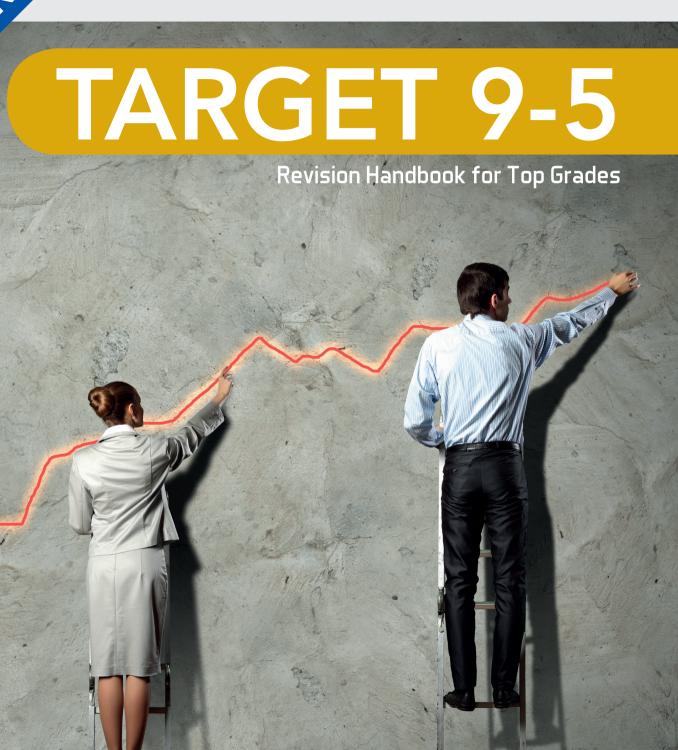
JEW

## AQA 9-1 GCSE Business



A-Z Business Training Ltd

lan Marcousé

## **AQA** 9-1 GCSE Business

# TARGET 9-5

Revision Handbook for Top Grades

lan Marcousé

## Contents

In line with the AQA Specification, this numbering of this book starts with Section 3.

#### Section 3.1: Business in the real world - Getting to Level 9

3.1.1	The Purpose and Nature of Business		
	The Purpose of Business and Enterprise	6	
	Types of business	7	
	Characteristics of an entrepreneur	8	
	Dynamic nature of business	9	
3.1.2	Business Ownership		
	Business ownership and liability	10	
	Suitability of ownership to context	11	
3.1.3	Aims and Objectives		
	Business aims and objectives	12	
	Changes in Business Aims and Objectives	14	
3.1.4	Stakeholders		
	Stakeholders	15	
	Stakeholder impact and influence on business	16	
3.1.5	Business Location		
	Factors affecting business location	17	
3.1.6	Business Planning		
	Business plans	18	
	Importance and usefulness of business plans	20	
	Basic financial terms and calculations	21	
3.1.7	Expanding a Business		
	Methods of expansion	22	
	Franchising	23	
	Economies and Diseconomies of scale	24	

#### **Section 3.2: Influences on Business**

	The four business functions	25
	The four functions and decision making	26
3.2.1	Technology	
	Ecommerce and Digital communication	27
3.2.2	Ethical and Environmental Considerations	
	Ethics and Environment in business	28
	Sustainability	30
3.2.3	The Economic Climate	
	The Economy and Business	31
	External influences on business	32
3.2.4	Globalisation	
	Business and Globalisation	33
	How businesses compete internationally	34
3.2.5	Legislation	
	Employment Law	35
	New Health & Safety Law	36
	Consumer Law	37
3.2.6	Competitive Environment	
	Competitive Markets	38
	Uncertainty and Risk	39
Sectio	n 3.3: Business Operations	
3.3.1	Production Processes	
	Methods of Production	40
	Efficiency in Production	41
3.3.2	The Role Of Procurement	
	Managing Stock	42
	Procurement	43
	Supply Chain Management	44
3.3.3	The Concept Of Quality	
	Quality Management	45
3.3.4	Good Customer Services	
	Customer Service and Engagement	46
	The Sales Process	47

#### **Section 3.4: Human Resources**

	Identifying and meeting human resource needs	48
3.4.1	Organisation Structure	
	Organisational Structures	49
	Terminology of Organisation Charts	50
3.4.2	Recruitment and Selection	
	Need for Recruitment	51
	Methods of Selection	52
	Different ways of working	53
3.4.3	Motivating employees and Retention	
	Importance of Employee Motivation	54
	Financial and non-financial methods of motivation	56
	Importance of employee retention	57
3.4.4	Training & development	
	Importance of training	58
	Types of training	59
3.5.1	Identifying and understanding customers	
	The purpose of marketing	
	Understanding customer needs	61
3.5.2	Market segmentation	
	Types of segmentation	62
3.5.3	Market research	
	Market research – purpose	63
	Market research – methods and data	64
	Use and interpretation of market research	66
3.5.4	The Marketing Mix	
	Introduction to marketing mix	67
	Pricing	68
	Product (and differentiation)	70
	Product life cycle and portfolio	71
	Promotion	72
	Place	73
	Marketing Mix and Decisions	74

