## EZYBUSINESS COURSE STARTER PACK



Module Breakdown



Topic Revision Cards



Assessment Details



FULL A-LEVEL COURSE



## MARKETING



This section will show you how a business can make decisions to improve their own marketing performance and strategy.



26

**VIDEOS** 

13

**ASSESSMENTS** 

140

QUESTIONS



### TEST YOURSELF WITH OUR END OF SECTION ASSESSMENT (ESA)

Confident you know everything you need to know about this section? Put your knowledge to the test by attempting our ESA at the end of this section. This will pool together questions from each topic area to provide you with the ultimate litmus test of your knowledge of this section. Our online gradebook allows you to build up a powerful gradebook of data records in order to review the feedback of every question in this assessment around exam season.



## MARKETING OBJECTIVES

### EDEXCEL SPECIFICATION REFERENCE - 1.1.1



What is marketing?

2

How does a business decide on its marketing strategy?

3

What are the main objectives a marketing department sets?

4

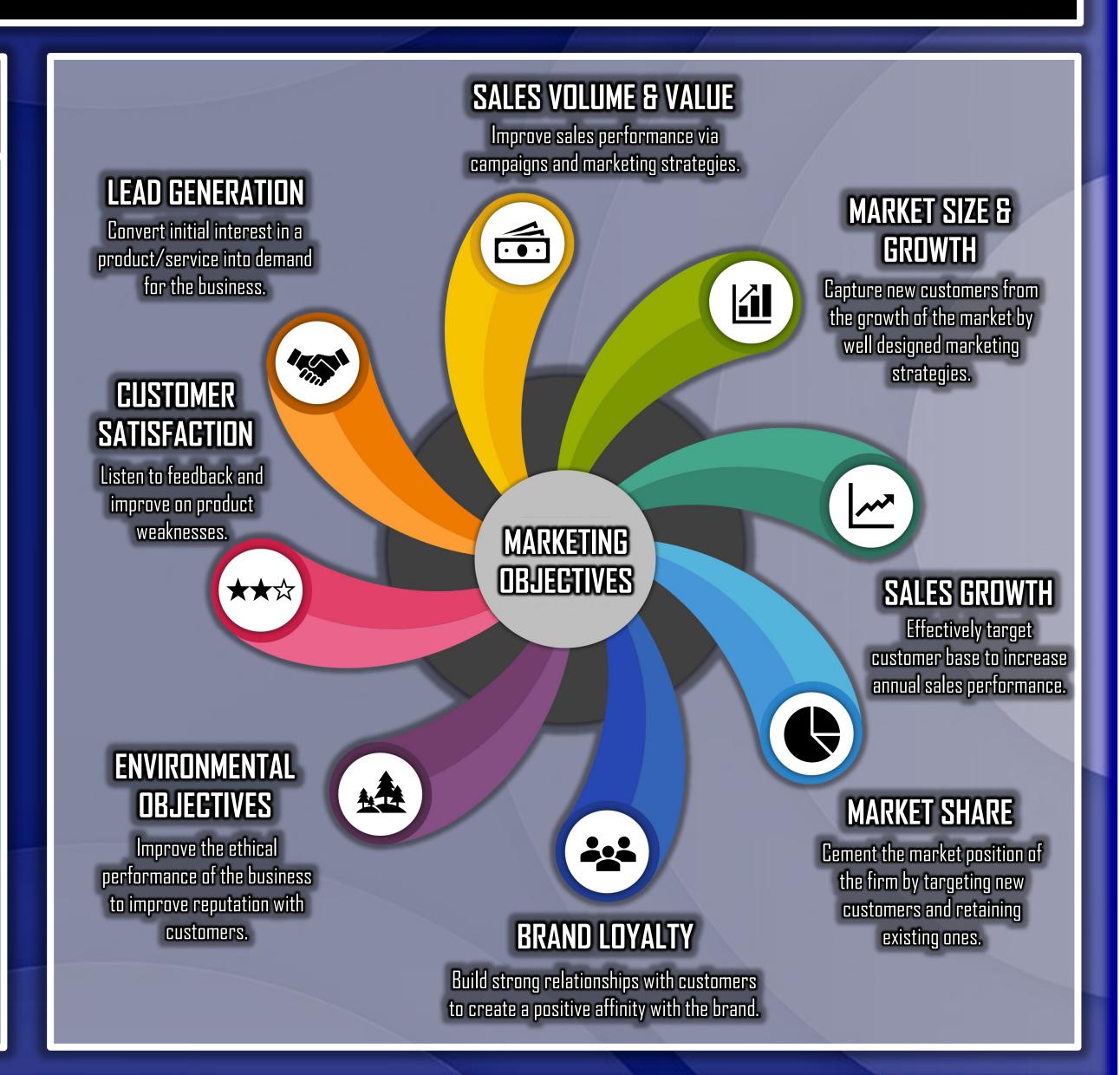
What internal factors affect marketing performance?

5

What external factors affect marketing performance?



What are the benefits of running a successful marketing strategy?



# SEGMENT, TARGETING & POSITIONING

### EDEXCEL SPECIFICATION REFERENCE - 1.1.1



What is meant by 'Market Segmentation'?

2

How does a business segment the market?



What is meant by 'Targeting'?



How does a business target a particular group of people?



What is meant by 'Strategic Positioning'?



How does a business position itself in a market?



### SEGMENTATION

Dividing the market into self-contained sections.





### **TARGETING**

Deciding which of these sections you would like to hone in on.





### **POSITIONING**

The strategy the business takes to target the section that has been chosen.



BY REGION

AGE GROUP (18-24)

NEW PRODUCTS

## MARKET RESEARCH

### EDEXCEL SPECIFICATION REFERENCE - 1.1.2



What is market research?

2

Why does a business need to have market research?

3

What is primary market research?

4

How is primary market research conducted?



What is secondary market research?



How is secondary market research conducted?

When a business collects information about their target market, rival firms and local suppliers.

### PRIMARY MARKET RESEARCH

Gathering data/information directly from the marketplace.

- > Quantitative Researen (Numerica)
- Qualitative Research (Written)

Surveys and feedback forms can gain market insights, but can be expensive to collect.

## SECONDARY MARKET RESEARCH

Mining third party data to identify customer buying habits.

- Existing Online Data
- Government Databases

Quick and easy to collect but data may be general and needs to be applied to the business model.



## MARKETING DATA

### EDEXCEL SPECIFICATION REFERENCE – 1.1.2



What is marketing data?



Why do businesses use samples?



What is a random sample?



What is a quota sample?



What is a stratified sample?



How does a business interpret marketing data collected?

Samples are formed to collect data that is **REPRESENTATIVE** of the population to generate results quickly and in a cost-effective manner.

### RANDOM SAMPLE

A researcher is told to select a random sample of 4 people from the population.

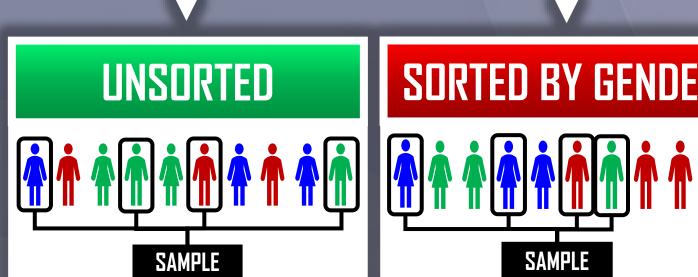
### QUOTA SAMPLE

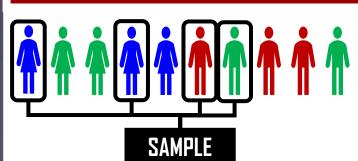
A researcher is told to sort the population based on gender and randomly survey 2 males and 2 females.

### STRATIFIED SAMPLE

A researcher is told to sort the population based on three different age groups (strata) and then take a sample of 4, that is weighted based on age group size.

### HOW IS A SAMPLE CONDUCTED ON THE POPULATION?







# DEMAND, SUPPLY & MARKETS

EDEXCEL - 1.2.1, 1.2.2, 1.2.3



How can we represent market demand?

What influences market demand?

How can we represent market supply?



What influences market supply?

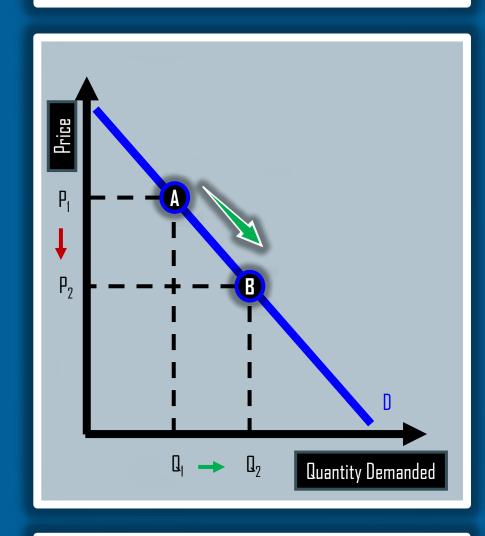


How can we analyse a market?



How are prices determined?

### DEMAND



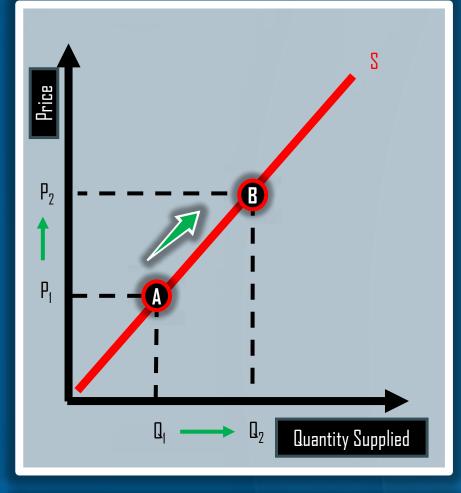
Quantity of a good that consumers are willing to buy at any given price.

#### LAW OF DEMAND

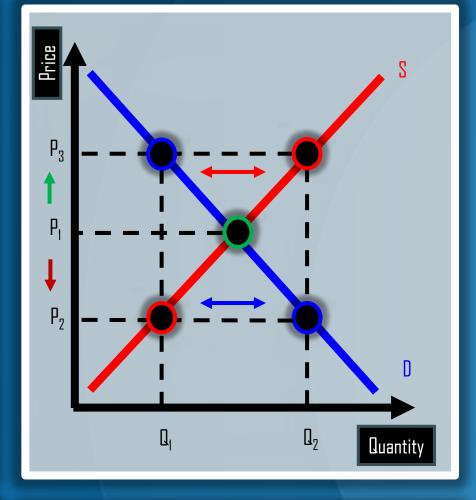


**INVERSE RELATIONSHIP** 

### SUPPLY



### THE MARKET



Quantity of a good that producers are willing to supply at any given price.

#### LAW OF SUPPLY



the market always re-establishes an equilibrium position if left to market forces.

If the market price changes this creates a

disequilibrium in the short-run. In the long-run

MARKET EQUILIBRIUM: D = S

**EXCESS DEMAND: D > S** 

EXCESS SUPPLY: D < S  $P_3$ 

## PRICE AND INCOME ELASTICITY OF DEMAND

### EDEXCEL SPECIFICATION REFERENCE - 1.2.4/5



What do we mean by the concept of 'elasticity'?

2

How do we define the PED and YED of a good or service?

3

How do we calculate the PED and YED value of a good or service?



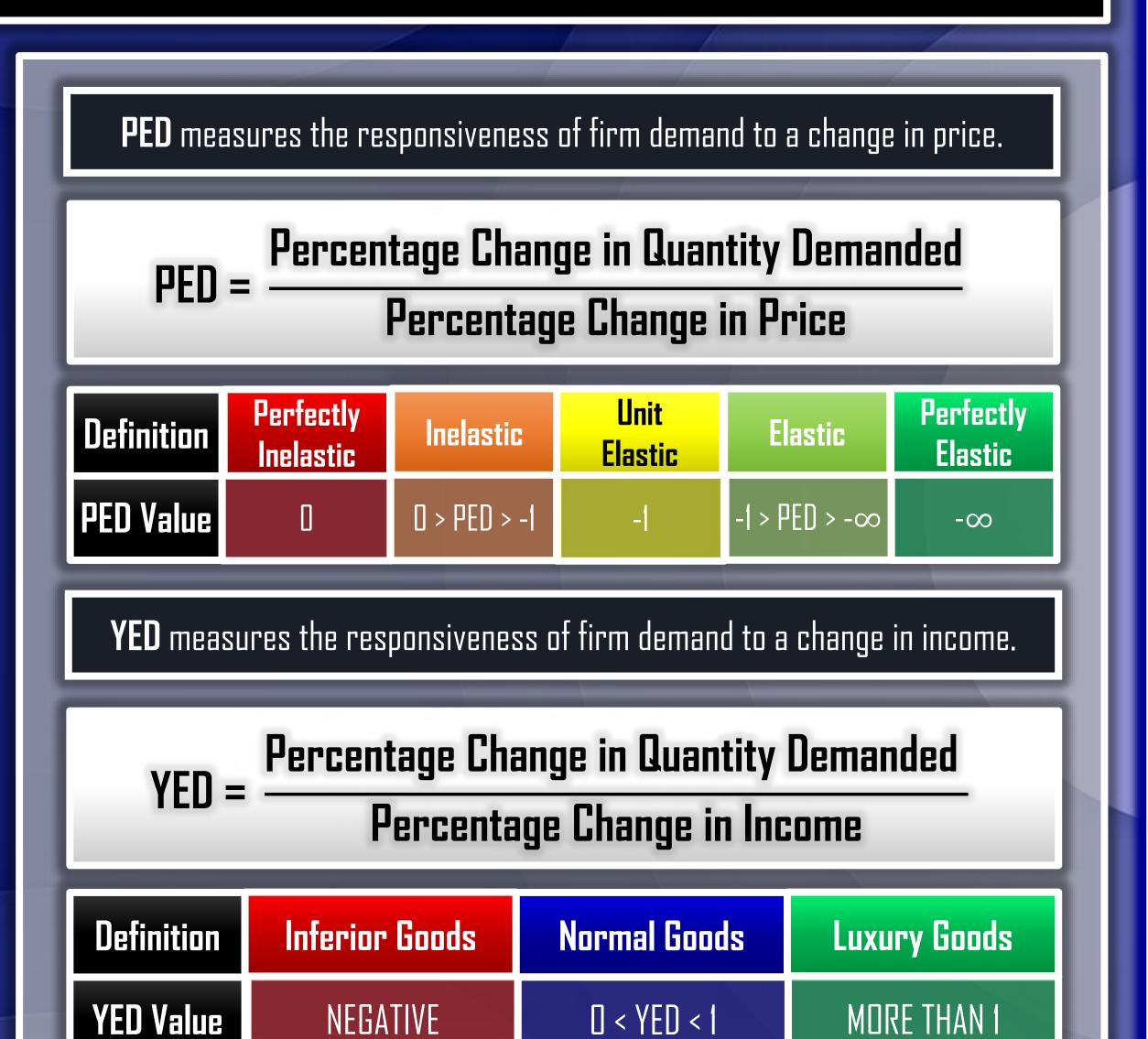
How do we interpret the PED and YED value of a good or service?



What is the relationship between PED and a firm's total revenue?



What factors influence the PED and YED value of a good or service?



## PRODUCT AND PRICE

### EDEXCEL SPECIFICATION REFERENCE - 1.3.1 & 1.3.3



What is the 'Marketing Mix'?

2

Why does the product matter for business performance?



How can a business use marketing to improve the product element?



Why does price matter for business performance?



What are the different pricing strategies that can be set?



What factors affect the pricing strategy of a firm?

