoint (18 slides); Four Activities</p>
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## People in Business

Title and Keywords	Code	Price	Description/Contents
Motivation	BS 14/4/7v2	\$40.00	Revised 2017 Achievement Objective(s): Investigate the application of motivation

<p><b>Motivating the Masses</b></p> <p><b>Assessment Link</b> AS90847 (2.5) internal</p> <p><b>Theme: People in Business</b></p>		<p>theory in a business</p> <p>This teaching and learning pack, has been developed to assist teachers with the 2.5 (AS90847) Motivation Theory Internal Assessment worth 3 credits. The pack includes a PPT overview, student worksheet with solutions, student notes on Motivational theories, extra notes on intrinsic and extrinsic motivation, Moderated Excellence exemplar, Actual Internal Assessment from TKI, suggested questions to ask a manager and an employee for the students report, basic structure of the assignment and a student checklist. This pack will allow teachers to introduce the internal assessment, explain to the students what they are expected to know and cover all of the different motivational theorists including Maslow, Taylor, Mayo, Herzberg, McGregor and Vroom. Teachers can choose to use all the resources or just select a few to enhance their students' overall knowledge of the 2.5 Motivation Theory Internal Assessment. This resource was revised to version 2 in 2017.</p> <p><b>Contents:</b> Resource Descriptor; Motivation Theory Overview and Notes PPT; Student worksheet with solutions; Theories of Motivation student notes; Intrinsic and Extrinsic extra notes for students; Achievement Standard 90847 info sheet; NZQA 2.5 Internal Assessment; NZQA Assessment Guidelines; Basic structure of the assessment for students; Questions for an employee and manager; Moderated Excellence Exemplar; Student Checklist</p>
<p>Managers &amp; Leaders</p> <p><b>Who's in Charge &amp; How?</b></p> <p><b>Assessment Link</b> AS90843 (2.1) external AS90845 (2.3) external</p> <p><b>Theme: People in Business</b></p>	<p>BS 16/2/2v2</p> <p>\$45.00</p>	<p><i>Achievement Objective: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</i></p> <p>This teaching and learning pack, has been developed to assist teachers with the 2.5 (AS90847) Motivation This Level 7 Business Studies resource provides activities that support NZC Level 7 Business Studies. It focuses on the concept of the roles and skills of managers and leaders which is required as prior knowledge for assessing NCEA Level 2 assessments 2.1(AS90843) Demonstrate understanding of the internal operations of a large business, and 2.3 (AS90845) Apply business knowledge to a critical problem(s) in a given large business context. The main focus of these eight activities is to enhance students' knowledge about the various skills and roles of managers and leaders.</p> <p>This resource includes eight activities that complement the CETA Roles and Skills of Managers and Leaders PowerPoint which was updated in 2016.</p> <p>The resource links with the Senior Secondary Business Studies Teaching and Learning Guidelines and in particular links to the Future Focused ideas of Entrepreneurship and Citizenship. It meets Learning Objective One: Level 2 - Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. It addresses the theme People in Business in the NZCETA Business Studies Level 7 Handbook and links to AS90843 and AS90845.</p> <p><b>Specific Content</b></p> <p>At conclusion of this topic students should be able to: Identify the various roles managers and leaders undertake Demonstrate an understanding of different skills managers and leaders need to be effective in their roles</p> <p><b>Contents:</b> Resource Descriptor; Eight Activities; Appendix</p>

Motivation: What Moves Us?	BS 19/1/3	\$50.00	<p>This resource package covers motivation theories and motivation practices in businesses. It helps students understand the purpose of motivation for people in business, research motivation theorists' and apply these motivation theories to motivation practice in businesses. This resource pack can be used for individual student learning or for a group/class. It includes PowerPoints that students can work through as well as activities that will require students to engage in discussion about motivation practices and theories.</p> <p>This resource provides an opportunity for teachers to engage students with the changing workforce and workplace for the 21<sup>st</sup> century. It also allows students to discuss their thoughts about motivation and share their research with their peers. The teacher will need to go through parts of the PowerPoint become the facilitator for class discussions. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standard 90847. It also links with Business Management Level 7 as part of the NZCETA Business Studies Handbook Three.</p>
NZC Level 7 NCEA Level 2			
<b>Assessment Link</b> AS 90847 (2.5)			
<b>Theme: People in Business</b>			
<b>An Interactive Resource</b>			<p><b>Specific Content</b></p> <p>At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain the purpose of motivation</li> <li>• Explain different types of motivation, for example, collective (whānau, hapū, iwi) versus individual profit motivation</li> <li>• Explain theories (Maslow, Taylor, Mayo, Herzberg, McGregor, Vroom etc)</li> <li>• Explain factors (financial and non-financial, intrinsic and extrinsic)</li> <li>• Evaluate motivation techniques for business success.</li> </ul> <p><b>Contents:</b> Resource Descriptor; <b>Student Directed PowerPoints:</b> Motivation-what moves us? (42 slides); The Internal Assessment How to Guide (20 slides); <b>Activities:</b> My Continuum; “The Art of Employee Happiness”; Does FUN make a difference? Innovate to Motivate; Compare and Contrast, Research and Report</p>

