

BTEC Business Level 3 Transition Work

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BTEC Business Level 3

The following activities will help you with your Business assignments in Y12.

Activity 1 - Create a document to answer the following:

- Find out the difference between the private and public sector. Write this down.
- Find out what a not-for-profit organisation is.
- List 5 examples of each (private sector business, public sector organisation and not-for-profit organisation).
- Pick an example from each and write a case study, deciding what features are similar and which ones are different. Consider things such as their activities, number of people working there, their size, where they operate, how they are funded, what they spend their money on, what they aim to do, how successful they are, how you have measured their success. This can be put in a table. See example on next slide.

Example of a table you could use

<u>Pick an example of each</u>	<u>Similarities</u>	<u>Differences</u>
<u>Private sector business</u>		
<u>Public sector organisation</u>		
<u>Not for profit organisation</u>		

Activity 2 -Different types of Ownership

Find out about the different types of **ownership** a business can decide to have.

Research the characteristics and different types of businesses that use it. List the advantages and disadvantages of each type. Put this in a table. See the example on the next slide. GCSE bitesize gives lots of help.

Write down the characteristics, advantages and disadvantages of different types of ownership.

Type of ownership	Characteristics and types of business that use it	Advantages	Disadvantages
Sole trader			
Partnership			
Private limited company			
Public limited company			
Franchise			

Activity 3 - how to set up a limited company

- Use the government website to create a factfile on how to set up a limited company. <https://www.gov.uk/limited-company-formation>
- Explain the difference between a company limited by shares and a company limited by guarantee.
- Include the 7 steps the government suggest you take when you set up a limited company.
- Give some more details about each stage such as the documents you have to create to set up the business (memorandum of association and articles of association, the financial records you will have to keep)

Activity 4 -Aims and Objectives

- Find out what a mission statement is. List the mission statements of 5 different organisations.
- List the different financial and non-financial aims a business may have.
- Find out what a SMART objective is.
- Give some examples of SMART objectives for a business.

Activity 5- Stakeholders

- Find out what a stakeholder is.
- Identify the different stakeholders a business may have.
- Explain what each one would want out of a business.

Activity 6- write a report on a business of your choice

Pick a large business that is **based in the UK** e.g. Tesco. (A UK plc has to give the public much more information than an American one)

Using its website, company annual report and other research write a report on the business.

In your report you should

- Identify the features of the business –explain its history, what its activities are, where is it based, how many stores it has, how many people it employs, who owns the business.
- Find out its aims and objectives. The company report might help you here.
- Try and find examples to illustrate each aim. i.e. if one aim is to make a profit find out their profit figures in the last year, if another aim is to help society give examples of the charity events they hold. Do you think they have achieved their aims? What is the evidence?
- Identify the stakeholders of the business (anyone who is affected by the business) and explain what each one might want out of the business.