**PRODUCT** – The focus on the type and quality of the product/service.



RELIABILITY DURABILITY AESTHETICS
CONVENIENCE ADAPTABILITY USP

NEW PRODUCT DEVELOPMENT

HELPS IMPROVE POSITION

**PRICE** – Setting the right price for a product to maximise revenue.



COST-PLUS	Set a marked-up price above costs	
PREDATORY	Set a price below costs	
COMPETITIVE	Set a price at the market level	
PSYCHOLOGICAL	Set a flexible price based on demand	
PENETRATION	Set a low price to launch a product	
SKIMMING	Set a high price before rival products launch	

### THE OTHER 5PS

### EDEXCEL SPECIFICATION REFERENCE - 1.3.2 & 1.3.4



How does Promotion affect a company's marketing strategy?

How does Place affect a company's marketing strategy?

How do People affect a company's marketing strategy?



How does Process affect a company's marketing strategy?



How does the Physical Environment affect a marketing strategy?



What is the difference between Place and Physical Environment?

The other 5Ps from the marketing mix explain how a business can focus on other aspects of the business other than product and price.

**PROMOTION** 



Decide upon the image of the brand and the type customers this will be targeted at.

**PLACE** 



The location and medium by which customers can access, sample and purchase the product.

**PEOPLE** 



Focusing on Designing the the best sales process strategy for to make it as the business friendly and to build up informative from the brand/custo mer loyalty. customer's perspective.

**PROCESS ENVIRONMENT** 



Focus on establishing the right store/web location and set-up to satisfy customers.

**PHYSICAL** 

The marketing mix has been extended to include people, process and physical environment, to reflect the growing demand for services.

## THE MARKETING MIX IN PRACTICE

### EDEXCEL SPECIFICATION REFERENCE – 1.3



What is the Marketing Mix?



How can a business use this framework to improve performance?



How has the Marketing Mix evolved?



Which industries does the Marketing Mix apply to?



What are some of the limitations of using the Marketing Mix?



Does the Marketing Mix need to evolve further?

### THE MARKETING MIX (7Ps)

PRODUCT

and quality of the

product/service.

The focus on the type

## PHYSICAL ENVIRONMENT

Focus on establishing the right store/web location.

Designing the sales process to make it as friendly and informative.

**PROCESS** 

### PEOPLE

Focusing on the best strategy to build up brand loyalty.

### MARKETING MIX

#### PLACE

The location and medium by which customers can access, sample and purchase the product.

#### PRICE

Setting the right price for a product to maximise revenue.

#### PROMOTION

Decide upon the image of the brand and the target market.

# MARKETING TECHNOLOGY

### EDEXCEL SPECIFICATION REFERENCE - 1.1.2



How have marketing techniques evolved?

2

Why do businesses use technology to enhance strategy?

3

How has the internet aided marketing strategies?



How has social media aided marketing strategies?



How have search engines changed marketing strategies?

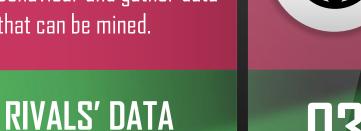


What are the limitations of using marketing technology?

### MARKETING TECHNOLOGY

#### THE INTERNET

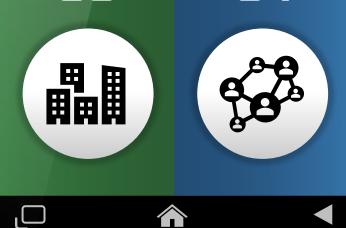
The internet is a tool that can be used to set up a website to track consumer behaviour and gather data that can be mined.



Data can easily be collected on competitor prices, product ranges and discount offers via websites



### 03



04

#### MARKET DATA

Analytics from search engines and website clicks can be used to target customers and encourage future purchases.

#### **SOCIAL MEDIA**

Social media platforms can enhance brand awareness and improve customer interactions with the company.

It also allows companies to respond to current trends.

TECHNOLOGY HAS ENCHANCED MARKETING PERFORMANCE

## DIGITAL MARKETING & E-COMMERCE

### EDEXCEL SPECIFICATION REFERENCE - 1.3



What is digital marketing?

2

What advantages does digital marketing provide a business with?



What is an e-commerce platform?



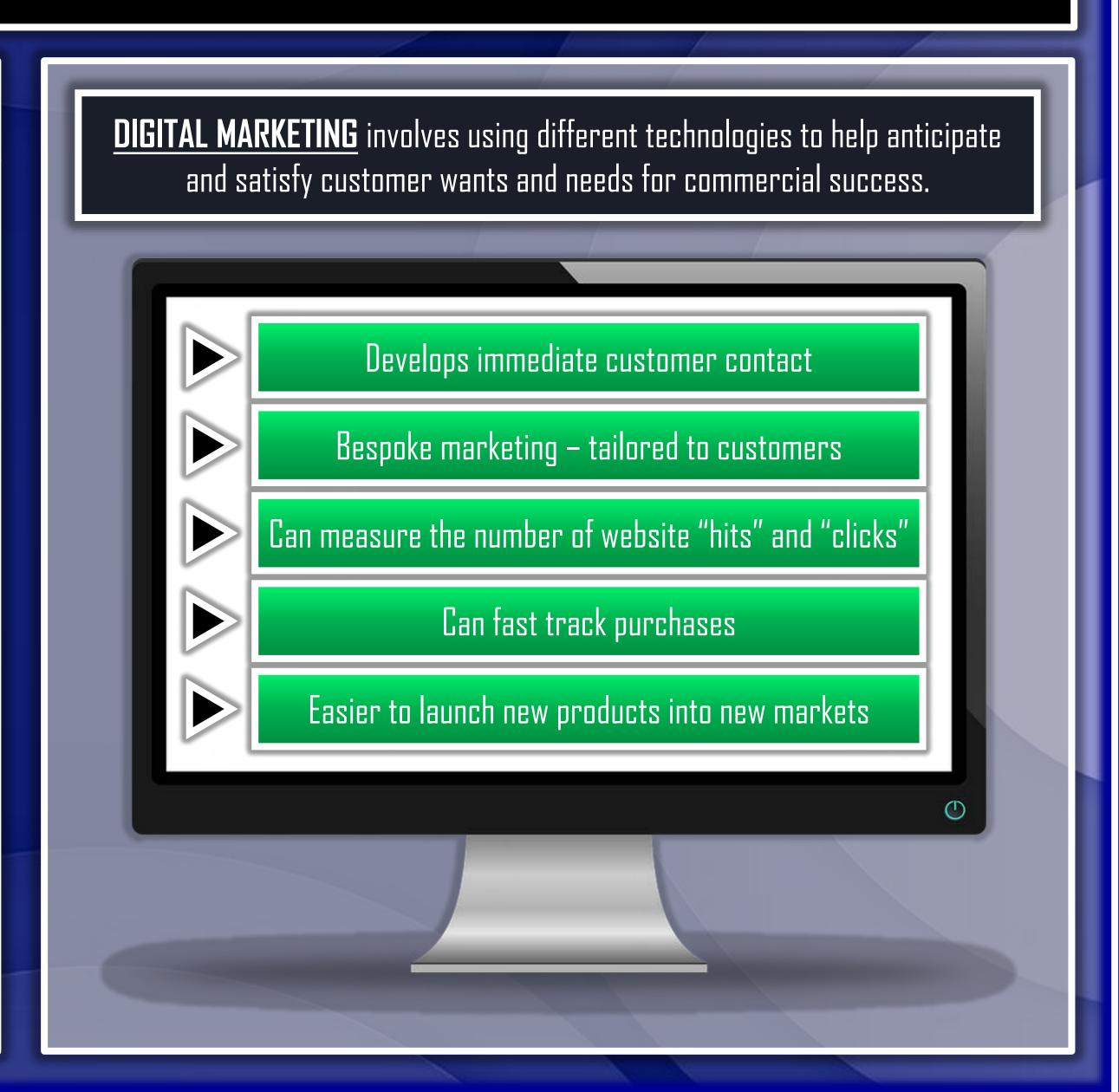
How does an e-commerce platform enhance marketing?



What are some of the limitations of going digital?



What are some examples of firms with a strong digital presence?



### STRATEGIC POSITIONING

### EDEXCEL SPECIFICATION REFERENCE - 1.1.3



How does a firm position itself in a market?

2

What is Bowman's Strategic Clock?

3

How can this model be used to determine business strategy?



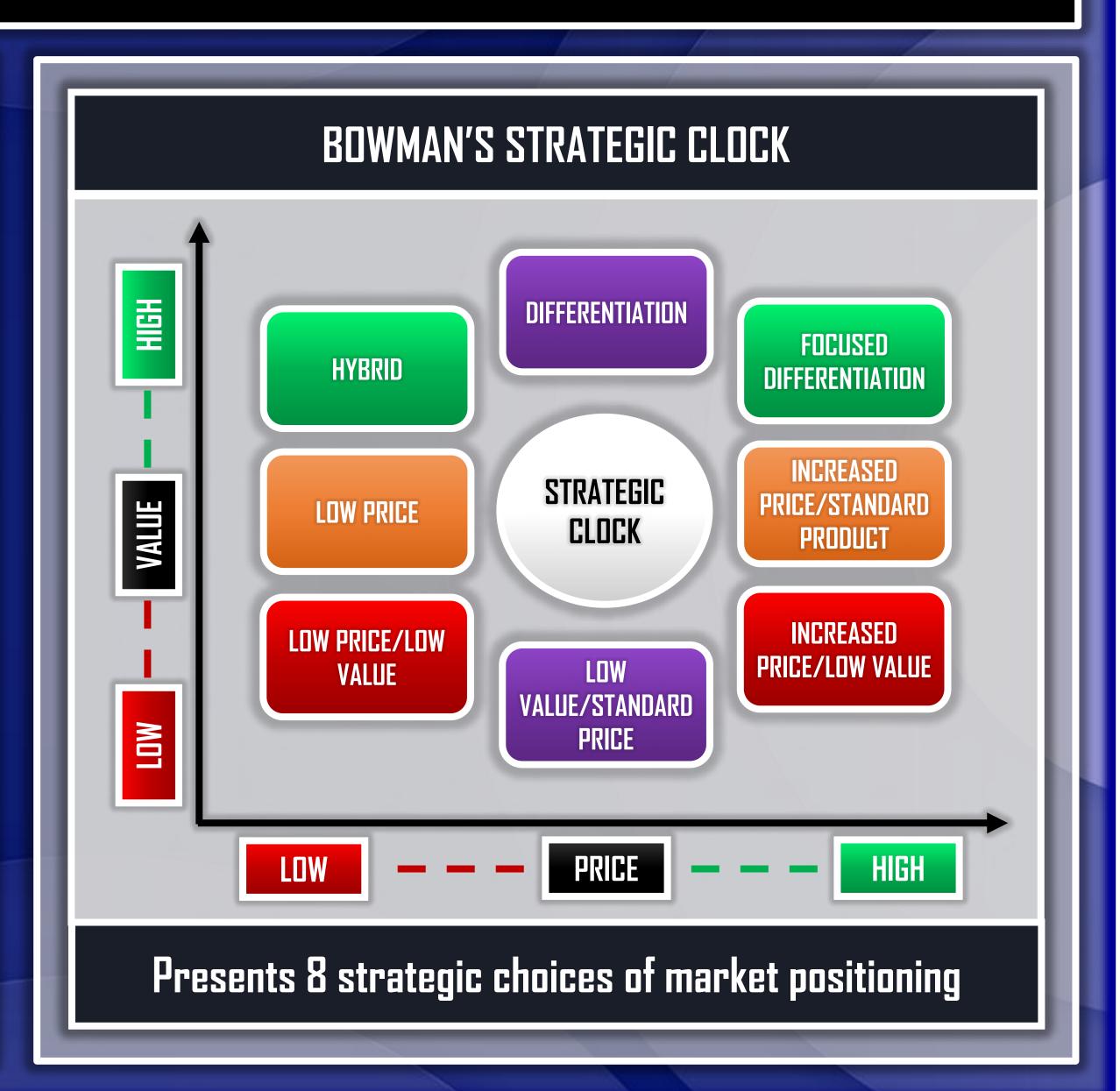
Which three strategic positions are undesirable in this model?



What are the limitations of this model?



How can a firm generate a competitive advantage over rivals?



## PEOPLE



This section will show you the importance of people to a business and how a company can manage their workforce to improve business performance.



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# HR OBJECTIVES

WORKER

jobs.

INTEGRATION

Ensuring the right

workers are placed in the

**ALIGNMENT OF VALUE** 

Ensuring that each

layer of staff buys

into the company

culture and share

the same values.

right departments and

### EDEXCEL SPECIFICATION REFERENCE – 1.4.1



What does 'HR' stand for in the context of a business?



Why do people matter for the business's performance levels?



What are the conventional HR objectives?



What factors influence these objectives?



What are the different approaches to HR management?



Which approach works best in certain industries?



#### STAFF ENGAGEMENT





# HR

### **OBJECTIVES**

#### **IMPROVE DIVERSITY**

Business strives to promote diversity in thought and ideas by setting an inclusive and forwardlooking culture .





### **TRAINING**

Invest in staff via training programs to fuel personal development.

#### **DEVELOP TALENT**

Invest in developing your most valuable members of staff by assigning greater responsibility, higher pay and promotions.



# STAFFING

### EDEXCEL SPECIFICATION REFERENCE - 1.4.1/2



Why do different approaches need to be made for different staff?

2

What is Soft HRM?



What is Hard HRM?



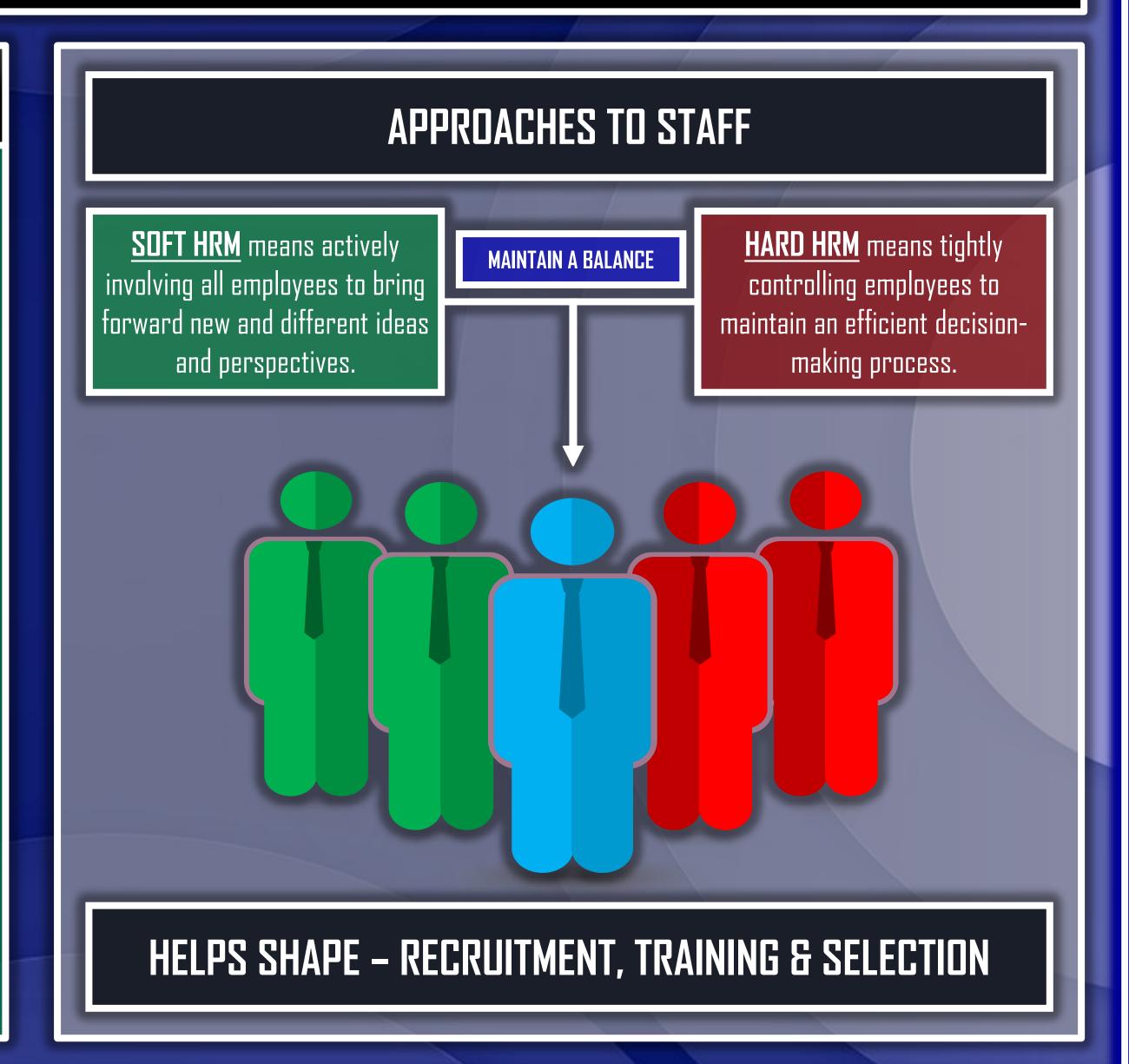
How can training schemes help a business?