## Business Management

Title and Keywords	Code	Price	Description/Contents
Budgeting and Breakeven Analysis	BS 12/1/6v2	\$40.00	<p><i>Revised 2017</i></p> <p><b>Learning Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>This resource contains activities and assessment notes to assist in teaching the topic of financial information for NZC Level 7 and NCEA Level 2</p> <p>Through a simple spread sheet (MS Excel) exercise, students will be introduced to breakeven analysis and different types of budget variances. In addition, students will learn how to use budgeting and breakeven analysis to make rational business decisions.</p> <p>It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7, Achievement Standards 90843 and 90848.</p> <p>It links with Business Management Level 7 as part of the NZCETA Business Studies Handbook Two.</p> <p>Note: While students are not required to learn about Break Even Analysis for AS90843 (2.1) it is a useful tool to use for AS90848 (2.6). This resource was revised to Version 2 in 2017.</p> <p><b>Contents:</b> Resource Descriptor; PowerPoint for Breakeven Analysis Formulae; PowerPoint for Budget Variance Analysis; Excel file for students; Excel file for the teacher; Student worksheet; Solutions for Student Worksheet</p>
<b>It's Number Crunching Time</b>			
<b>Assessment Link</b> AS90843 (2.1) external AS90848 (2.6) internal			
<b>Theme: Business Management</b>			



<p>Internal Control Failures</p> <p><b>Assessment Link</b> AS90845 (2.3) external</p> <p><b>Theme: Business Management</b></p>	<p>BS 12/4/7v2</p>	<p>\$40.00</p>	<p><i>Revised 2017</i></p> <p><b>Achievement Objective(s):</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>A comprehensive teaching and learning package containing a range of activities with a student focus. The package will encourage students to understand how important it is for a business to have good internal control systems in order to minimise fraud. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90845 (2.3). It also links with the theme Business Management as part of the NZCETA Business Studies Handbook Two. Revised to version 2 in 2017</p> <p><b>Contents:</b> Resource Descriptor; Introduction Mind map (with answers); Diagram of Internal Controls; PPT notes and discussion activities; NZ Herald Article with discussion questions; YouTube links to Internal Controls; Fill in the blanks sheet; Internal Controls Case Study (with suggested solutions); Student Checklist</p>
<p>Importance of Policies and Procedures - A Teaching &amp; Learning Guide</p> <p>Ticking the Boxes</p> <p><b>Assessment Link</b> AS90843 (2.1) external</p> <p><b>Theme: Business Management</b></p>	<p>BS 15/4/2v2</p>	<p>\$40.00</p>	<p><i>Revised 2017</i></p> <p><b>Achievement Objective(s):</b> Students will gain knowledge, skills, and experience to explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>This Level 7 Business Studies unit provides teaching and learning support for NZC Level 7 Business Studies. It focuses on policies and procedures theory required as prior knowledge for assessing NCEA Level 2 assessment AS90843 (2.1) Demonstrate understanding of the internal operations of a large business. Its main focus is on the importance of policies and procedures for business. This resource also has an applied focus providing a step by step approach necessary to learn about policies and procedures. The context is regional and national based large businesses.</p> <p>This resource was revised to version 2 in 2017.</p> <p><b>Contents:</b> The importance of policies and procedures for business and how this relates to the Level 7 Business; Studies theme of Business Management (content and concepts). The context is large and regional business.</p>

## Achievement Standards PowerPoint Resources version 2, all pre-2016 revised

Achievement Standard 90843 (2.1)			
AS 90843 (2.1) PowerPoints – Part A Organisational Structure, The Production Process, Roles & Skills of managers/leaders/ran gatihirangata	BS 11/2/2v2	\$80.00	<p><i>Revised 2016</i></p> <p>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>demonstrate understanding of internal operations of a large business.</i></p> <p>The three PowerPoints</p> <ul style="list-style-type: none"> <li>• Organisational Structure (27 slides)</li> <li>• The Production Process (37 slides)</li> <li>• Roles &amp; Skills of Managers/Leaders/Rangatihirangata (26 slides)</li> </ul> <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 90843 (2.1) Organisational Structure ppt	BS 11/2/2/1v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic Organisational Structure</p> <p>Students will understand the <u>types and features</u> of organizational, structures of business and their advantages and disadvantages: Identify the types of organisational structure i.e. tall, flat, matrix, shamrock</p> <p>Explain the features of an organisational structure i.e. hierarchical (tall or flat), span of control and chain of command</p> <p>Explain advantages and disadvantages of each type of structure (tall, flat, matrix, shamrock)</p> <p>This PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time <i>27 slides</i></p>
VERSION 2 2016			
AS 90843 (2.1) Production Process ppt	BS 11/2/2/2v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic Production Process for goods and services</p> <p>Students will:</p> <ul style="list-style-type: none"> <li>• Discuss the different production methods, job, batch, and flow.</li> <li>• Discuss the advantages and disadvantages of the different methods.</li> <li>• Define Production.</li> <li>• Understand efficiency, productivity, and economies of scale.</li> <li>• Understand capacity issues for a business.</li> </ul> <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>37 slides</i></p>
VERSION 2 2016			
AS 90843 (2.1) Roles & Skills of Managers/Leaders/ Rangatihirangata ppt	BS 11/2/2/4v2	\$30.00	<p><i>Revised 2016</i></p> <p>This comprehensive PowerPoint addresses the main areas of information and content required for the topic Role &amp; Skills of Managers/Leaders/Rangatihirangata</p> <p>Students will understand the roles and skills of managers and characteristics of leaders</p>