#### **Section 3.6: Finance**

	Purpose and influence of finance function	75
3.6.1	Sources of finance	
	Reasons business need finance	76
	Suitable finance	77
3.6.2	Cash flow	
	Cash and cash flow	78
3.6.3	Financial terms and calculations	
	Revenue and costs	80
	Profit and loss	82
	Investment	84
	Break-even	85
	Calculating profitability and Average rate of return	86
3.6.4	Analysing financial performance	
	Income statement and Statement of financial position	88
	Interpreting financial statements (inc profit margins)	89
Sectio	n 4: Exam skills for top grades	
4.1	Mastering application	90
4.2	Getting to Grade 9	91
43	Answers to numerical questions	92

## The Purpose of Business

#### What? (Grade 5 basics)

There are three possible purposes of business activity: to make money, to satisfy the needs of customers or to aim for a higher purpose, such as to bring the world closer together (an early goal for Google). To achieve any or all of them, the first requirement is to spot an opportunity. Then that opportunity must be developed into an idea for a sustainedly profitable business.

#### Why? (Grade 6)

However ambitious the social or moral goals, no business can last long without money to pay the wages and the bills. So there has to be a way to turn the opportunity into something that can generate enough revenue to cover the day-to-day costs. Plus – ideally – enough extra (the profit) to pay for new investments or new developments. No business can last long without money being spent on improving its look and its effectiveness.

#### How? (Grade 7)

The best way to achieve sustained profitability is to understand how to handle different businesses in different circumstances. Chocolate sales in the UK have been around £3,000 million a year for a decade; new brands come and go; campaigners for better health come and won't go; but chocolate remains an amazingly stable market in the UK. By comparison, the market for bicycles has been a sensation. Sales of bikes for adults have nearly doubled in the past ten years, with dramatic increases in sales of £1,000 bikes (and electric bikes to come). Clever businesspeople see the need to act differently in different markets.

#### So? (Grade 8)

Although every business needs profit to survive and thrive, not every entrepreneur sees profit as the purpose (or goal). In a small town, someone might start up a small football club because they love the game (and their son's a pretty good player). Years' later that club might gain promotion to the football league. That's success, whether or not there was enough profit to pay out dividends.

#### Grade 9

Your examiners love to see business methods used for social purposes, such as a recycling business or one focused on electric cars. Of course, most businesses are focused mainly on profits and therefore dividends to shareholders. But a large number of exam questions feature businesses with a higher social purpose.

Do think about the purpose of the business featured in the exam paper. The purpose of a family business such as a farm may mainly be to keep the family together. So say so

Don't ignore the fact that some businesses have no real purpose. The High Street's seventh betting shop has no social purpose (in fact it's a social evil) and may not even prove profitable. Here's hoping.

#### Exam tip:

remember that
profit has two
purposes: to
finance the growth
of the business and to make the
owners rich everyone would see
the first purpose
as a good things

#### Purpose of business: 5-step logic chain (to get to the top response level)

**Chain 1.** All businesses want to survive, so a change in technology can cause a problem (1) forcing the business to respond to rivals (2) ... though if they haven't kept up with their R&D spending they may be too far behind to catch up (3) ... leaving them to cut costs to try to survive (4) ... which may only make their problems worse, for example if they cut advertising and branding support (5)

Chain 2. If the purpose is to satisfy customer needs the enterprise should be off to a great start (1) ... making good use of quantitative and qualitative market research (2) and being willing to change things in line with customer tastes (3). It's important to realise that the opportunity the business spotted may change subtly (4) ... but if customers change, so too must the business. (5)

#### Basic financial terms and calculations

#### Basic terms I: Revenue and costs

At the heart of business finance are two figures that determine success or failure. Revenue is the value of the sales to customers and total costs shows everything paid out in order to achieve that level of revenue. For example in the month of June an ice cream parlour might make £8,000 of sales to customers (revenue), but pay out nearly all of that in wages, to suppliers (for the ingredients) and in 'fixed costs' such as rent, lighting, heating and business rates.

Total costs are made up of variable costs (which vary as production varies), such as raw material and packaging costs *plus* fixed costs (which <u>don't</u> vary as production varies) such as rent and salaries.

#### Basic calculations I: Revenue and costs

G for Gelato makes ice creams that sell for £2, but have only 40p of variable costs. But the business has £1,200 of fixed costs per week. Calculate a) the total revenue and b) the total costs if the business sells 900 ice creams per week.

a) Total revenue = Price x Quantity sold

So G for Gelato's revenue is  $£2 \times 900 = £1800$ 

b) Total costs = (variable costs per unit x quantity) + fixed costs

So G for Gelato's total costs are  $(£0.40p \times 900 = £360) + £1200 = £1560$ 

#### Basic terms 2: Profit and Loss

Businesses need to keep their total costs below their revenue in order to make a profit. A surplus of revenue over costs provides extra finance to make it possible for the business to grow. Growth means hiring new people, buying more machinery and raw materials – and therefore requires more capital. Profit provides that capital without having to ask outsiders to invest. But if revenue slips below costs, the business makes a loss. Repeated losses drain capital from the business, making it struggle to survive.