What is the distinction between Recruitment and Selection?



Why is it important to have strong employer-employee relations?



## JOB & ORGANISATION DESIGN

### EDEXCEL SPECIFICATION REFERENCE – 1.4.3

What is Job Design?

2

How can job design influence the morale and motivation of staff?

3

How do we interpret the Job Characteristics Model?

4

What is a tall organisation structure?

5

What is a flat organisation structure?



What is a matrix organisation structure?



## HR FLOW & PLANNING

### EDEXCEL SPECIFICATION REFERENCE - 1.4.1

What do we mean by the term 'HR Flow'?

2

What are some of the internal reasons for HR inflows?

3

What are some of the internal reasons for HR outflows?

4

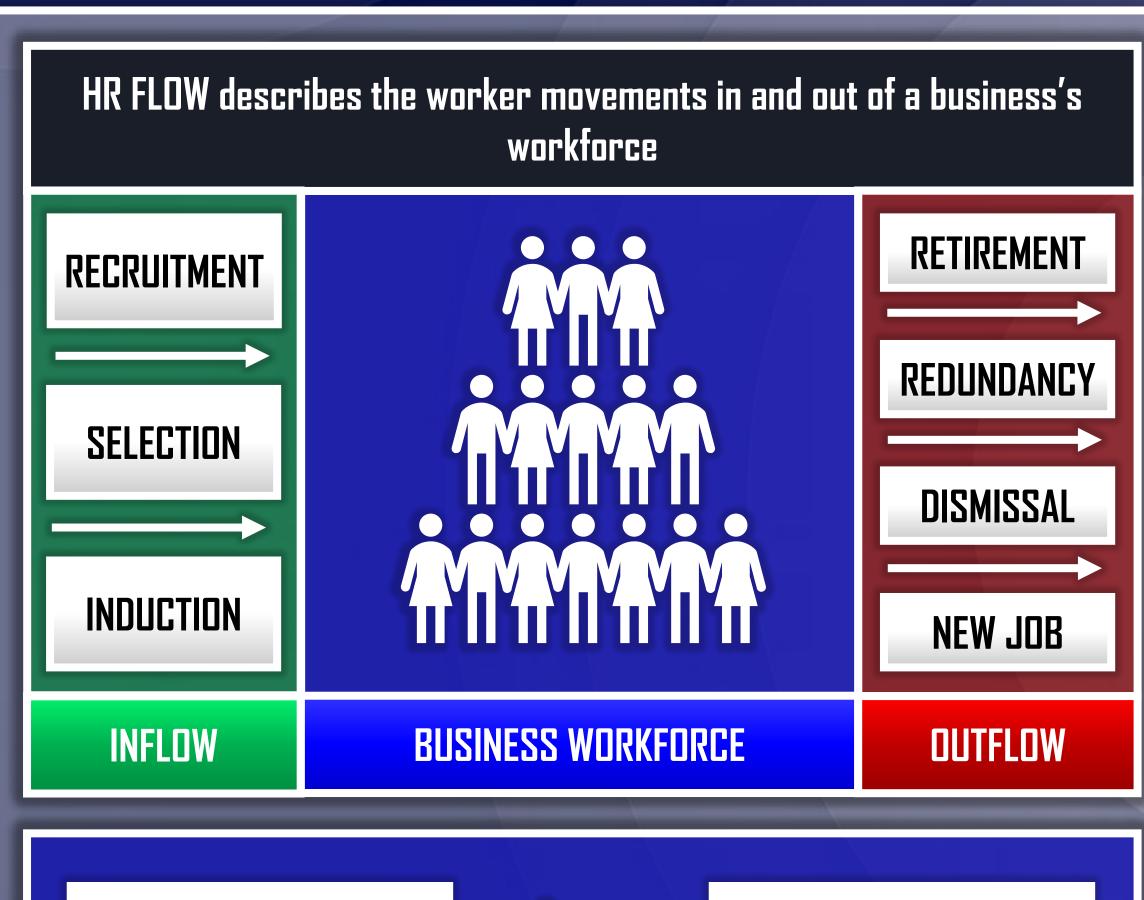
What are some of the internal movements within the workforce?

5

What are some of the external influences on the HR flow?

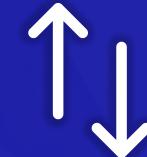


How can the organisation's structure affect the HR flow?



**TRANSFERS** 

REDEPLOYMENT



PROMOTIONS

DEMOTIONS

## MOTIVATIONAL THEORIES

### EDEXCEL SPECIFICATION REFERENCE – 1.4.4



How can a business motivate staff according to Frederick Taylor?

How can a business motivate staff according to Mayo?

How can a business motivate staff according to Maslow?

How do we interpret Maslow's Hierarchy of Needs?



How can a business motivate staff according to Herzberg?



What is the distinction between motivator and hygiene factors?

### MAIN MOTIVATIONAL THEORIES

### TAYLOR



SCIENTIFIC MANAGEMENT OF STAFF



Workers are driven by financial incentives.

### MAYO



STUDY OF HUMAN RELATIONS

Workers are driven by stronger work relations.

MASLOW



HIERARCHY OF NEEDS

Workers are driven by the fulfilment of their own needs.

#### HERZBERG



THE TWO FACTOR THEORY

### Π4

Workers are driven by two factor classifications.

INTRODUCE PIECE RATE PAY & BONUSES

**IMPROVE INTER-WORK RELATIONS** WITH REST OF TEAM

SECURE & CONSOLIDATE EACH **NEEDS LEVEL** 

FOCUS ON MOTIVATORS OVER **HYGIENE FACTORS** 

## THE ROLE OF MANAGERS

### EDEXCEL SPECIFICATION REFERENCE - 1.4.5



What is a manager?



What are the roles and responsibilities of a manager?



What are the different management styles?



How can good management help improve performance?



How can bad management restrict performance?



What explanations of management exist in business literature?

### MANAGERS help run a business by organising staff



Д



#### **HENRI FAYOL**

The founder of the study of management

F

orecast

P

lan

- rganise
- ommand
- C o-ordinate
- **C** ontro

#### **HENRY MINTZBERG**

What managers do in practice

Large Workloads

Fragmented Tasks

Action-Driven Tasks

Verbal Comms.

Under Time Pressure

Regularly Interrupted

### PETER DRUCKER

What managers should do in reality

Set Objectives

Compile the Team

Motivate Staff

Support Staff

Review and Adapt

## MANAGEMENT & LEADERSHIP STYLES

### EDEXCEL SPECIFICATION REFERENCE - 1.4.5



What is a manager?

2

What are the roles and responsibilities of a manager?

3

What are the different management styles?

4

How can good management help improve performance?



How can bad management restrict performance?



What explanations of management exist in business literature?

#### MANAGER

A person responsible for controlling or administering the day-to-day activities an organisation or group of staff.

#### LEADER

A person who sets the direction of the business, builds an inspiring vision, and helps guide a team or business as a whole.

#### AUTOCRATIC

Strict – Issues Orders Only

#### DEMOCRATIC

Involves Workers

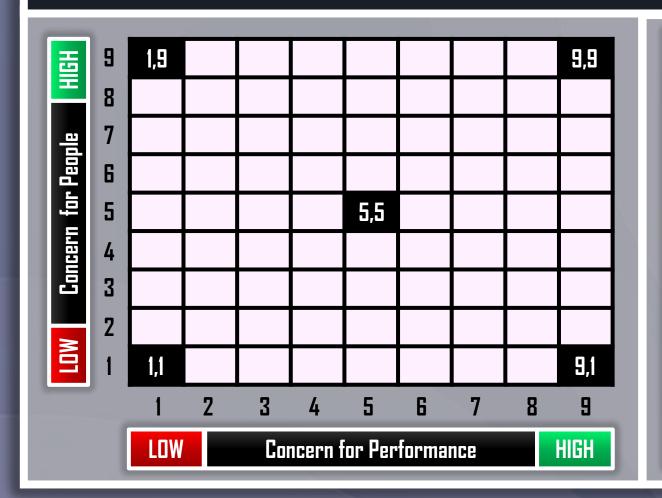
#### **PATERNALISTIC**

Nurture and Support Staff

#### CHARISMATIC

Galvanise Workers

### **BLAKE MOUTON GRID**



(1,1) Impoverished Management

(1,9) Country Club Management

(5,5) Middle of the Road

(9,1) Task Management

(9,9) Team Management

## BUSINESS FORMS

### **EDEXCEL SPECIFICATION REFERENCE – 1.5.3 & 1.5.4**



Why do businesses exist?

2

What do we mean by a company's mission statement?

3

What is meant by a company's strategy?

4

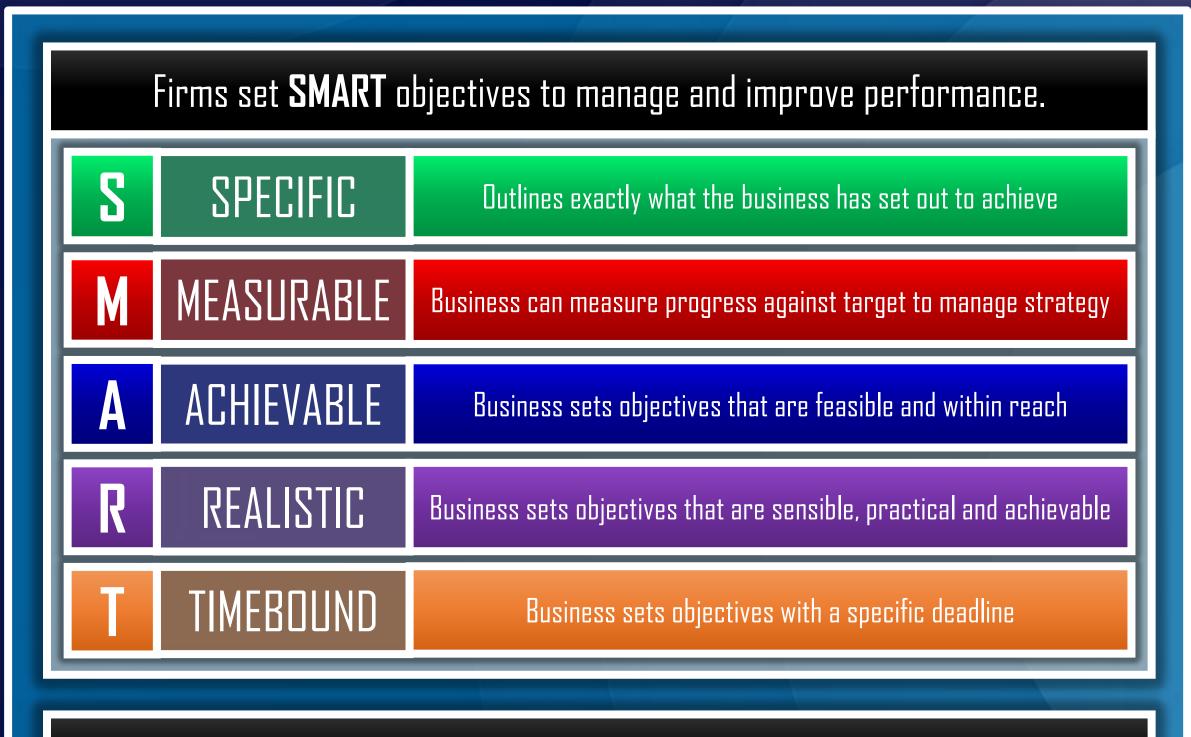
What are SMART objectives?

5

What are the different business forms?



What do we mean by business liability?



### **BUSINESS LIABILITY**

#### **UNLIMITED LIABILITY**

The business owners are liable for all of the company's debts.



Sole Trader

Partnership



#### **LIMITED LIABILITY**

Shareholders of a business only stand to lose what they invested.



Ltd. Company

Plc Company

## ENTREPRENEURSHIP

### EDEXCEL SPECIFICATION REFERENCE – 1.5.1/2



What is an entrepreneur?



What is the role of an entrepreneur?



What are the motives for becoming an entrepreneur?



What are the main characteristics of an entrepreneur?



What are the main barriers to enterprise?



What are some examples of successful entrepreneurs?

An **ENTREPRENEUR** is a person who sets up a business, taking on the associated financial risks, in the hope of profit.



**Sir Richard Branson** has built a hundred billon dollar business from an initial idea.

Has been the public face of the Virgin brand and led from the front with a vision.

#### MOTIVES/CHARACTERISTICS

FINANCIAL GAIN YOUR OWN BOSS POSITIVE Change

EYE FOR OPPORTUNITY

**AMBITIOUS** 

INNOVATIVE

PRO-RISK

#### BARRIERS TO ENTERPRISE

FINANCE
Might not have the initial capital

EFFORT
Have to be prepared to sacrifice life

RED TAPE
Regulations discourage enterprise

MANAGER
Have to manage others

FAILURE
Fear of failing can deter

RISK
Some may be averse to risk

MARKET
May perceive market is challenging

# FINANCE & ACCOUNTING



This section will introduce to you the main terms, statements and ratios that feature in the finance department of a business.



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# FINANCIAL DBJECTIVES

**ETHICAL** 

improve the

the company.

Finding ways to

lower business

operating costs

to boost margins

and raise

profitability.

**INVESTMENTS** 

Ensuring the business

invests in projects that

environmental footprint of

COST MINIMISATION

### EDEXCEL SPECIFICATION REFERENCE - 2.1.1



Why does finance matter for a business?



Why is it important to manage the finance of a business responsibly?



What are the conventional finance objectives?



What factors influence these objectives?



What are the different approaches to managing a firm's finances?



Which approach works best in certain industries?



#### RETURN ON INVESTMENT

The expected return that is generated from investing in a business i.e.,



### **FINANCIAL OBJECTIVES**

#### **CAPITAL SPENDING**

Ensure there is a sufficient influx of funds channeled into productive capital such as R&D and growth projects.



profit/cost x 100

#### **FINANCIAL** SAFETY

To control and manage business debts to a sustainable level to avoid become too indebted.

#### **CAPITAL STRUCTURE**

Business adapts capital balance to reflect the nature of the business i.e. keeps debt low to



## RAISING FINANCE

### EDEXCEL SPECIFICATION REFERENCE - 2.1.1/2



How does a business raise finance?



What are the main internal sources of finance?



Who externally funds a business?



What are the main external sources of finance?



Which method of finance for the business is preferred?



Which businesses are more suited to certain sources of finance?

### INTERNAL SOURCES OF FINANCE

Funds that are raised from within the business

#### **RETAINED PROFITS**

Profits generated by the business are re-invested to help achieve growth plans.

#### **DEBT FACTORING**

The sale of business invoices to a bank. The bank is charged with processing the invoices, and the business receives loans based on the expected payments.

#### CASH METHODS

Process by which a business raises cash from selling or trading day-to-day capital such as stock.