**Demonstrate understanding of internal operations of a large business**

VERSION 2 2016

Understand the roles and skills of managers e.g. planning, objective setting, leading, organising, controlling, co-ordinating, delegating, communicating, and measuring and setting performance  
 Understand the different levels of management e.g. team leaders, supervisors, junior, middle, and senior management, CEO  
 Understand the styles of management/leadership e.g. autocratic, democratic, laissez faire, paternalistic  
 Understand that leaders may have different characteristics and that business may have formal and informal leaders  
 Appreciate that leadership contributes to different outcomes  
 The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time  
 26 slides

AS 90843 (2.1)  
 PowerPoints – Part B - Financial Information for Decision Making, Policy & Procedures, Corporate Social Responsibility

BS  
 11/2/3v2

\$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 understanding of internal operations of a large business*.

- The three PowerPoints
- Financial Information for Decision Making (26 slides)
  - Policy & Procedures (10 slides)
  - Corporate Social Responsibility (20 slides)

**Demonstrate understanding of internal operations of a large business**

VERSION 2 2016

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.

AS 90843 (2.1)  
 Financial Information for Decision Making ppt

BS  
 11/2/3/2v2

\$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Financial information for decision making

**Demonstrate understanding of internal operations of a large business**

VERSION 2 2016

Students will be able to understand the use of financial information for management to aid in decision making  
 Understand the importance of budgets  
 Understand why financial information is important for decision making  
 Understand the importance of variance analysis  
 Understand the importance of looking at monthly revenue  
 Understand the importance of cost reports

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

AS 90843 (2.1)  
 Policies & Procedures ppt

BS  
 11/2/3/3v2

\$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Policies & Procedures

**Demonstrate understanding of internal operations of a large business**

VERSION 2 2016

Students will understand the need for policies and procedures  
 Understand policies and procedures used by large businesses  
 Understand the importance of using policies and procedures  
 Understand the need for procedures and policies

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

AS 90843 (2.1)  
 Corporate Social Responsibility ppt

BS  
 11/2/3/4v2

\$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Corporate Social



**Demonstrate understanding of internal operations of a large business**

Responsibility

Students will understand the role of corporate social responsibility  
Explain the **costs** and **benefits** for a business of engaging in corporate social responsibility

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

VERSION 2 2016

**Achievement Standard 90844 (2.2)**

<p>AS 90844 (2.2) PowerPoints – Part A Political Influences, Social Influences, Impact of Technological Change, Legal Influences</p>	<p>BS 11/3/11v2</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 understanding of how a large business responds to external factors.</i></p> <p>The four PowerPoints</p> <ul style="list-style-type: none"> <li>• Political Influences (34 slides)</li> <li>• Social Influences (18 slides)</li> <li>• Impact of Technological Change (23 slides)</li> <li>• Legal Influences (20 slides)</li> </ul>
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**Demonstrate understanding of how a large business responds to external factors**

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

<p>AS 90844 (2.2) Political Influences ppt</p>	<p>BS 11/3/11/3v2</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 Political Influences</p>
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**Demonstrate understanding of how a large business responds to external factors**

Students will explain political influences on business  
Identify the **political changes** that impact on business  
Explain the **impact of changes in government** on business  
Understand the role played by **trade unions** and **employer associations**

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

VERSION 2 2016

<p>AS 90844 (2.2) Social Influences ppt</p>	<p>BS 11/3/11/4v2</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 Social Influences (change in demographics)</p> <p>Students will explain social influences on business Identify the demographic changes on sales and production Explain how ethical influences can affect businesses Explain how societal expectations can influence business decisions</p>
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The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time  
18 slides

VERSION 2 2016

<p>AS 90844 (2.2) Impact of Technological</p>	<p>BS 11/3/11/5v2</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 Impact of</p>
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Change ppt

Technological Change

**Demonstrate understanding of how a large business responds to external factors**

Students will explain technological change on business  
Identify the technological change that can impact on business  
Explain the positive and negative impacts of technology on business stakeholders

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 23 slides

VERSION 2 2016

AS 90844 (2.2)

BS  
11/3/11/6v2

\$30.00

*Revised 2016*

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

Legal Influences ppt

**Demonstrate understanding of how a large business responds to external factors**

Legislation to consider  
Employment Relations Act 2000  
Resource Management Act 1991  
Privacy Act 1993

The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 20 slides

VERSION 2 2016

## Achievement Standard 90845 (2.3)

*Title and Keywords*

*Code*

*Price*

*Description/Contents*

AS 90845 (2.3)

BS 14/4/1v2

\$100.00  
for pack  
of four  
PPTs

*Revised 2016*

PowerPoints – Part A,  
Growth Strategy,  
Human Resource  
Issues, Internal  
Control Failure  
Changes in Consumer  
Behaviour

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 – apply business knowledge to a critical problem(s) in a given large business context  
The four PowerPoints

- Growth Strategy (26 slides)
- Human Resource Issues (25 slides)
- Internal Controls Failure (13 slides)
- Changes in Consumer Behaviour (16 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.

