

**OTUMOETAI COLLEGE**  
**NCEA BUSINESS MANAGEMENT LEVEL 1– (L1BUSM) 2018**

<b>BUSINESS MANAGEMENT – L1BUSM</b>					
<i>Course Relationship to the National Vocational Pathways</i>					
Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Services Industries	Social & Community Services	Creative Industries
<b>0</b>	<b>0</b>	<b>20</b>	<b>11</b>	<b>0</b>	<b>20</b>
<b>Course Entry</b>	Entry is open, but subject to approval by the HOD.				
<b>Course Overview</b>	This course provides students with an introduction to Business. Students will study a selection of concepts and skills related to operating a small business. It is a good starting point for students wanting to pursue a career in Business Management, as well as for students wanting to gain business knowledge to better equip themselves when they enter the business world. As part of this subject students will operate a small business at a Market Day. Topics covered include business formation, functions of business, people in business, business management and business environment; all in relation to small businesses.				
<b>Assessment</b>	This course will be assessed to a selection of Level One Business Achievement Standards. Assessment is a combination of both internally and externally assessed standards. Students will have the opportunity to gain up to 21 credits at Level One.				
<b>Cost Materials</b>	Workbook 2 @ \$15 -Students are highly recommended to purchase Business Workbooks (from the Business Department) to enhance the learning of this course.				<b>\$30.00</b>
	Consumables				<b>\$7.50</b>
	During the year capital will be required to set up a Market Day (not usually a large amount)				<b>TBA</b>
	Field trip To Rotorua – 1 day				<b>Approx. \$80.00 (TBC)</b>

<b>Aim</b>
<ul style="list-style-type: none"> <li>All students who take Business Management will gain knowledge, skills, and attributes that they will need should they become entrepreneurs, run their own business, or become involved in a business or community organisation.</li> </ul>
<ul style="list-style-type: none"> <li>Students who do not opt for further qualifications or take up a career in business will be more knowledgeable consumers and better able to manage personal finances as a result of their learning in Business Management.</li> </ul>
<ul style="list-style-type: none"> <li>The skills students learn in Business Management are transferable to learning in many other areas, and to real life.</li> </ul>

<b>Assessment Programme</b>	
The entire course is assessed both internally and externally comprising of 20 Achievement Standard credits.	
90837 (1.1)	Demonstrate an understanding of internal features of a small business <i>4 Credits External (Literacy)</i>
90838 (1.2)	Demonstrate an understanding of external factors influencing a small business <i>4 Credits External (Literacy)</i>
90841 (1.5)	Investigate aspects of the human resource processes in business <i>3 Credits Internal (Literacy)</i>
90840 (1.4)	Apply the marketing mix to a new or existing product <i>3 Credits Internal (Literacy)</i>
90842 (1.6)	Carry out and review a product-based business activity within a classroom context with direction <i>6 Credits Internal (Literacy)</i>

<b>Assessment Opportunity</b>
Students are expected to complete assessment activities on or before the date they are due. There will be one opportunity for resubmission of a piece of work. A 90% completion rate would be expected the first time around. A resubmission can occur when a student has made mistakes which he or she should be capable of discovering and correcting on their own. By definition, the problem should be capable of rapid resolution. If a resubmission is offered, it must take place before the teacher gives any feedback to the whole class (or any student) on the work done. If more teaching has occurred after the first assessment opportunity, resubmission is not possible, however a completely new assessment could be made available where practical. Students will not be allowed a further assessment opportunity where they have chosen, for unacceptable reasons, not to take the first opportunity. The final decision rests with the Head of Faculty.

### **Derived Grades**

These are only available for external standards and will be based on evidence from practice examinations and or draft reports already completed

### **Work Deadlines and Lateness**

When students are missing from an assessment which has a set deadline:

1. **Legitimate Missed Assessments** (e.g. official interschool exchanges, official work experience, explained absences).

The teacher may choose to:

- (a) Allow for such circumstances by scheduling tests to days not affected by such approved absences.
- (b) Give an equivalent assessment/test to the student(s) concerned on his/their return to school following an approved absence (providing reasonable notice is given).
- (c) Allow the student to hand in the assessment on a later agreed date (for an assessment not needed to be undertaken in test conditions).

2. **Missed assessments not considered to be legitimate:** the student is to be given a not achieved mark

3. **Special Cases.** The Deputy Principal Curriculum Assessment Nominee will rule on absences not specifically covered by the policy outlines above.

### **How to Appeal a Grade**

Appeals against internally assessed grades awarded should be made following the procedure outlined in the school policy on appeals. Students wishing to appeal a grade must do so within 48 hours of receiving notification of their assessed grade.

### **Storage of Student Work**

The Business Department will retain all student assessment material until it is no longer required by NZQA for moderation purposes.

### **Authenticity**

Except where specified for some group tasks, all work is to be your own work and all assessment tasks will require a signed statement of authenticity from students.

1. Where a departmental teacher has reason to believe that a piece of assessment work is not that of the student who handed it in, she/he will report the matter to the HOD.
2. The HOD will investigate the matter as soon as practicable, and then, having gathered all relevant information, will discuss the issue with the student concerned.
3. Direct copying will be awarded a not achieved grade.
4. Direct copying from another student, with both students consent, will result in both the students receiving a not achieved grade and parents being notified.
5. If an acceptable solution cannot be achieved, the incident will be referred to the SLT Deputy Principal Curriculum Assessment Nominee.

### **Marking and Moderation**

Students' work will be marked by their subject teacher following NCEA assessment schedules. For marking consistency, some assessment tasks may be marked by the same teacher for all classes, or two or more teachers may be given a different section of the assessment to mark for all students, or a sample of work will be moderated by the two teachers teaching the subject. Moderation will take place at the beginning and end of each assessment as per Otumoetai College specification.

### **Resources and Texts**

Students are highly recommended to purchase the Business workbooks (from the Business Department) to enhance learning of this course. Students will be issued Department resources from time to time. They must be returned when finished with.