### EXTERNAL SOURCES OF FINANCE

Funds that are raised from outside sources such as banks

#### LOANS

Borrowing funds over a predetermined time.

#### TRADE CREDIT

Acquiring goods and services from a business with delayed payments attached.

#### **SHARE CAPITAL**

Selling a stake in the business to private investors or venture capital funds.

#### LEASING

A contractual agreement whereby the business pays the owner of an asset it currently uses.

#### **BANK OVERDRAFTS**

Business withdraws money from a bank and the available balance is permitted to go below zero.

#### GRANTS

Non-repayable funds which act as a gift from party to another.

## SHORT AND LONG-TERM FINANCE

### EDEXCEL SPECIFICATION REFERENCE - 2.1.1/2



What is the distinction between the short and long-term?

2

What are a business's short-term financial needs?

3

What are a business's long-term financial needs?

4

What do we mean by the term 'Overtrading'?

5

How does overtrading threaten the future of a business?



How does a business manage its finances effectively?



## BUSINESS LIABILITY

### EDEXCEL SPECIFICATION REFERENCE - 2.1.3



How do we define the term 'liability' for a business's finances?

2

What type of companies have unlimited liability?



What are the financial consequences of companies of this structure?



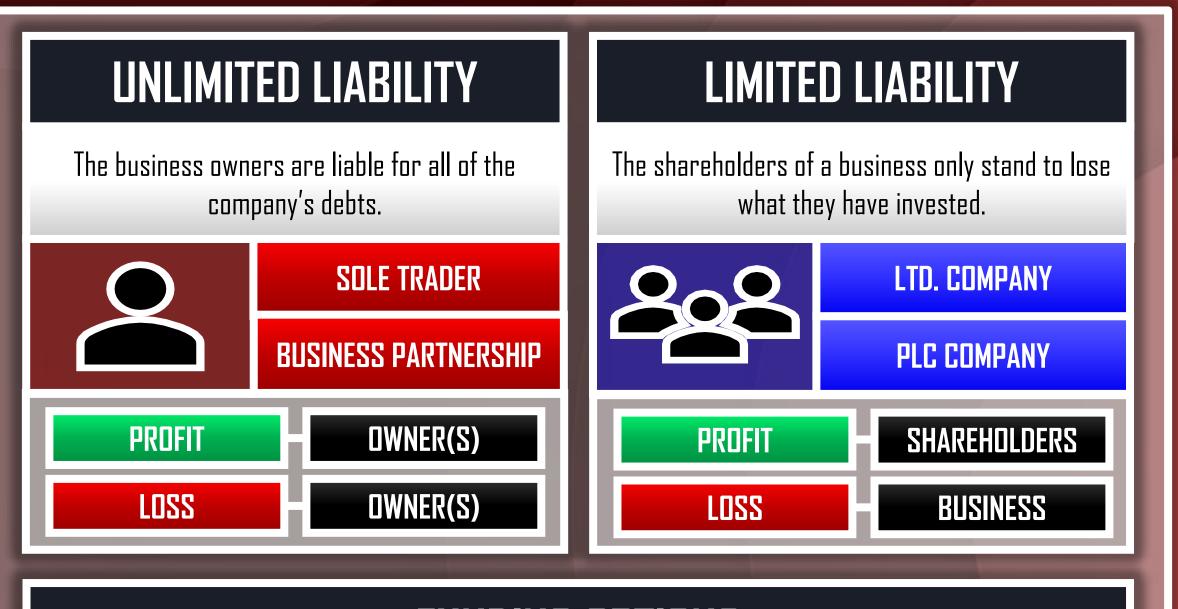
What type of companies have limited liability?



What are the financial consequences of companies of this structure?



What funding options are available to these company types?



### FUNDING OPTIONS

Personal Funds (Savings)

**Retained Earnings** 

Bank Loans/Overdrafts

**Crowd Funding Platforms** 

P2P Funding

**Equity Capital** 

**Retained Earnings** 

**Business Angels** 

**Venture Capitalists** 

Debentures

## CASH FLOW

### EDEXCEL SPECIFICATION REFERENCE - 2.1.4



How do we define the term 'cash flow' in relation to a business?

2

What are the main cash inflows to a business?

3

What are the main cash outflows to a business?



How does a business manage its cash flow position?



Why is it important for a business to hold cash at all times?



How can a business use a forecast to improve their position?

The CASH FLOW of a business is the net balance of cash at any point in time

**CASH IN** 



NET CASH POSITION



CASH OUT

Business must have cash available to them at all times to cover unexpected costs

CASH INFLOWS

CASH OUTFLOWS

SALES REVENUE

**MACHINERY COSTS** 

CAPITAL INJECTIONS

SUPPLIER PAYMENTS

Cash may not always arrive in time so this is why businesses need to hold onto a cash pile to meet outflows

RENT PAYMENTS

**WAGE PAYMENTS** 

Business constructs cash flow forecast to plan ahead and manage the cash flow

## SALES FORECASTING

10/11

### EDEXCEL SPECIFICATION REFERENCE - 2.2.1 & 3.3.1



What is a sales forecast?



Why do sales forecasts matter?



How does a business plot a time series sales forecast?



How do we calculate moving averages for sales data?



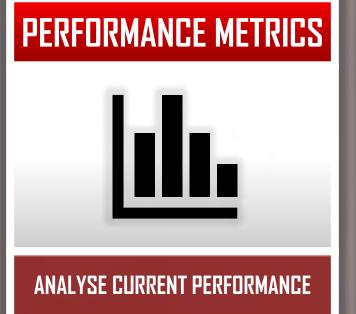
What are the advantages of using moving averages?



What is a line of best fit and how can it be used in this context?

A **SALES FORECAST** is a projection of the revenue that is expected to be generated by the business over the trading year based upon...



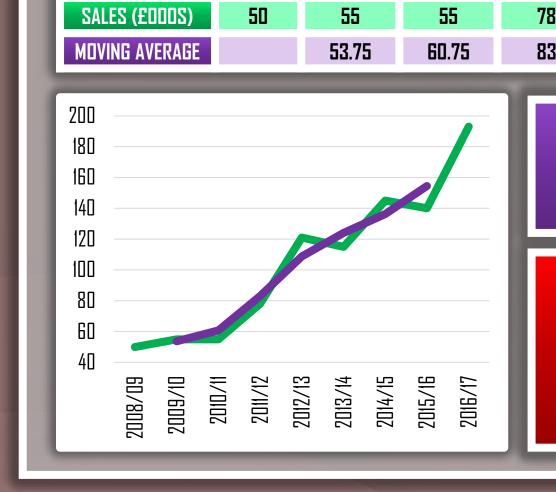


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154.5



Using MOVING AVERAGES smooths out the volatility in the original forecast data

Allows forecasters to create a

LINE OF BEST FIT to make better

predictions about future sales figures

## SALES REVENUE

### EDEXCEL SPECIFICATION REFERENCE - 2.2.2



What is the 'Revenue' of a business?

2

How do we calculate the revenue of a business?

3

What factors influence the revenue levels of a business?



What causes an increase in sales revenue?



What causes a fall in sales revenue?



How can we use revenue to assess the profitability of a business?

**REVENUE** is the income generated by a business from sales i.e. sales revenue or business turnover

SALES REVENUE = VOLUME OF GOODS SOLD  $\times$  AVERAGE SELLING PRICE

REVENUE INCREASES

REVENUE DECREASES

RISE IN VOLUME SOLD

FALL IN VOLUME SOLD

RISE IN AVERAGE PRICE

**FALL IN AVERAGE PRICE** 

Trade-off between the two is determined by the PED value of the good



## BUSINESS COSTS

### EDEXCEL SPECIFICATION REFERENCE - 2.2.2



How do we define the term 'costs' in relation to a business?



What are some examples of costs to businesses?



What do we mean by 'fixed costs'?



What do we mean by 'variable costs'?



What factors affect the cost levels of the business?



How can a business minimise their costs?

**COSTS** are the expenses levied on the firm from operating in the market.

TRANSPORTATION COSTS

**RAW MATERIALS** 

RENT/LEASE OF PREMISES

STAFF WAGES

**OFFICE UTILITY COSTS** 

TAXATION

We can classify these costs into different categories to reflect the nature of the costs in relation to output levels.

#### FIXED COSTS (FC)

Costs that do not vary with output

Producer Overheads







Rent Fees Insurance

#### **VARIABLE COSTS (VC)**

Costs that vary with output

Direct Producer Costs







Labour

Fuel

Materials

## BREAK-EVEN

### EDEXCEL SPECIFICATION REFERENCE - 2.2.3



What do we mean by the term 'break-even' in relation to a business?



How is the break-even point calculated?



How can a firm influence their break-even point?



How is a break-even chart constructed?



How do we interpret a break-even chart?



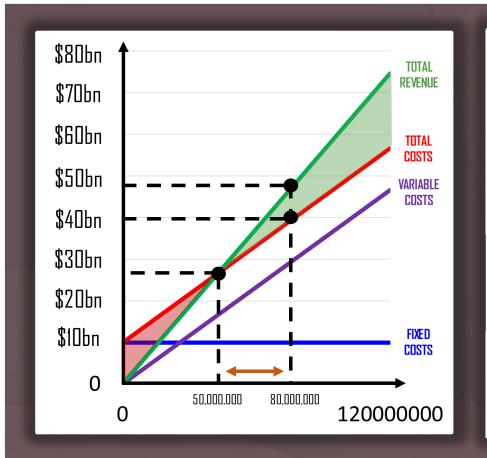
How can we illustrate changes to the break-even chart?

The **BREAK-EVEN** point of a business is found where the business produces and sells enough output to raise enough revenue to cover business costs

OUTPUT	REVENUE	COSTS
		£20,000
100	£15,000	£30,000
200	£30,000	£40,000
300	£45,000	£50,000
400	£60,000	£60,000
500	£75,000	£70,000

BREAK-EVEN POINT

SPECIFIC SALES LEVEL REQUIRED TO BREAK-EVEN



FACTORS INFLUENCING BREAK-EVEN

**PRICE CHANGES** 

**VARIABLE COST CHANGES** 

FIXED COST CHANGES

## PROFIT

### EDEXCEL SPECIFICATION REFERENCE - 2.3.1



How do we define the term 'profit' in relation to a business?



How do we calculate the profit levels of a business?



How do firms increase their profit levels?



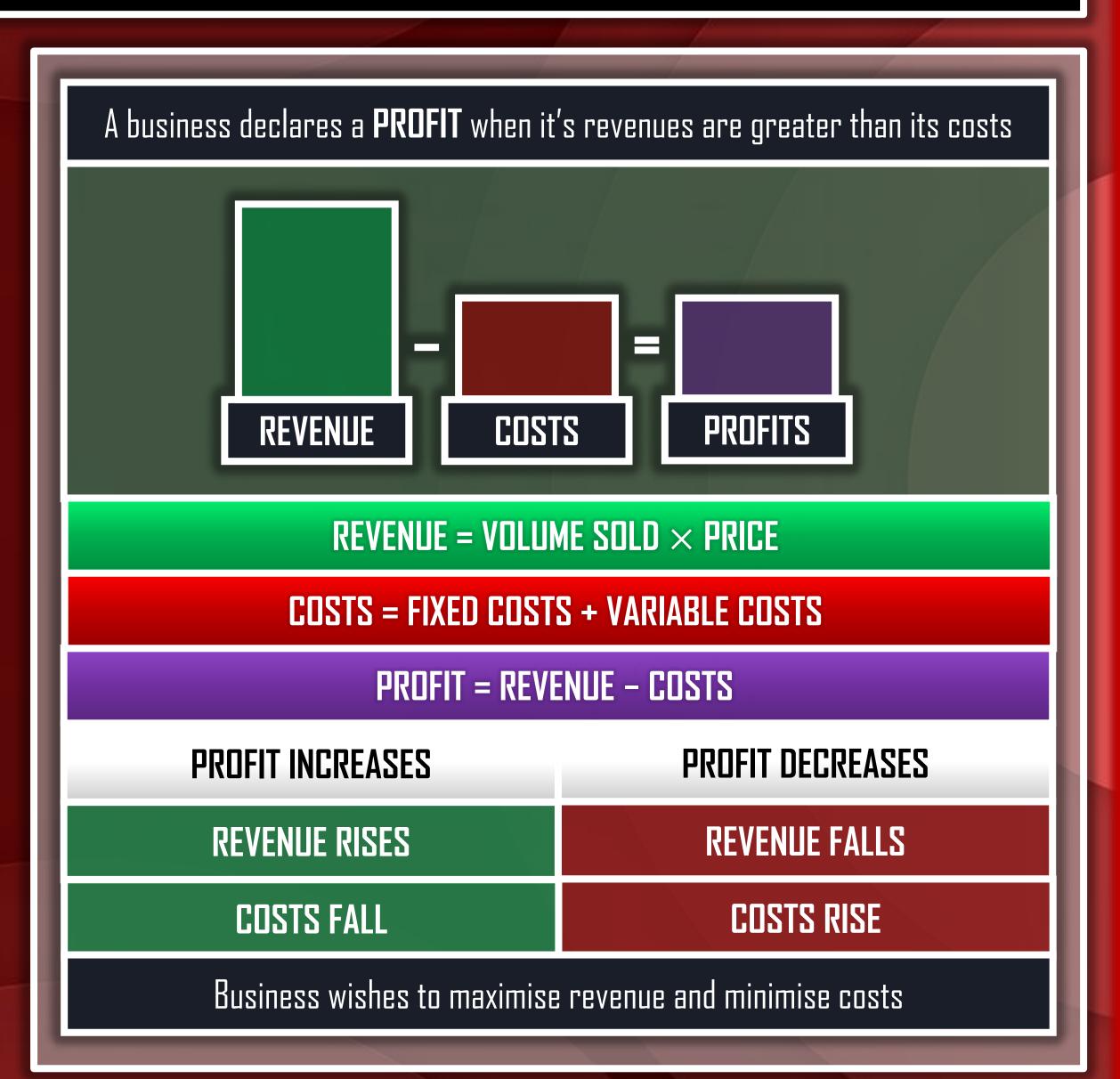
What factors can result in a fall in profits?



Which business stakeholders care most about profit?



Why might a business aim for more than just profit?



## ANALYSING PROFIT

### EDEXCEL SPECIFICATION REFERENCE - 2.3.1



How do we calculate the profit levels of a business?



How do we measure business profitability?



What is gross profit and how is it measured?



What is operating profit and how is it measured?



What is net profit and how is it measured?



How can a firm increase its profitability?

### **GROSS PROFIT**

TOTAL REVENUE - COST OF SALES

GROSS PROFIT MARGIN = (GROSS PROFIT/SALES REVENUE)  $\times$  100

### **OPERATING PROFIT**

GROSS PROFIT - FIXED OVERHEADS

OPERATING PROFIT MARGIN = (OPERATING PROFIT/SALES REVENUE)  $\times$  100

### **NET PROFIT**

**OPERATING PROFIT – FINANCE AND TAX** 

NET PROFIT MARGIN = (NET PROFIT/SALES REVENUE)  $\times$  100

# BUDGETING

### EDEXCEL SPECIFICATION REFERENCE - 2.2.4



What do we mean by the term 'budget' in relation to a business?



What are the different types of budgets that businesses can use?



What is a historical budget?



What is a zero-based budget?



What are the main advantages of using a budget?



What is variance analysis and how does it help a business?

A **BUDGET** helps a business allocate the right level of finance to each of it's main departments to meet the targets and objectives of that department

### HISTORICAL BUDGETING

A budget which is primarily based on a previous budget, but with figures incrementally adjusted to reflect next trading year.

**BUDGET METHODOLOGY IS STABLE AND CERTAIN** 

**CREATES CONSISTENCY AND CERTAINTY** 

FAILS TO ADJUST FOR CHANGING ENVIRONMENT

**CORPORATE STRATEGY MAY HAVE CHANGED** 

### ZERO BASED BUDGETING

A budget which starts from a "zero base", so that each department of the business has to justify the expenses they expect to incur in the next trading year.