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

AS 90845 (2.3)

BS  
14/4/1/1v2

\$30.00

*Revised 2016*

Growth Strategy ppt

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Growth Strategy  
Students will explain ineffective choice or management of a growth strategy  
Identify the different growth strategies businesses could adopt  
Explain the impact on business from an ineffective growth strategy  
The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 26 slides

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

AS 90845 (2.3)

BS  
14/4/1/2v2

\$30.00

*Revised 2016*

Human Resources  
Issues ppt

This comprehensive PowerPoint addresses the main areas of information and content required for the topic Human Resources Issues

**Apply business knowledge to a critical problem(s) in a, given large business context**

Students will  
 Understand the importance of hiring good staff  
 Explain the issues caused from ineffective leadership in a business  
 Explain the issues caused by a loss of key personnel  
 The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 25 slides

VERSION 2 2016

AS 90845 (2.3)  
 Internal Controls  
 Failure ppt

BS 14/4/1/3v2 \$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Internal Controls Failure  
 Students will  
 Understand the **importance** of effective internal controls  
 Explain the **issues** resulting internal control failures such as fraud, errors  
 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

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

AS 90845 (2.3)  
 Changes in Consumer Behaviour ppt

BS 14/4/1/4v2 \$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Changes in Consumer Behaviour  
 Students will  
 Understand the **importance** of hiring good staff  
 Explain the **issues** caused from ineffective leadership in a business  
 Explain the issues caused by a loss of key personnel  
 The PowerPoint will provide teachers with an excellent starting point for the teaching this unit and save hours of work and research time 16 slides

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

AS 90845 (2.3)  
 PowerPoints – Part B  
 Technology Changes, Issues Resulting from Unethical Practice

BS 14/4/5v2 \$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 – *apply business knowledge to a critical problem(s) in a, given large business context*  
 The two PowerPoints  
 • Technology Changes (11 slides)  
 • Issues Resulting from Unethical Practice (10 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.

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

AS 90845 (2.3)  
 Technology Changes ppt

BS 14/4/5/1v2 \$30.00

*Revised 2016*  
 This comprehensive PowerPoint addresses the main areas of information and content required for the topic Technology Changes  
 Students will  
 Identify examples of technology changes  
 Describe the benefits of technology changes  
 Explain the impact on business of changes in technology  
 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

**Apply business knowledge to a critical problem(s) in a, given large business context**

VERSION 2 2016

<p>AS 90845 (2.3) Issues Resulting From Unethical Practice ppt</p> <p><b>Apply business knowledge to a critical problem(s) in a, given large business context</b></p> <p>VERSION 2 2016</p>	<p>BS 14/4/5/2v2</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 Issues Resulting from Unethical Practice Students will Explain the <b>issues</b> resulting from unethical practice 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>
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## Student Activities for Reinforcing Understanding & for Consolidation & Review