Formula: Total revenue – Total costs = Profit/Loss

#### **Basic calculations 2 Profit and Loss**

In the example above, G for Gelato made £1 800 in revenue but with £1 560 of total costs. So its profit is:

Total revenue £1 800 minus Total costs £1 560 = £240 a week

Now answer this question:

Bagel Bakery sells 2 500 bagels a week at £1.20. The variable cost per bagel is 20p and fixed costs per week are £1 400.

- a) Calculate Bagel Bakery's weekly revenue
- b) Calculate the company's weekly profit
- c) Calculate the change in their profit if sales fall to 1 500 a week
- d) State two possible variable costs for Bagel Bakery
- e) State two possible fixed costs for Bagel Bakery

Do digest the meaning of 'performance'. It's how well the business has performed at generating revenue and (especially) profit. And it's net profit that matters, not gross profit.

Don't confuse revenue with profit. Revenue is just the value of sales. Profit is that value minus all the costs. Confusing them is a bit like looking at your own team's score, without looking at how many the opponents have scored

#### Exam tip:

(actually the answers to Qs a-e):

- a) £3 000
- b) £1 100
- D) £1 100
- c) minus £1 000 d) Ingredients,
- e.g. wheat, salt plus paper bags
- e) Rent and interest charges on any bank loans

## **Understanding financial statements**

#### What? (Grade 5 basics)

There are two financial statements to consider. The income statement shows revenue, costs and therefore profit or loss over a trading period – usually one year. This shows how well the business is trading. The second is the statement of financial position, which shows the wealth and financial health of the business at a point in time (the last day of the financial year). Both these statements provide a record of how the business *has* been doing; they give no idea of future prospects.

#### Why? (Grade 6)

When making business decisions, it's vital to know where you stand. Is the business wealthy enough to make a big investment, or to make a take-over bid for a rival company? To answer that, you check the statement of financial position, to see the balance between the assets and liabilities of the business. In 2018 CocaCola bought Costa Coffee for £3.9 billion. It was no problem, because Coca-Cola had the £3.9 billion available as a cash asset. They could afford it.

#### How? (Grade 7)

Both the financial statements are drawn up at the end of the financial year. For public limited companies the figures are then published about 3 months after that time (giving plenty of time for careful checking). Then a figure such as the year's profit can be compared with previous years, to see how well the business has been doing. In 2018 Greggs made a profit of just over £80 million compared with £72 million the previous year. Nice, steady progress.

#### So? (Grade 8)

The ideal business leader enjoys taking bold decisions that involve risk – but are never reckless. Spending £10 million on robotic machinery may be an excellent investment – but not if you can't afford to spend that kind of money. So every leader needs a clear understanding of their financial position – and therefore make sure the business doesn't run out of cash, or end up borrowing more from banks than can comfortably be repaid.

#### Grade 9

Financial statements are usually drawn up with care and are as accurate as possible. But sometimes a business such as Patisserie Valerie comes along, where the people working in the finance function over-stretched the figures to create a fiction about the company's profits. So, in business, everyone asks questions about a company's figures, rather than taking them for granted.

Do realise that making a loss in a single year may not be a disaster. ASOS had a rotten year in 2014, even though its profits have risen massively over the past ten years. One tough year doesn't prove that the managers are hopeless.

Don't forget that the statement of financial position shows assets and liabilities at a single point in time, not over a whole financial year.

#### Exam tip: get

your mind to separate the income statement from the statement of financial position. Income: revenue and profit/loss over the financial year. Financial position: a snapshot of the company's financial wealth and health at a point in time.

#### Understanding financial statements: 5-step logic chain (for top level response)

**Chain 1.** When looking at an income statement there are two key things (I) ... the top line shows the revenue, in other words all the income generated by the business in the year (2) ... clearly it's important to know if that is rising or falling (3). Then the bottom line of the statement shows the profit for the year, after all costs have been taken away (4). If this is rising, things are going well (5).

**Chain 2.** A healthy statement of financial position shows a strong short-term position for the business (I) ... such as having plenty of cash to pay bills that are coming up in the next few months (2). It also shows a healthy long-term position (3) ... such as not having too much debt (such as bank loans) (4)... and having enough share capital to finance the company's future plans. (5)

### **AQA** 9-1 GCSE Business

## TARGET 9-5

Revision Handbook for Top Grades

### Valuable from Day 1 through to Exam revision

- Covers all key concepts in the AQA GCSE. Builds from pass-grade knowledge to Grade 9 evaluation. Valuable after every new classroom lesson ... and in the lead-up to exams
- With each topic, a format of What, Why, How and So? gives clarity and shows how to develop more complex arguments
- Every concept supported by a 5-step logic chain exactly what examiners want for a top-level answer
- Business maths covered in detail. Lots of questions to test yourself. All with answers in the book

**Ian Marcousé** spent 11 years as Chief Examiner for A Level Business and a further 3 years as Chair of Examiners for Business GCSE. He now teaches at Central Foundation School for Boys and at London University's Institute of Education.

Target 9-5 Revision Handook can be bought online through: www.a-zbusinesstraining.com

ISBN 978-1-9996321-2-0





www.a-zbusinesstraining.com