ACTUAL FIGURES OVER HISTORICAL FIGURES

HELPS BUSINESS IDENTIFY UNPRODUCTIVE AREAS

TIME EXHAUSTIVE EXERCISE

**INCREASES COMPLEXITY AND CHALLENGES** 

VARIABLE	BUDGET	ACTUAL	VARIANCE	OUTCOME
Rev.	£200m	£230m	£30m	Fav.
Costs	£100m	£115m	£15m	Adverse

#### **VARIANCE ANALYSIS**

compares the business performance against its budgeted figures.

# THE STATEMENT OF FINANCIAL POSITION

### EDEXCEL SPECIFICATION REFERENCE - 2.3.2



What are the assets of a business?



What are the liabilities of a business?



What is the distinction between current and non-current?



What is the basic structure of the balance sheet?



How do we interpret the balance sheet?



What is the equity position of a business?

An accounting overview of the value of a business's assets and liabilities

	As at 31.12.17 (£ms)	
NON-CURRENT ASSETS		350
Inventories	95	
Receivables	120	
Cash and other cash equivalents	200	
TOTAL CURRENT ASSETS		415
Payables	(50)	
CURRENT LIABILITIES		<b>(50)</b>
NON-CURRENT LIABILITIES		(150)
Share capital	400	
Retained profits	165	
TOTAL EQUITY		565

**ASSETS = LIABILITIES + EQUITY** 

#### **CURRENT ASSET**

Assets which can be converted into cash within one year

#### **NON-CURRENT ASSET**

Assets which cannot be converted into cash within the next year

#### **CURRENT LIABILITY**

Liabilities that are due to be paid within the next year

#### **NON-CURRENT LIABILITY**

Liabilities that are not required to be paid within the next year

#### **TOTAL EQUITY**

The book value of the ownership's stake

# THE STATEMENT OF COMPREHENSIVE INCOME

### EDEXCEL SPECIFICATION REFERENCE - 2.3.1



What does the income statement record?

2

What is the basic structure of the income statement?

3

How do we interpret the income statement?



What is the value of producing an income statement each year?



Which business stakeholders use the income statement?



What are some of the limitations of this financial statement?



# PRODUCTION



In this section you will be introduced to the production department of a business and the factors that affect its productivity and efficiency.



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# OPERATIONAL OBJECTIVES

ENVIRONMENT

responsibilities to

improve its market

reputation.

Business's

customers

Business's products are

built around its ethical

DEPENDABILITY

products are built

to ensure that

associate quality

with the brand.

### EDEXCEL SPECIFICATION REFERENCE - 2.4.1



What do we mean by the term 'Operations' in the context of a firm?



What are the main objectives of this department of the business?



Why is it important that a business sets itself these objectives?



What are the limitations of these objectives?



What are the internal influences on these objectives?



What are the external influences on these objectives?



#### COSTS

Keeping business costs low (unit and average costs) by maintaining productivity and efficiency standards.



#### SPEED OF RESPONSE

Business needs to stand ready to ensure it can react to unexpected market changes by holding spare capacity and stock



#### QUALITY

Maintaining quality standards across product portfolio to maintain brand loyalty.

#### **FLEXIBILITY**

**Business positions itself** so it can adjust its operations to cope with demand and market changes.



# METHODS OF PRODUCTION

### EDEXCEL SPECIFICATION REFERENCE - 2.4.1



Why do businesses need different methods of production?



What is job production?



What is batch production?



What is flow production?



What is cell production?



Which industries are more suitable to certain production models?

Production is all about ORGANISING, COMBINING and CONVERTING inputs into an output.

# PRODUCTION PROCESS Management ORGANISATION Allocating Resources Co-ordination COMBINING Labour + Capital Factors of Production CONVERSION Goods and Services

### METHODS OF PRODUCTION

#### **JOB PRODUCTION**



A production method that involves a business employing all of its employed factors of production to complete one job.

#### **BATCH PRODUCTION**



A production method that involves a business focusing on particular stages of the production process rather than the entire product.

#### FLOW PRODUCTION



A production method that involves a business focusing on the standardisation of products via a production line.

#### CELL PRODUCTION



A production method that involves producing a standard product on a very large scale.

# LABOUR PROUCTIVITY & EFFICIENCY

### EDEXCEL SPECIFICATION REFERENCE - 2.4.1



What do we mean by the term 'Productivity' in the context of a firm?

2

How is labour productivity measured?

3

How do we interpret productivity measures?



What factors affect productivity in the workplace?



What can be done to improve overall productivity levels?



What are some of the limitations of using this type of data?



TECH.	Capital that workers have		
MOTIVATION	State of mind of worker		
BUSINESS	Structure and set-up of firm		
MANAGEMENT	Quality of management practices		

STAFF
APPRAISALS

Help improve the morale and motivation of staff members.

STAFF
TRAINING

Improves the skills and commitment of workers.

Improves the quality of the workplace or tech.

### CAPACITY UTILISATION

### EDEXCEL SPECIFICATION REFERENCE - 2.4.2

What do we mean by the term 'Capacity' in the context of a firm?

2

How does a firm utilise its own capacity?

3

How does a firm calculate its capacity utilisation rate?

4

What factors affect the capacity of the business?

5

What are the consequences of a business having spare capacity?



How can a business increase its own capacity?

<u>CAPACITY</u> determines the total output of a business when all resources are being fully employed.

 $\frac{\text{CAPACITY UTILISATION} = \frac{\text{ACTUAL OUTPUT}}{\text{MAXIMUM OUTPUT}} \times 100$ 

<u>LOW</u> capacity utilisation is caused by low efficiency and results in significant waste.

HIGH capacity utilisation is caused by high efficiency and results in little waste.

### DISADVANTAGES OF SPARE CAPACITY

COSTS

Higher unit costs – fixed costs are spread over fewer units.

PROFIT

Lower profit levels due to less being sold.

STAFF

Workers have less to do and become bored and demotivated

**BRAND IMAGE** 

Presents a lethargic and lazy image of the firm.

#### ADVANTAGES OF SPARE CAPACITY

TIME

More time available to train staff and organise business.

**PLANNING** 

Business can use the stock to make calculations to plan.

STAFF

Workers will not burn out and become stressed.

**FLEXIBILITY** 

Business has the ability to scale up production if demand rises.

# IMPROVING BUSINESS EFFICIENCY

### EDEXCEL SPECIFICATION REFERENCE - 2.4.3



What is Lean Production?



How does this method of production help eliminate waste?



What are the main sources of waste in a business?



How can a business eliminate this waste?

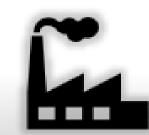


How can Just-In-Time (JIT) production help a business?



How does technology aid this production method?

LEAN PRODUCTION is a method of production used to focus on minimising waste within the production process.









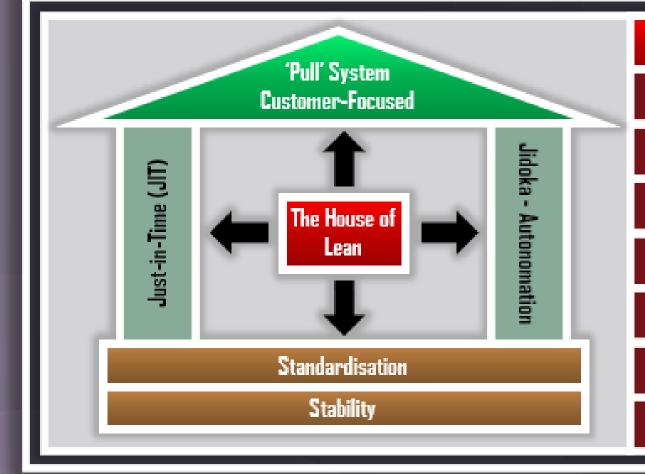




Better to have two highly productive and efficient factories than three unproductive ones.

Better to use up all the existing stock before ordering or producing more.

#### THE HOUSE OF LEAN



#### THE SEVEN DEADLY WASTES

OVER-PRODUCTION

WAITING

MOTION

INVENTORY

TRANSPORT

OVER-PROCESSING

DEFECTS

# STOCK CONTROLS

### EDEXCEL SPECIFICATION REFERENCE - 2.4.3

Why is it important that the supply chain is managed properly?

2

What tactics can a business use to manage supplier relationships?

3

What different inventories does a business hold?

4

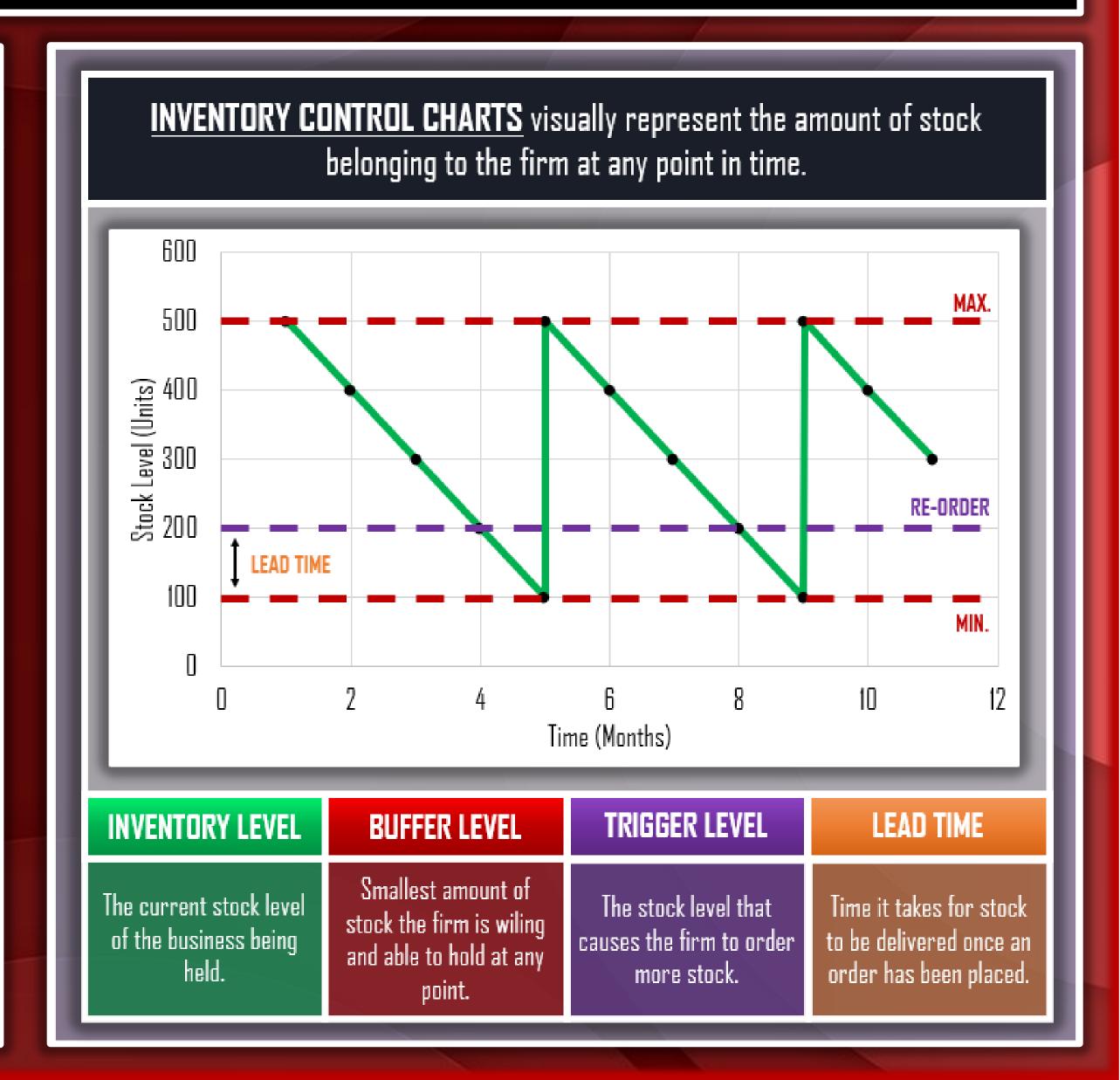
How can a business control its inventory holdings?

5

How can a business use an inventory control chart to aid planning?



What is the value of outsourcing departments of a business?



### QUALITY

### EDEXCEL SPECIFICATION REFERENCE - 2.4.4



What is Kaizen?

2

How can a commitment to Kaizen help minimise waste in a business?



What is Quality Control?



What are Quality Assurances?



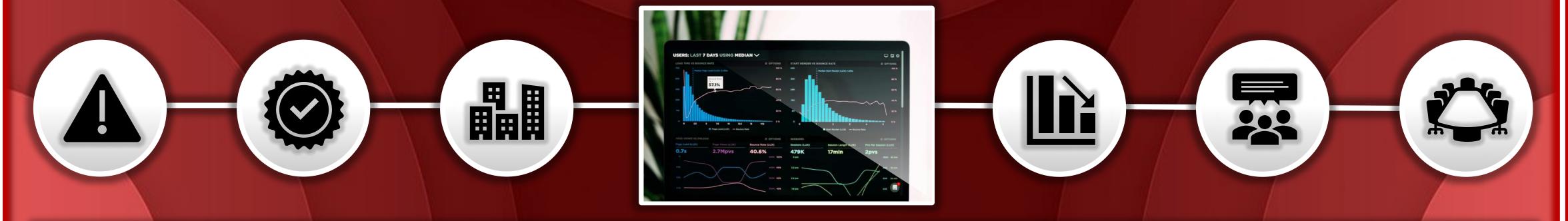
What is Total Quality Management (TQM)?



What are the limitations of these quality initiatives?



# THE EXTERNAL ENVIRONMENT



This section will introduce you to the external environment and the threats that it exposes businesses to when there are changes.



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# THE EXTERNAL ENVIRONMENT

### EDEXCEL SPECIFICATION REFERENCE - 2.5



What are some of the political threats and opportunities?



What are some of the economic threats and opportunities?



What are some of the social threats and opportunities?



What are some of the technological threats and opportunities?



What are some of the legal threats and opportunities?



What are some of the environmental threats and opportunities?

### POLITICAL

Changes in political structure

### El Ch

#### **ECONOMIC**

Changes in economic environment



### SOCIAL

Changes in consumer behaviour



### **TECHNOLOGICAL**

Changes in technological advances



#### **LEGAL**

Changes to the legal framework



#### **ENVIRONMENTAL**

Changes to environment regulations

- Changes in Government
- Changes in Policy
- Changes in Legislation



- Changes in GDP
- Changes in Inflation
- Changes in Interest Rates



- Changes in Behaviour
- Changes in Population
- Changes in Expectations



- New Innovations
- New Inventions
- New Tech. Application



- Competition Laws
- Employment Laws
- Taxation Laws



- Resource Constraints
- Environmental Laws
- Renewable Energy



# ECONOMIC BUSINESS INFLUENCES

### EDEXCEL SPECIFICATION REFERENCE - 2.5.1



How does the political framework influence businesses?



How has the UK's relationship with the EU influenced businesses?



Why does political instability hurt businesses?



How do competition laws affect businesses and consumers?



How do employment laws affect businesses and workers?



How do tax laws affect businesses?



How do businesses react to laws passed by Parliament?

How does business performance change when the political structure changes?

How are businesses affected by external political institutions?

### **COMPETITION LAWS**

A law that promotes or seeks to maintain market competition by regulating anti-competitive conduct by companies.

PROHIBITS ANTI-COMPETITIVE BEHAVIOUR

ANALYSES IMPACT OF MERGERS + TAKEOVERS

MONITORS DOMINANT FIRMS (HIGH MARKET SHARE)

Helps to prevent **CONSUMERS** from being exploited by dominant firms.

### **EMPLOYMENT LAWS**

Laws that seek to protect and promote existing workers rights and prevent the exploitation of employees by businesses.