Title and Keywords	Code	Price	Description/Contents
<p>Managers &amp; Leaders Who's in Charge &amp; How? Activities Pack</p> <p>NZC Level 7 NCEA Level 2</p> <p><b>Assessment Link</b> <b>AS 90843 (2.1)</b> <b>external &amp;</b> <b>AS 90845 (2.3)</b> <b>external</b></p> <p><b>Theme: People in Business</b></p>	BS 16/2/2v2	\$45.00	<p><i>Revised 2017</i> LO1: Students will gain knowledge, skills, and experience to: Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This Level 7 Business Studies resource provides activities that support NZC Level 7 Business Studies. It focuses on the concept of the roles and skills of managers and leaders which is required as prior knowledge for assessing NCEA Level 2 assessments 2.1(AS90843) Demonstrate understanding of the internal operations of a large business, and 2.3 (AS90845) Apply business knowledge to a critical problem(s) in a given large business context. The main focus of these eight activities is to enhance students' knowledge about the various skills and roles of managers and leaders.</p> <p>This resource includes eight activities that complement the CETA Roles and Skills of Managers and Leaders PowerPoint which was updated in 2016.</p> <p>The resource links with the Senior Secondary Business Studies Teaching and Learning Guidelines and in particular links to the Future Focused ideas of Entrepreneurship and Citizenship. It meets Learning Objective One: Level 2 - Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors. It addresses the theme People in Business in the NZCETA Business Studies Level 7 Handbook and links to AS90843 and AS90845. This resource was revised to Version2 in May 2017</p> <p><b>Specific Content</b></p> <p>At conclusion of this topic students should be able to: Identify the various roles managers and leaders undertake Demonstrate an understanding of different skills managers and leaders need to be effective in their roles</p>
<p>Production Simulation Activity</p> <p>NZC Level 7 NCEA Level 2</p> <p><b>Assessment Link</b> <b>AS 90843 (2.1)</b> <b>external</b></p>	BS 06/4/4	\$45.00	<p><b>Learning Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors</p> <p>This resource has been written to support teachers of Business Studies in the delivery of content and activities for the topic of Production. It contains student notes, activities and solutions covering cost volume profit analysis, a simple production exercise to show the benefits of specialisation and division of labour, and a team building task. <b><i>This resource was revised in November 2011.</i></b> It is a team building exercise designed to show the importance of communication between team members, but which is only likely to be successful if a team member takes a leadership role.</p> <p><b>Contents:</b> Resource Descriptor; Production Starter Activity – Tower Construction; Production Simulation – Mad Hatters; Templates – Mad Hatters</p>
<p>Consolidating Understanding of Internal Operations</p> <p>NZC Level 7 NCEA Level 2</p> <p><b>Assessment Link</b></p>	BS 18/4/2	\$70.00	<p>This resource consists of 6 power points and 6 activities that will reinforce the learner's business knowledge, concepts, and content for the internal operations of a large business. The resource is a comprehensive package that both teachers and students can use in helping them to gain a better understanding of the business terminology, the application of concepts to different contexts for internal operations of a large business. The resource links with two other CETA resources on this topic</p> <p><b>Topics &amp;Activities</b></p> <ol style="list-style-type: none"> <li>1 Organisational Structures</li> <li>2 Production Process</li> <li>3 Managers and Leaders part 1</li> </ol>

Student Checklist

Specific Content

- organisational structure (advantages and disadvantages, tall, flat, matrix, shamrock)
  - the production process for goods and services (job, batch, flow, lean production, productivity and efficiency, economies of scale, capacity issues)
  - roles and skills of managers and leaders (difference between managers and leaders, leadership styles)
  - financial information for management to aid decision making (importance of budgets, variance analysis, monthly revenue, and cost reports)
  - the need for and importance of policies and procedures
  - corporate social responsibility (costs and benefits)
-



## Revision Packs, all pre-2015 revised

Case Study AS 2.1      BS 18/3/1      \$60.00

### **Transport Investments Ltd**

NZC Level 7  
NCEA Level 2

**Assessment Link**  
**AS 90843 (2.1)**  
**external**

**Theme: All Themes**

Level 2 teachers - are you having difficulty finding an appropriate business to study? Is the business you're studying unable to provide you with all the information you need to cover the content of the standard? Look no further, as this case-study ticks these boxes.

Students are expected to demonstrate understanding of the internal operations of a large business by answering a question(s) in the NZQA exam about a medium or large business of more than 20 employees, of regional or national significance.

This resource will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam. It will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam.

The case study is based on Transport Investments Limited, a New Zealand transport business, with regional and national significance, which operates throughout New Zealand. Included are notes and information about Transport Investments Limited, on each of the six topics in 2.1. There are also tasks for students to complete on each topic. Past NZQA exam questions presented in the student information booklet can be answered by students using Transport Investments Limited as a New Zealand firm with regional and national significance that they have studied.

This case study could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety about the type of content their students will be required to understand in order to be successful with this part of their final exam.

Students have to make some assumptions as they won't know exactly what the business might do in the future – the key is to help them to be able to use real business knowledge and theory to support these assumptions

Included in this case study resource:

1. Teacher Notes & Resource Descriptor
2. Student information workbook (40 pages) comprising:
  - notes relating to Transport Investments Limited on each of the six required topics
  - Tasks/questions for students to complete
  - Past NZQA exam questions relating to a named or chosen business
3. Answer booklet with suggested answers to all the student tasks and past NZQA questions

### **Specific Content**

At the conclusion of this topic, students should be able to: Confidently complete assessment tasks based on a New Zealand business with regional and/or national significance.

Case Study AS 2.2      BS 18/3/2      \$60.00

### **Transport Investments Ltd**

NZC Level 7

Level 2 teachers - are you having difficulty finding an appropriate business to study? Is the business you're studying unable to provide you with all the information you need to cover the content of the standard. Look no further, as this case-study ticks these boxes.

Students are expected to demonstrate understanding of the internal operations of a large business by answering a question(s) in the NZQA exam about a medium or large business of more than 20 employees, of

**Assessment Link****AS 90844 (2.2)**  
external**Theme: All Themes**

This resource will provide them with all the information they need to help them understand these requirements and successfully complete this part of the exam.

This case study is based on Transport Investments Limited, a New Zealand transport business, with regional and national significance, which operates throughout New Zealand. Included are notes and information about Transport Investments Limited, on each of the four topics in 2.2. There are also tasks for students to complete on each topic. Past NZQA exam questions presented in the student information booklet can be answered by students using Transport Investments Limited as a New Zealand firm with regional and national significance that they have studied.