MINIMUM WAGE

**WORKERS RIGHTS** 

MATERNITY & PATERNITY PAY

**SICK PAY** 

**WORKING CONDITIONS** 

Helps to prevent **WORKERS** from being exploited by dominant firms.

### TAX LAWS

Laws that state the amount of tax that needs to be paid by individuals & companies in their local jurisdiction.

SALES TAX (VAT)

**CORPORATION TAX** 

**EXCISE DUTIES** 

**BUSINESS RATES** 

NATIONAL INSURANCE

Helps to prevent **FIRMS** from exploiting their position.

# EXTERNAL ECONOMIC INFLUENCES

### EDEXCEL SPECIFICATION REFERENCE - 2.5.1



How do changes in the economic environment affect businesses?

2

What is the business cycle?



How do changes in the business cycle affect businesses?



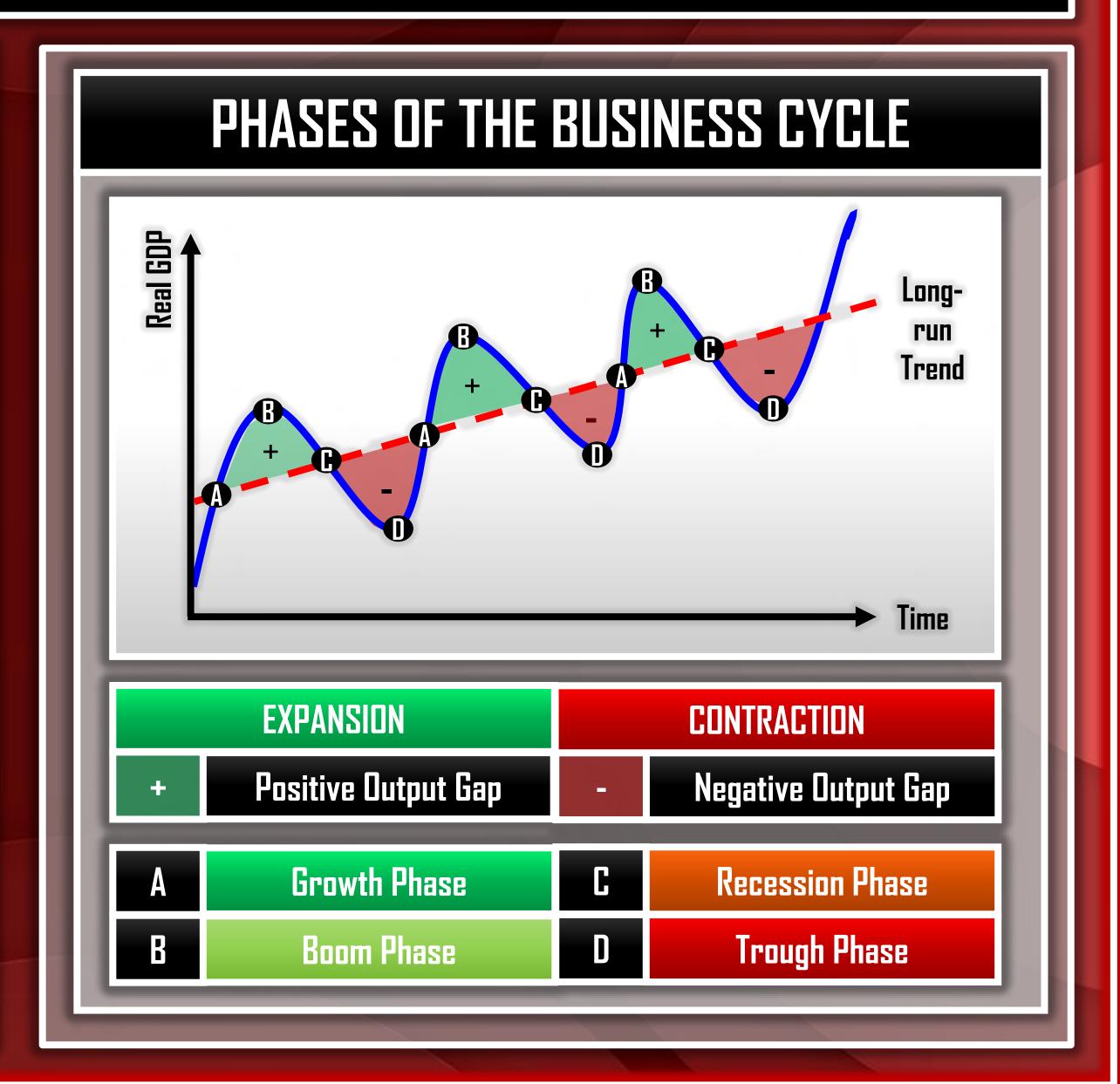
How do changes in GDP affect businesses?



How do changes in fiscal policy affect businesses?



How do changes in monetary policy affect businesses?



# IMPACT OF LEGISLATIVE CHANGES

### EDEXCEL SPECIFICATION REFERENCE - 2.5.2



How do changes in the external environment affect businesses?



What is inflation?



How do inflationary changes affect business and consumers?



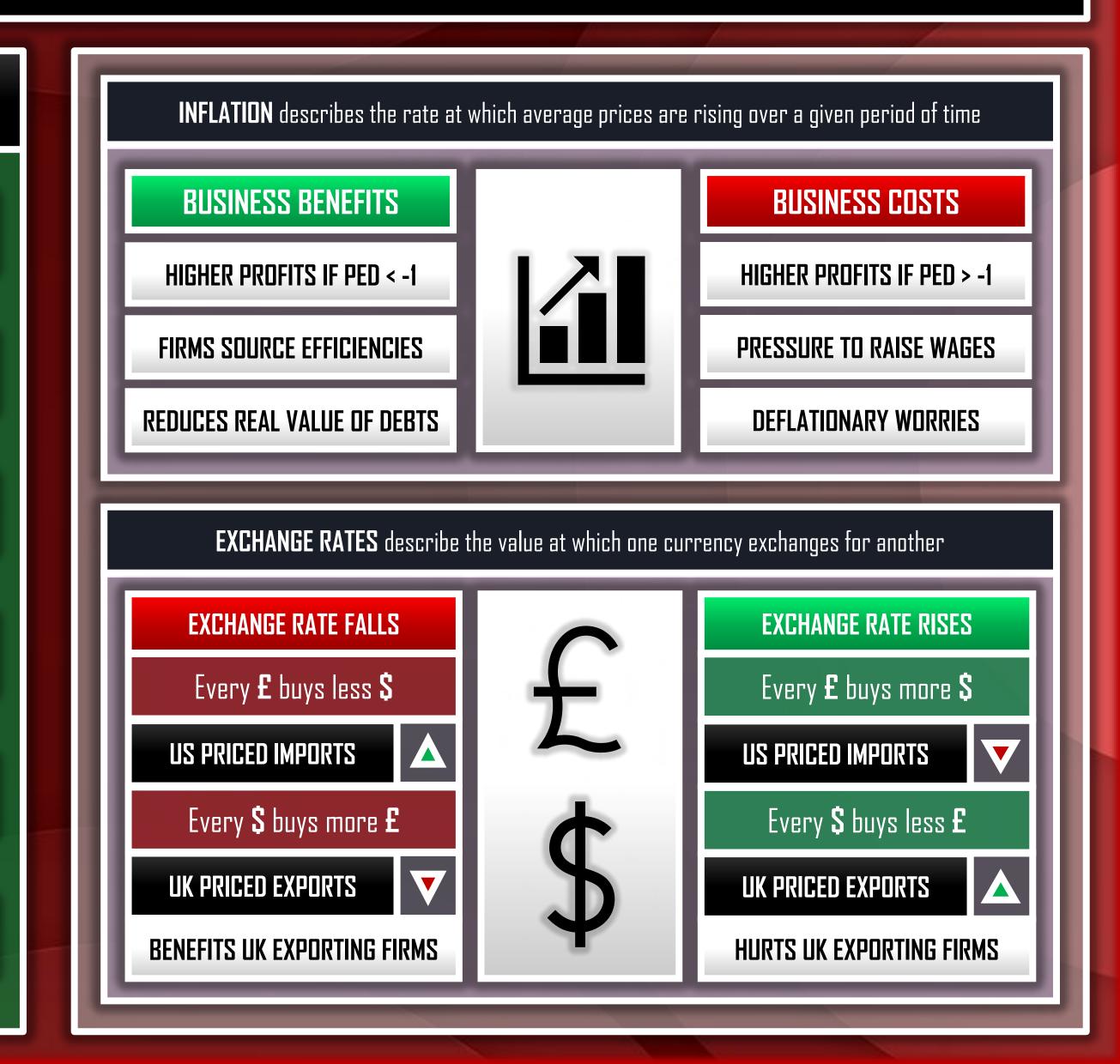
What is international trade?



How do we interpret exchange rates?



How do exchange rate changes influence businesses?



# BUSINESS PERFORMANCE & STRATEGY



This section of the course explores some of the functions of business strategy and how businesses grow.



36

**VIDEOS** 

16

**ASSESSMENTS** 

175

QUESTIONS



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# BUSINESS PERFORMANCE

### EXTENSION MATERIAL FOR EDEXCEL



How can businesses measure their own performance levels?

2

What are the financial methods to measuring performance?



What are the non-financial methods to measuring performance?



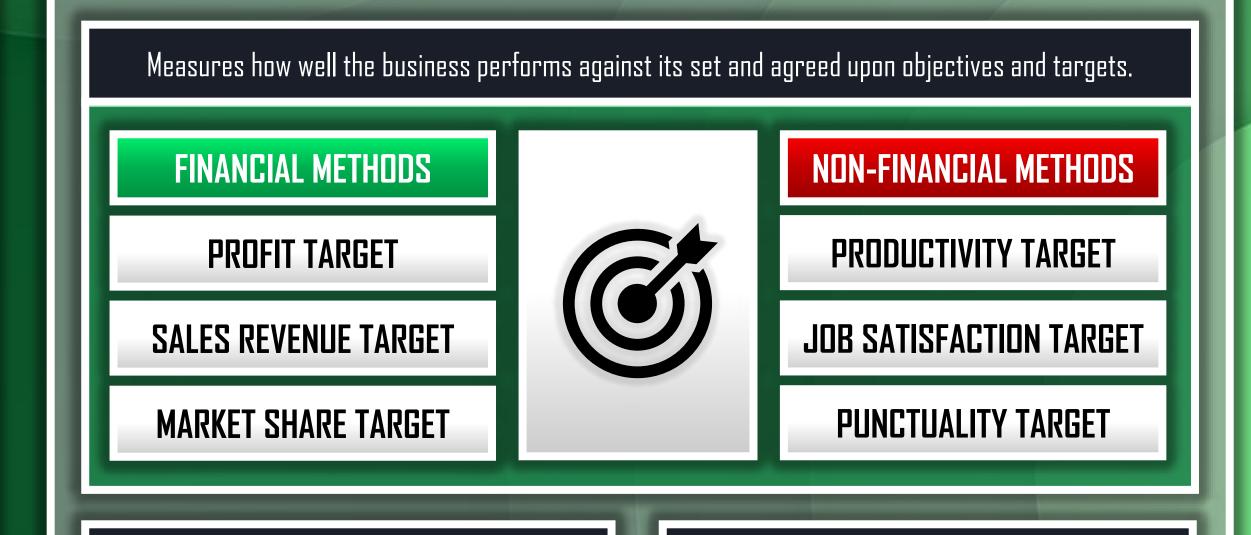
How to measure short and long-term performance?



What is Kaplan & Norton's Balanced Scorecard Model?



What is Elkington's Triple Bottom Line Model?





1992

Robert Kaplan + David Norton

Profit may be a false indicator

Well-rounded view of performance

Encourages 'target hitting'

#### **ELKINGTON'S TRIPLE BOTTOM LINE**

1994

John Elkington

Accounting, Social and Environmental Profit/Loss

Measures full 'social cost'

Some performance aspects missed

# OBJECTIVES & STRATEGY

### EDEXCEL SPECIFICATION REFERENCE - 3.1



What is the mission statement of a business?



What are the conventional corporate objectives of a business?



How does a business decide on its strategy?



What are some of the theories on corporate strategies?



What influences a business's strategy and objectives?



What is SWOT Analysis?

#### MISSION STATEMENT

Ultimate aim or longterm ambitions of the organisation.

### CORPORATE OBJECTIVES

Organisation-wide goals, rather than department-specific targets.

#### STRATEGY

The medium- to longterm plan via which a business will achieve its goals.

### SWOT ANALYSIS



#### **STRENGTHS**

Business reviews the aspects of the business it has mastered to see if i can add to its strengths and improve position.



# W

#### WEAKNESSES

Business reviews the aspects of the business which leave the company vulnerable, to see if it can improve on those weaknesses.





#### **OPPORTUNITIES**

Business identifies
the potential areas
that it can exploit in
the near future to
improve
performance and
efficiency.





#### **THREATS**

Business identifies
the future hurdles it
must overcome to
take advantage of
opportunities that
may exist in the
market.



# BUSINESS GROWTH

### EDEXCEL SPECIFICATION REFERENCE - 3.2



What is organic business growth?

2

What is external business growth?

3

Why do businesses wish to grow?



What are the challenges in managing business growth?



What do we mean when a business 'retrenches'?



How can we use Greiner's Model of Growth to analyse a business?

### **BUSINESS GROWTH**

The process of scaling **up** the capacity of the business

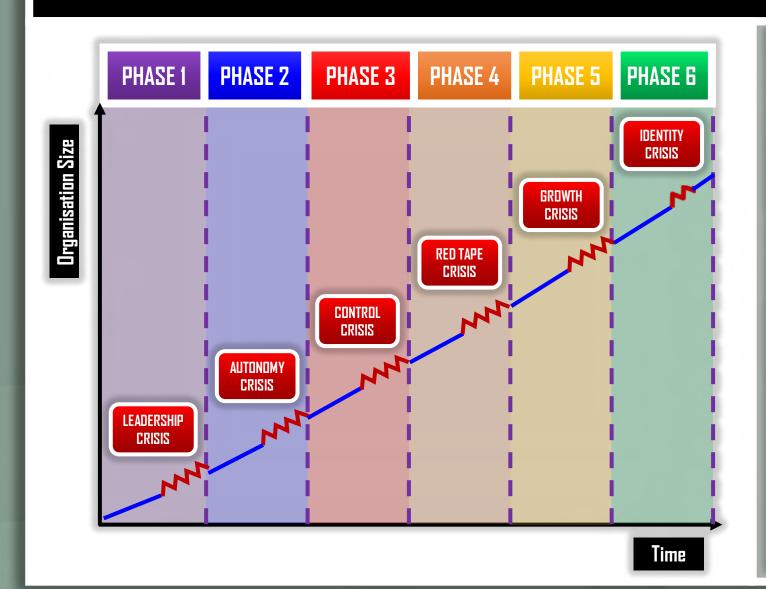
Can be organic (internal) or through external channels

### **BUSINESS RETRENCHMENT**

The process of scaling **back** the capacity of a business

Often used to cut costs and simplify the business model

### GREINER'S MODEL OF GROWTH



PHASE 1 "Growth through Creativity"

PHASE 2 "Growth through Direction"

PHASE 3 "Growth through Delegation"

PHASE 4 "Growth through Co-ordination"

PHASE 5 "Growth through Collaboration"

PHASE 6 "Growth through Alliances"

# COMPETITIVE MARKETS

### EDEXCEL SPECIFICATION REFERENCE - 3.1.4



What are the main characteristics of a competitive market?

2

How does competition influence businesses?



What is Porter's Five Forces Model?