This case study could be used as a stand-alone resource for students or as a class activity. The resource will provide teachers with some surety about the type of content their students will be required to understand in order to be successful with this part of their final exam.

Students have to make some assumptions as they won't know exactly what the business might do in the future – the key is to help them to be able to use real business knowledge and theory to support these assumptions

Included in this case study resource:

1. Teacher Notes & Resource Descriptor
2. Student information workbook (37 pages) comprising:
  - notes relating to Transport Investments Limited on each of the four required topics
  - Tasks/questions for students to complete
  - Past NZQA exam questions relating to a named or chosen business
3. Answer booklet with suggested answers to all the student tasks and past NZQA questions

**Specific Content**

At the conclusion of this topic, students should be able to:  
Confidently complete assessment tasks based on a New Zealand business with regional and/or national significance

AS 90843 (2.1)  
Revision Pack No 1BS  
12/2/4v2

\$45.00

*Revised 2015*

VERSION 2 2015

**Assessment Link****AS 90843 (2.1)**  
external***Demonstrate understanding of internal operations of a large business*****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 AS90843, NZC Level 7 and NCEA Level 2.

It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90843. 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 7 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.

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

AS 90843 (2.1)  
Revision Pack No 2

BS 16/2/1

\$45.00

*Published 2016***Assessment Link****AS 90843 (2.1)**  
external

This resource pack has been developed to assist teachers with the revising of Achievement Standard 90843 (2.1). The revision pack includes a PPT overview summarising, all of the 2.1 content, revision worksheets, matching exercises, practice exam questions and answers, student checklist, exam reflection sheet and a word find. The pack will assist teachers to cover the content required for the NCEA Level 2 AS90843 (2.1) examination. Teachers can choose to



**Demonstrate understanding of internal operations of a large business**

**Theme: All Themes**

use all of the Pick-Up and Go revision activities or select a few to enhance their students' overall knowledge of the different topics required to meet the Achievement Standard. These activities have been developed to complement the CETA AS 2.1 PowerPoint resources.

At conclusion of this topic students should be able to:

Understand organisational structures including tall, flat, matrix and shamrock and their advantages

Know the different production processes including job batch and flow and the advantages and disadvantages of each method

Explain the terms lean production, productivity and efficiency, economics of scale and capacity issues

Fully explain the difference between managers and leaders and the different management styles

Understand the importance of financial information for management to aid in decision making

Explain the financial terms including budgets, variance analysis, monthly revenue, and cost reports

Understand the need for and importance of policies and procedures

Fully understand the costs and benefits for a business in engaging in corporate social responsibility

Contents: Resource Descriptor & Teacher Guidelines; 2.1 Exam Summary Overview PPT; Organisational Structure worksheet with suggested solutions; Productivity Revision worksheet with suggested solutions; Economies of Scale revision with suggested solutions; Managers and Leaders Matching Quiz with suggested solutions; Financial Information Revision with suggested solutions; Policies and Procedures Revision with suggested solutions; Corporate Social Responsibility worksheet with suggested solution; Practice Exam Questions with suggested solutions; Revised 2.1 Exam with suggested solutions; Exam Reflection for Students; Student Checklist; Financial Information Word find

AS 90843 (2.1)  
Revision Pack No 3

BS 17/3/2 \$45.00

Published 2017

This resource is designed to be used for the NCEA Level 2 Business Studies programme. It covers the specific content required to revise AS 90843 (2.1), and also provides interactive activities that will allow students to revise the content in different ways. Questions based around the content have also been included (with teacher answers). It is recommended that teachers review the content using the 2.1 CETA PowerPoints prior to students completing these activities.

**Assessment Link**  
**AS 90843 (2.1)**  
**external**

**Activities:**

Activities have been included for each topic. These activities are designed for students to demonstrate their understanding of the topics in an interactive way.

**Questions and Answers:**

Questions have been included for each topic. This has been designed for students to revise the content for each topic to assist them in deepening their understanding of the content required for AS90843. Teacher answers have been included.

**Dice Revision Activity:**

This has been designed as a fun, interactive revision game for the students once they have revised all of the topics. It can be complete individually or in groups and can take any length of time.

**Specific Content**

At conclusion of this topic students should be able to:

- Explain Organisational Structures
- Explain Production Processes
- Explain Leadership Styles
- Explain Roles and Skills of Managers
- Explain Managers and Leaders
- Explain Financial Information
- Explain Policies and Procedures
- Explain Corporate Social Responsibility

**Demonstrate understanding of internal operations of a large business**

**Theme: All Themes**

<p>AS 90844 (2.2) Revision Pack No 1</p>	<p>BS 12/2/5v2</p>	<p>\$45.00</p>	<p><i>Revised 2015</i> 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 AS90844, NZC Level 7 and NCEA Level 2. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90844. 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 7 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. Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</p>
<p>VERSION 2 2015</p>			
<p><b>Assessment Link</b> <b>AS 90844 (2.2)</b> <b>external</b></p>			
<p><b><i>Demonstrate understanding of how a large business responds to external factors</i></b></p>			
<p><b>Theme: All Themes</b></p>			
<p>AS 90845 (2.3) Revision Pack No 1</p>	<p>BS 12/2/6v2</p>	<p>\$45.00</p>	<p><i>Revised 2015</i> 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 AS90845, NZC Level 7 and NCEA Level 2. It links with the Senior Secondary Schools Teaching and Learning Guidelines for Business Studies Level 7 and Achievement Standard 90845. 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 7 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. Contents: Resource Descriptor; Achievement Standard; Teaching and Learning Guidelines; Examination Hints; Student Checklist; Questions</p>
<p>VERSION 2 2015</p>			
<p><b>Assessment Link</b> <b>AS 90845 (2.3)</b> <b>external</b></p>			
<p><b><i>Apply business knowledge to a critical problem(s) in a given large business context</i></b></p>			
<p><b>Theme: All Themes</b></p>			

<p>AS 90845 (2.3) Revision Pack No 2</p>	<p>BS 17/3/3</p>	<p>\$45.00</p>	<p>This resource is designed to be used for the NCEA Level 2 Business Studies programme. It covers the specific content required to revise AS 90845 (2.3), and also provides interactive activities that will allow students to revise the content. Questions based around the content have also been included (with teacher answers). It is recommended that teachers review the content using the 2.3 CETA PowerPoints prior to students completing these activities.</p>
<p><b>Assessment Link</b> <b>AS 90845 (2.3)</b> <b>external</b></p>			
<p><i>Apply business knowledge to a critical problem(s) in a given, large business context</i></p>			
<p><b>Theme: All Themes</b></p>			
<p><b>Activities:</b> Activities have been included for each topic. These activities are designed for students to demonstrate their understanding of the topics in an interactive way.</p>			
<p><b>Questions and Answers:</b> Questions have been included for each topic. This has been designed for students to revise the content for each topic to assist them in deepening their understanding of the content required for AS90845. Teacher answers have been included.</p>			
<p><b>Dice Revision Activity:</b> This has been designed as a fun, interactive revision game for the students once they have revised all, of the topics. It can be complete individually or in groups and can take any length of time.</p>			
<p><b>Specific Content</b> At conclusion of this topic students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain Growth Strategy issues</li> <li>• Explain Human Resource issues</li> <li>• Explain Failure of Internal Controls</li> <li>• Explain Changes in Consumer Behaviour</li> <li>• Explain Emergence of a New Competitors</li> <li>• Explain Changes in Technology</li> <li>• Explain Unethical Practices</li> </ul>			
<p><b>Market Research Student Help Pack for Internal Achievement Standard 2.4</b></p>	<p>BS 21/2/1</p>	<p>\$50.00</p>	<p><b>Achievement Objective(s):</b> Conduct market research for a new or existing product This student resource pack assists students in their preparation for the Level Two Business Studies Market Research Internal Assessment. The resource pack has been developed as a checkoff activity given to students to guide them while they complete their internal assessment.</p>
<p><b>Assessment Link</b> <b>AS 90846 (2.4)</b> <b>internal</b> <b>3 credits</b></p>			
<p><b>Theme: Functions of Business</b></p>			
<p><b>Specific Content</b> At the conclusion of using this resource, students should be able to:</p> <ul style="list-style-type: none"> <li>• Identify their aim and plan their research.</li> <li>• Design resources, collect and record primary data.</li> <li>• Present their data using a range of presentation methods.</li> <li>• Explain a conclusion from their research findings.</li> <li>• Evaluate their market research in terms of strengths and weaknesses and how this impacts the validity of their results, and how their market research could be improved.</li> </ul>			
<p><b>Contents:</b> Resource Descriptor; Student Overview; Student Internal Assessment Writing Hint Sheet; Sample Survey; Student Checkoff Marking Sheet</p>			
<p><b>Motivation Theory Student Help Pack for Internal Achievement Standard 2.5</b></p>	<p>BS 21/2/2</p>	<p>\$50.00</p>	<p><b>Achievement Objective(s):</b> Investigate the application of motivation theory in a business. This student resource pack is to assist students in their preparation for the Level Two Business Studies Motivation Theory Internal Assessment. The resource pack has been developed as a checkoff activity that can be given to students to guide them as they complete their internal assessment.</p>
<p><b>Assessment Link</b> <b>AS 90847 (2.5)</b> <b>internal</b> <b>3 credits</b></p>			
<p><b>Specific Content</b> At the conclusion of using this resource, students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain the purpose of motivation.</li> <li>• Explain the different types of motivation, for example, collective</li> <li>• Explain the different theories (Maslow, Taylor, Mayo, Herzberg)</li> </ul>			

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**Theme: People in Business**

- Understand the difference between financial and non-financial motivation.
- Evaluate the motivation techniques for business success.