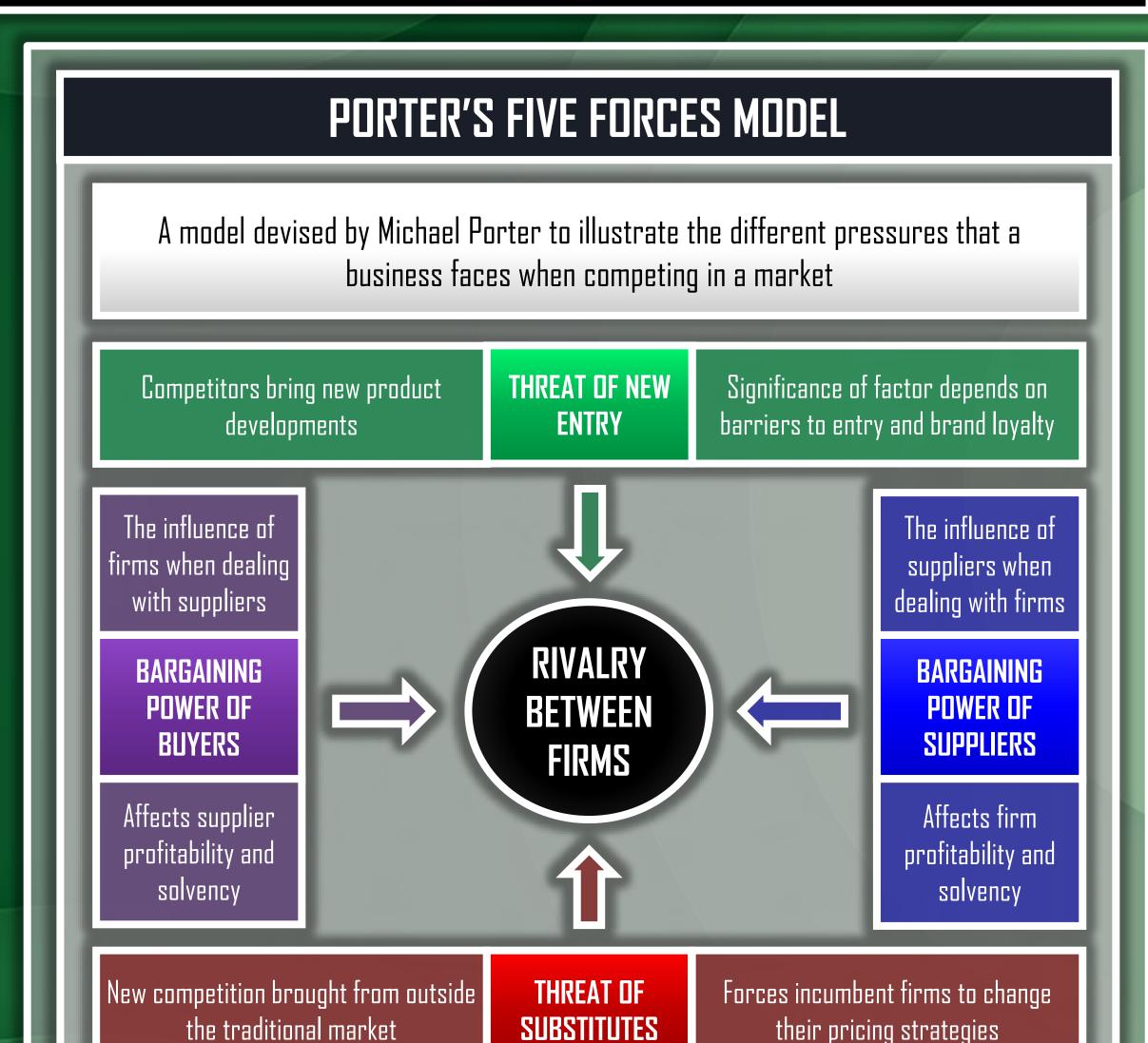
How can it be used to identify competitive pressures faced?



What are the main limitations of this model?



How can competition be increased in a market?



# CHANGE

### EDEXCEL SPECIFICATION REFERENCE - 3.6.1



What is 'change' within a business?

How does internal change take place within a business?

How does external change take place outside a business?



Why is it important that businesses accept and implement change?



What are some of the barriers to change?



What is Lewin's Force Field Analysis Model?

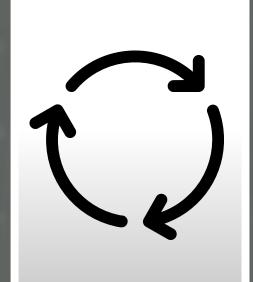
STRATEGIC CHANGE involves a business changing the strategic direction of the company because of changing circumstances

### **INTERNAL CHANGE**

**New Strategic Direction** 

New Employee Bonus Scheme

**New Dividend Scheme** 



#### **EXTERNAL CHANGE**

Change in Consumer Tastes

Change in Economic Climate

Change in Market Dynamics

JOB CUTS

ENVIORNMENT IMPACT

FINANCIAL COST

### LEWIN'S FORCE FIELD ANALYSIS

A model to evaluate the opposing forces for and against change when making a business decision

QUALITY IMPROVEMENTS RAISE PRODUCTIVITY

REDUCE WORK BURDEN

ECONOMIES OF SCALE

Decision over whether to increase role of automation in production process.

TOTAL = 9

INTEGRATION PERIOD

Resistant to Change

TOTAL = 10

# BARRIERS TO CHANGE

### EDEXCEL SPECIFICATION REFERENCE - 3.6.2



What is 'change' within a business?

2

How does internal change take place within a business?

3

How does external change take place outside a business?



Why is it important that businesses accept and implement change?



What are some of the barriers to change?



What is Kotter & Schlesinger's Model?

### IMPROVING BUSINESS FLEXIBILITY

DELAYERING Removing inefficient layers of management		
RESTRUCTURING	React to declining products by reducing capacity	
CONTRACT CHANGES	Introduce flexible labour contracts to manage demand	
KNOWLEDGE MANAGEMENT	Cost-effective way of collecting and analysing data	
STRUCTURAL CHANGES	Move from a dictatorship structure to a collaborative one	

### KOTTER AND SCHLESINGER'S BARRIERS TO CHANGE

#### INTERNAL BARRIERS TO CHANGE

PAROCHIAL SELF-INTEREST Considers impact of change on individual rather than business.

FAILURE TO UNDERSTAND

Misunderstanding of changes being made and the impact they will have.

LOW TOLERANCE

Favour stability and security over volatility and uncertainty.

DIFFERENT PERCEPTIONS

Staff may not always universally agree on changes which need to be made.

#### INTERNAL SOLUTIONS TO BARRIERS

Improved Education + Communication Incentivise Resistors to Change

Increased Participation +
Involvement

Manipulation of Events to Persuade

Provide Greater Levels of Support

The Use of Explicit and Implicit
Threats

# CHANGING ORGANISATIONAL CULTURE

### EDEXCEL SPECIFICATION REFERENCE - 3.6.2



How do we define the 'organisational culture' of a business?

2

What factors affect the culture of a business?

3

How easy is it to change the culture of a business?



What are the different types of culture that exist?



What cultures breed the highest level of productivity?



Which cultures create the highest levels of productivity?

The ORGANISATIONAL CULTURE of a business shapes the ethos and vision of a company

MISSION OBJECTIVE

STAFF BEHAVIOUR

**LEADERSHIP ATTITUDE** 



**BUSINESS SPIRIT** 

RECRUITMENT PROCESSES

TRAINING PROCESSES

### **CULTURE TYPES**

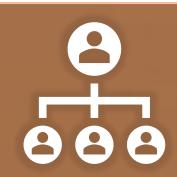
**POWER CULTURE** 



Power emanates from the centre

Lack of business flexibility

**ROLE CULTURE** 



Power depends on job position

Long chain of command

TASK CULTURE



Departmental power

of Run by project leaders

PERSON CULTURE



Collaborative approach taken

Increases knowledge pool

# STRATEGIC CHANGE & IMPLEMENTATION

### EDEXCEL SPECIFICATION REFERENCE - 3.6.2



What is 'strategic change'?

2

What factors result in a business instigating strategic change?

3

How do businesses implement strategy effectively?



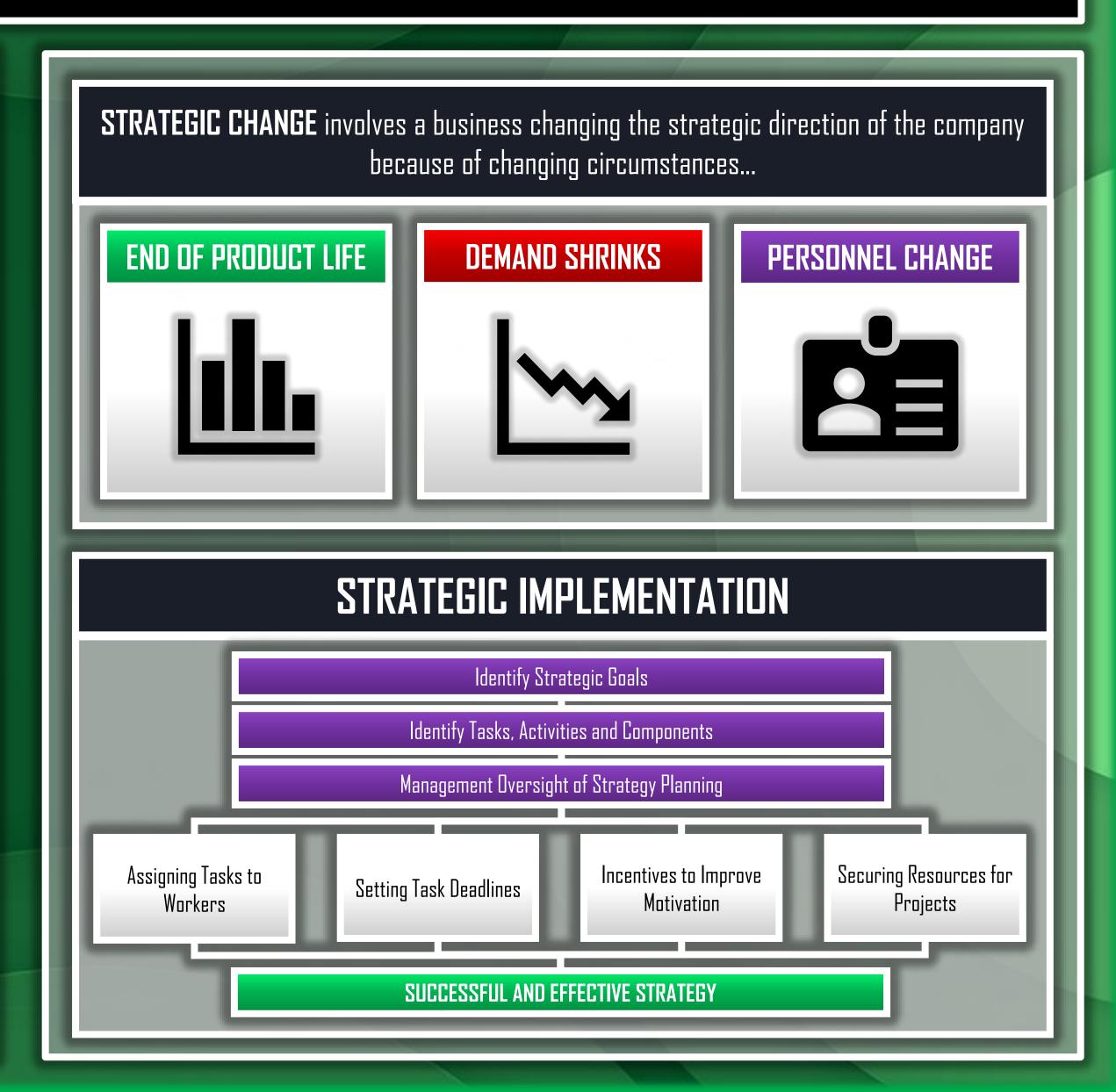
What factors affect the effectiveness of this implementation stage?



How does the culture and structure of a business affect this?



Why is it important to maintain clear leadership and communication?



# DEALING WITH CHANGE

### EDEXCEL SPECIFICATION REFERENCE - 3.6.3



What is 'strategic change'?

2

What factors result in a business instigating strategic change?



How do businesses implement strategy effectively?



What factors affect the effectiveness of this implementation stage?



How does the culture and structure of a business affect this?



Why is it important to maintain clear leadership and communication?

Managing strategic change requires clear communication and strong leadership...

#### LAISSEZ-FAIRE

Freedom for employees to carry out tasks in their own way

Staff expected to understand vision from the start and start working on new strategy

No settled route to solve problems that may arise

#### DEMOCRATIC

Involves employees in the decision-making process

Consultation and collaboration to bring forward the best workers for the tasks

Problems minimised as all concerns have been listened to

#### **PATERNALISTIC**

Puts the interest and welfare of employees first

Discussion based exercises to fully understand staff concerns regarding change

Leader draws upon togetherness to overcome issues

#### **AUTOCRATIC**

Instructs employees what to do on each task

Managers will make all the decisions regarding the strategy

Any worker objections will be dismissed

Often the leadership style is set by the organisation structure and culture!

**FUNCTIONAL** 

REGIONAL

PRODUCT BASED

**MATRIX** 

# SCENARIO PLANNING

### EDEXCEL SPECIFICATION REFERENCE - 3.6.3



What does scenario planning consist of for a business?

2

What risks do businesses need to protect themselves against?

3

What are the general phases of scenario planning?

4

How do businesses assess and predict future risks?



How do businesses minimise the financial cost of risks by planning?



What is risk mitigation planning?

### RISK ASSESSMENT PLANNING

#### **ECONOMIC SHOCK**



#### NATURAL DISASTER



#### IT FAILURE



#### LOSS OF KEY STAFF



- Businesses need to explore the risks they are likely to contend with in the next trading year.
- SWOT + PESTLE Analysis

SCIENTIFIC APPROACH

Businesses then construct scenarios to assess the severity of the consequences that are likely to prevail.

#### RELEVANT SCENARIOS

Spectrum of Outcomes

Businesses need to devise a strategy as to how they will respond to these risks that have been identified.

#### IMPACT ASSESSMENTS

Outline Detailed Response

Businesses need to identify the probability of certain scenarios coming to fruition.

#### PROBABILITY ESTIMATIONS

Focus on Most Likely Outcomes

Focus on implementing the response to the risks that the business may face.

#### COMMUNICATE STRATEGIC CHANGE

Turn Negatives into Positives

# SENSITIVITY ANALYSIS

### EXTENSION MATERIAL FOR EDEXCEL



What is Sensitivity Analysis?

2

How does Sensitivity Analysis improve planning?

3

What advantages does this type of analysis provide managers with?



Which variables can be applied to Sensitivity Analysis?



How can this form of analysis form the basis of scenario planning?



What are the main limitations of Sensitivity Analysis?

**SENSITIVITY ANALYSIS** is a quantitative process which accounts for uncertainty in forecasts by changing assumptions made about important variables

	NEGATIVE OUTCOME	EXPECTED OUTCOME	POSITIVE OUTCOME
PRICE	£15	£20	£25
VARIABLE COSTS	£9	£7	£5
FIXED COSTS	£5,000	£4,000	£3,000
FORECASTED SALES	1,000	2,000	3,000
	Business takes a negative perspective of the business.	The business expectation of what will happen.	Business takes a positive perspective of the business.
	LOWER PROFITS	EXPECTED PROFITS	HIGHER PROFITS
	£1,000	£22,000	£57,000

Allows managers to focus on the variables that they can influence in preparation for the worst-case scenario

# BUSINESS STRATEGIES

### EDEXCEL SPECIFICATION REFERENCE - 3.1.2



How does a firm position itself in a market?

2

What is Ansoff's Matrix?

3

How can this matrix be used to determine business strategy?



What is Porter's Strategic Matrix?



How can we interpret this model?



How can this matrix be used to determine business strategy?

### ANSOFF'S MATRIX

Outlines the risks involved in making strategic choices and decisions in regards to developing and launching new products on the marketplace.