**Contents:** Resource Descriptor; Student Overview; Basic Motivation Student Notes; Sample Question Ideas for Managers and Employees; Student Internal Assessment Writing Hint Sheet; Student Checkoff Marking Sheet

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**Community Project Student Help Pack for Internal Achievement Standard 2.6**

BS 21/2/3 \$50.00

**Assessment Link AS 90848 (2.6) internal 9 credits**

**Theme: Functions of Business; Business Management; Business Environment**

- Plan – develop a business plan, which should include the following sections (an executive summary, an introduction, business goals (including values and priorities), marketing, people, finance, operations)
  - Carry out the first cycle – the planned business must be carried out with reference to the business plan.
  - Review first cycle – after the first cycle, the activity should be reviewed by comparing the actual outcomes to the planned outcomes.
  - Refine business plan – because of the first cycle review; the business plan is refined with the aim of improving the outcomes.
  - Carry out the second cycle – the second cycle is carried out with reference to the refined business plan.
  - Review refinements made for the second cycle – after the second cycle is carried out, the effect of the refined business plan, including changes made to the activity, are reviewed.
  - Refine business plan – further refinements arising from the review to the market activity with the aim of making improvement(s) are suggested.
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## Interactive Resources

Title and Keywords	Code	Price	Description/Contents
<b>It's Revision Time</b>  <b>NZC Level 7</b> <b>NCEA Level 2</b>  <b>Assessment Link</b> <b>AS 90843 (2.1)</b>	BS 21/1/4	\$60.00	<p><b>Achievement Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This comprehensive resource package covers preparation for the Level 2 Business Studies examination with revision ppt with audio covering the external AS 2.1 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level Two AS 2.1 Business Studies examination.</p> <p><b>Content:</b> Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level Two AS 2.1 that would also be useful <b>BS 06/4/4; BS 18/4/2; BS 18/3/1; BS 12/2/4v2; BS 16/2/1; BS 17/3/2.</b></p> <p><b>CETA members teaching Level 2 Business Studies in 2020 were emailed this resource in September 2020.</b></p>
<b>It's Revision Time</b>  <b>NZC Level 7</b> <b>NCEA Level 2</b>  <b>Assessment Link</b> <b>AS 90844 (2.2)</b>	BS 21/1/5	\$60.00	<p><b>Achievement Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This comprehensive resource package covers preparation for the Level 2 Business Studies examination with revision ppt with audio covering the external AS 2.2 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level Two AS 2.2 Business Studies examination.</p> <p><b>Content:</b> Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level Two AS 2.2 that would also be useful <b>BS 18/3/2; BS 12/2/5v2;</b></p> <p><b>CETA members teaching Level 2 Business Studies in 2020 were emailed this resource in September 2020.</b></p>
<b>It's Revision Time</b>  <b>NZC Level 7</b> <b>NCEA Level 2</b>  <b>Assessment Link</b> <b>AS 90845 (2.3)</b>	BS 21/1/6	\$60.00	<p><b>Achievement Objective:</b> Explore how and why large businesses in New Zealand make operational decisions in response to internal and external factors.</p> <p>This comprehensive resource package covers preparation for the Level 2 Business Studies examination with revision ppt with audio covering the external AS 2.3 with activities. It is a Pick-Up and Go revision pack that can be given to students to help with revise for NCEA Level Two AS 2.3 Business Studies examination.</p> <p><b>Content:</b> Resource Descriptor, PPT with Audio; Worksheet and Worksheet Suggested Solutions.</p> <p>CETA also has other revision packs available for NCEA Level Two AS 2.3 that would also be useful <b>BS 18/3/2; BS 12/2/6v2; BS 17/3/3.</b></p> <p><b>CETA members teaching Level 2 Business Studies in 2020 were emailed this resource in September 2020.</b></p>



## CETA Practice Exams

<i>Title and Keywords</i>	<i>Code</i>	<i>Price</i>	<i>Description/Contents</i>
<b>2020 NCEA Level 2</b>	BSE L2 2020	CETA Members \$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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	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
<b>2019 NCEA Level 2</b>	BSE L2 2019	CETA Members \$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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	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
<b>2018 NCEA Level 2</b>	BSE L2 2018	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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
<b>2017 NCEA Level 2</b>	BSE L2 2017	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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
<b>2016 NCEA Level 2</b>	BSE L2 2016	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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
<b>2015 NCEA Level 2</b>	BSE L2 2015	\$98.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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
<b>2014 NCEA Level 2</b>	BSE L2 2014	\$90.00	An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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 2	BSE L2 2013	\$90.00	<p>An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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></p> <p>Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering</p>
2012 NCEA Level 2	BSE L2 2012	\$90.00	<p>An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <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></p> <p>Individual Achievement Standards can be purchased at a cost of \$40 per achievement standard – state the standard number when ordering</p>
2011 NCEA Level 2	BSE L2 2011	\$90.00	<p>An examination that covers the three external Achievement Standards 90843 (2.1), 90844 (2.2), 90845 (2.3). <i>Includes Assessment Tasks, Assessment Schedule, and Assessment Sheet for each of the Achievement Standards.</i></p>