#### MATRIX TABLE



PENETRATION - Targets more market share with existing strategy

MARKET DEV. – Business repositions product into new market.

PRODUCT DEV. - Attempt to nudge ahead of market.

DIVERSIFICATION - Evolving into a different firm.

### PORTER'S STRATEGIC MATRIX

Highlights the generic strategic position any business can take to capitalise on the best opportunities available in the market.

### MATRIX TABLE



COST LEADER - Low costs generated from economies of scale.

COST FOCUS - Well-considered approach to reach low costs.

DIFF. - Developing a unique product in a large market.

DIFF. FOCUS - Differentiating a niche product.

# MEASURING HR PERFORMANCE

### EDEXCEL SPECIFICATION REFERENCE - 3.5.3



Why do businesses measure HR performance?

2

How does a business measure labour productivity?

3

How does a business measure labour turnover?

4

How does a business measure labour retention?



How does a business improve labour productivity?



How does a business reduce turnover and improve retention?

### LABOUR PRODUCTIVITY

UNITS PRODUCED PER PERIOD

NUMBER OF WORKERS PER PERIOD

The output produced per worker employed per period

### LABOUR TURNOVER RATE

NUMBER OF STAFF LEAVING PER PERIOD ×
AVERAGE NUMBER OF STAFF PER PERIOD

The proportion of workers who leave the business

### LABOUR RETENTION RATE

NUMBER OF STAFF WITH ONE YEAR SERVICE TOTAL NUMBER IN POST ONE YEAR AGO

The proportion of workers who remain at the business

LABOUR COST PER UNIT

EMPLOYEE COSTS OVER TURNOVER

TOTAL LABOUR COST PER PERIOD

TOTAL OUTPUT PER PERIOD

TOTAL LABOUR COSTS PER PERIOD

TOTAL BUSINESS TURNOVER PER PERIOD

# MEASURING FINANCIAL PERFORMANCE

### EDEXCEL SPECIFICATION REFERENCE - 3.5.2



How do financial ratios help measure performance?

2

How does a business measure profitability?

3

How does a business measure liquidity?

4

How does a business measure efficiency?



What are the benefits of using ratio analysis?



What are some of the limitations of ratio analysis?

### PROFITABILITY - RETURN ON CAPITAL EMPLOYED (ROCE)

OPERATING PROFIT

CAPITAL EMPLOYED × 100

Measures the return that shareholders receive for each penny invested

### **GEARING RATIO**

NON-CURRENT LIABILITIES × 100 CAPITAL EMPLOYED

Measures how indebted the business is to creditors

### LIQUIDITY - CURRENT RATIO

CURRENT ASSETS
URRENT LIABILITIES × 100

Measures a business's ability to meet short-term obligations

INVENTORY TURNOVER

RECEIVABLES DAYS

**PAYABLES DAYS** 

COST OF GOODS SOLD INVENTORIES

RECEIVABLES
ANNUAL REVENUE × 365

 $\frac{\text{PAYABLES}}{\text{COST OF SALES}} \times 365$ 

# ANALYSING FINANCIAL RATIOS

### EDEXCEL SPECIFICATION REFERENCE - 3.5.2



What are the benefits of using financial ratios?

2

What are some of the limitations of using financial ratios?

3

How can financial ratios mask poor business performance?

4

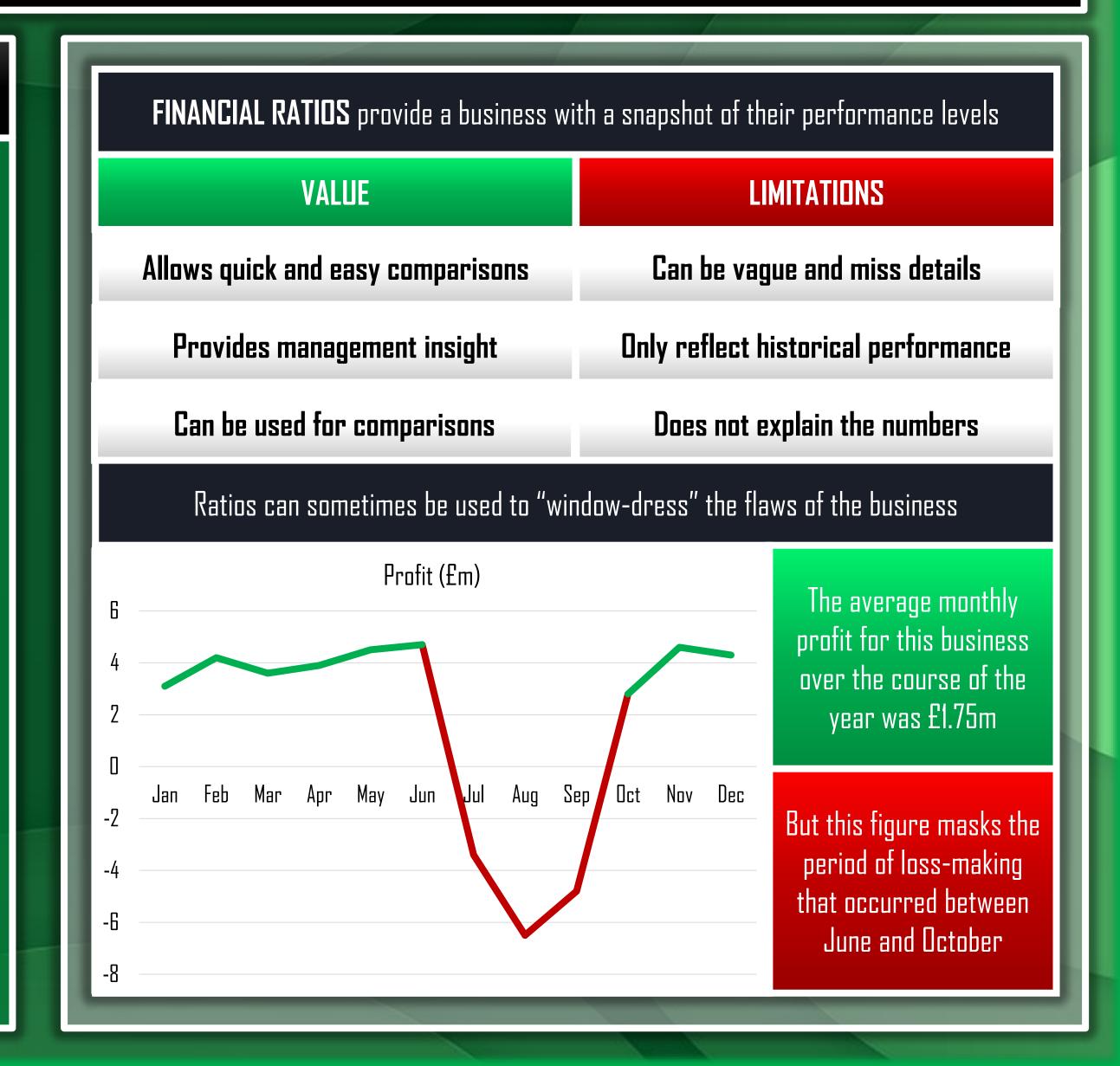
How can financial ratios be used to make comparisons?

5

Which business stakeholders use financial ratios?



Why is context required alongside the reporting of ratios?



# STRATEGIC DECISION MAKING



This section of the course covers the areas of business that require strategic decisions to be made to improve performance.



### TEST YOURSELF WITH OUR END OF SECTION ASSESSMENT (ESA)

Confident you know everything you need to know about this section? Put your knowledge to the test by attempting our ESA at the end of this section. This will pool together questions from each topic area to provide you with the ultimate litmus test of your knowledge of this section. Our online gradebook allows you to build up a powerful gradebook of data records in order to review the feedback of every question in this assessment around exam season.



# DECISION MAKING

### EDEXCEL SPECIFICATION REFERENCE - 3.4.1



What do businesses have to consider when making a decision?

2

What is meant by the term 'opportunity cost'?

3

What are main types of decisions businesses must make?



What is the distinction between tactical and strategic decisions?



What is the scientific decision-making process?



What is the intuitive decision-making process?

**DECISION-MAKING** is the thought process of selecting a logical choice from several alternative options that weighs up the following elements...

#### RISK OF DECISION

The possibility of a negative outcome

REWARD OF DECISION

The possibility of a positive outcome

**UNCERTAINTY OF DECISION** 

Outcome may not be predictable

OPPORTUNITY COST OF DECISION

The next best alternative sacrificed

### TACTICAL DECISIONS

Short to medium-term predictable decisions which have little repercussions for the business.

Middle Management Decisions

Hard Numerical data

**Computer Software** 

SCIENTIFIC DECISION MAKING



### STRATEGIC DECISIONS

**Long-term** uncertain decisions which are important in shaping the future direction of the business.

Senior Management Decisions

Experience

'Hunch'

INTUITIVE DECISION MAKING

# STAKEHOLDERS & SHAREHOLDERS

### EDEXCEL SPECIFICATION REFERENCE - 3.4.3



How do we define a shareholder of a business?



What are the main objectives of shareholders?



What is the shareholder concept?



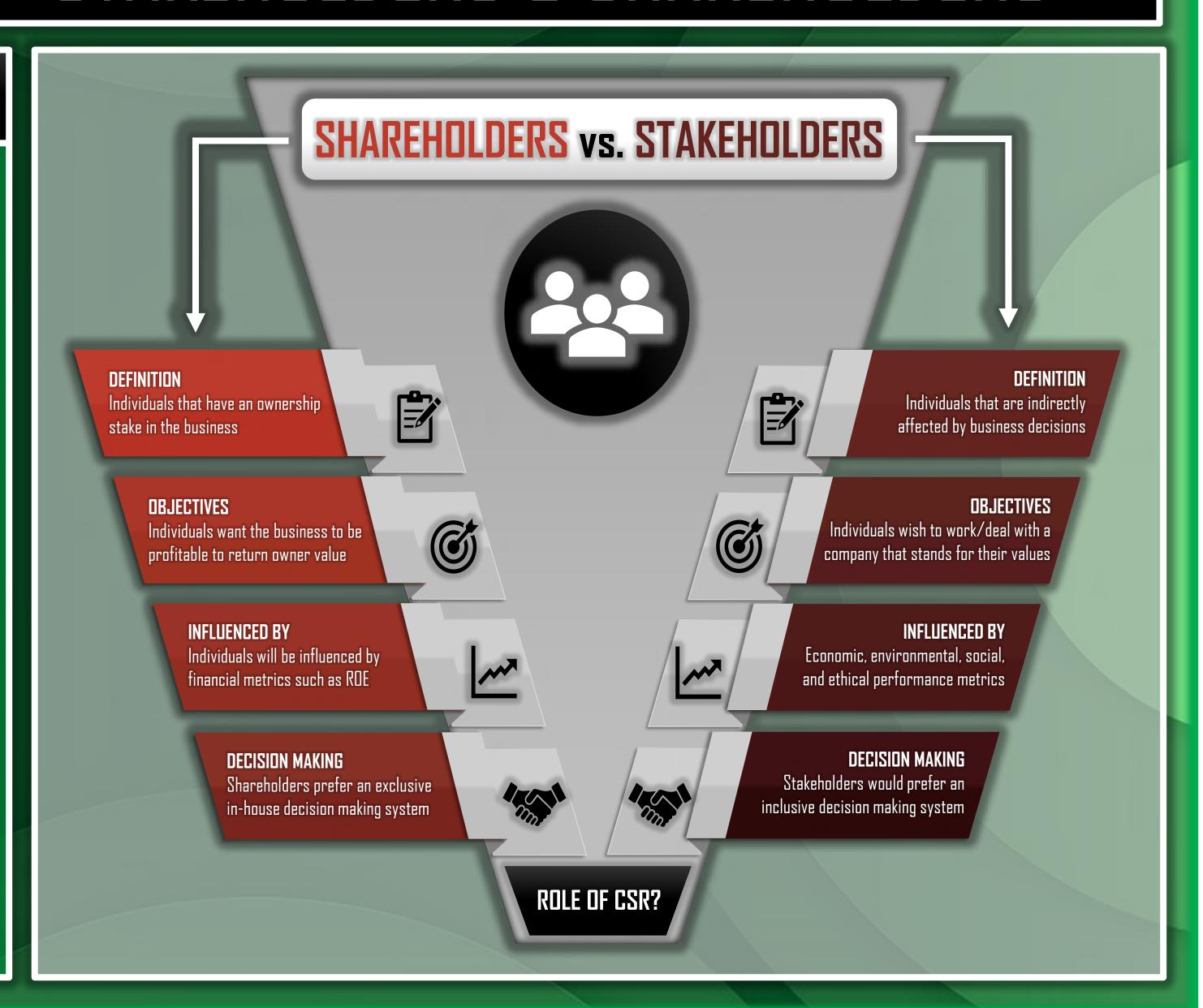
Who are stakeholders of a business?



What are the main objectives of stakeholders?



What is the stakeholder concept?



# STAKEHOLDERS & SHAREHOLDERS

### EDEXCEL SPECIFICATION REFERENCE – 3.4



What is the distinction between short- and long-term?



What is short-termism?



How does a business avoid short-termism?



What is a corporate culture?



How does a business set out to cement a culture in the workplace?



What do we mean by Corporate Social Responsibility (CSR)?

"To remain competitive in the long-term, we should consider expansion now"



**LONG-TERM PLANS** 

"But shareholders want to extract the business's profits for their dividends"



**SHORT-TERM REWARDS** 





# PAYBACK PERIOD & ARR

## EDEXCEL SPECIFICATION REFERENCE - 3.3.2



What is an investment appraisal?

2

How does a business calculate the payback period?

3

What factors affect the payback period of an investment?

4

How does a business calculate the average rate of return?



What factors affect the ARR of an investment?



What are the limitations of both of these investment appraisals?

PAYBACK PERIOD calculates the time taken for an investment decision to provide the cash flow required to pay off the initial outlay

 $PAYBACK PERIOD = \frac{INITIAL OUTLAY}{NET CASH FLOW}$ 

FOCUSES ON TIME OF PAYMENTS RATHER THAN PROFITS

This is found in the year in which the cumulative cash flow is at **ZERO** 

AVERAGE RATE OF RETURN (ARR) calculates the return, generated from the annual average profit, of the proposed investment

AVERAGE ANNUAL RETURN × 100 INITIAL OUTLAY

CALCULATES THE TOTAL
YIELD OF THE INVESTMENT
FOR A BUSINESS

YEAR 1

YEAR 2

YEAR 3

CALCULATION

(£20,000)

£20,000

£50,000

(£50,000/4)/£20,000 X 100

62.5%

# NET PRESENT VALUE

## EDEXCEL SPECIFICATION REFERENCE - 3.3.2



What do we mean by the term 'discounting'?

2

What is the formula for calculating the present value?

3

How do we interpret the discount factor table?

4

How do we calculate the Net Present Value?



What are the main limitations of this appraisal method?



How do all the investment appraisal methods compare?

The **NET PRESENT VALUE** calculates the current monetary value of an investment project's future cash flows.

PRESENT VALUE = 
$$\frac{A}{(1+r)^n}$$

A = Amount (Cash Flow)

r = Discount Rate

n = Payment Years

	NET CASH FLOW	DISCOUNT FACTOR	PRESENT VALUE
INITIAL DUTLAY	(£100,000)	1	(£100,000)
YEAR 1	£50,000	1.03	£48,543.69
YEAR 2	£50,000	1.06	£47,169.81
YEAR 3	£50,000	1.09	£45,871.56
YEAR 4	£50,000	1.12	£44,642.86
YEAR 5	£70,000	1.15	£43,478.26

Net Present Value (NPV)

Discounted Cash Flow

£29,706.18

£129,706.18

Initial Outlay

£100,000

# DECISION TREES

## EDEXCEL SPECIFICATION REFERENCE - 3.3.3



What is a decision tree used for in the context of a business?

2

What are the basics of decision trees?

3

How do we construct decision trees?



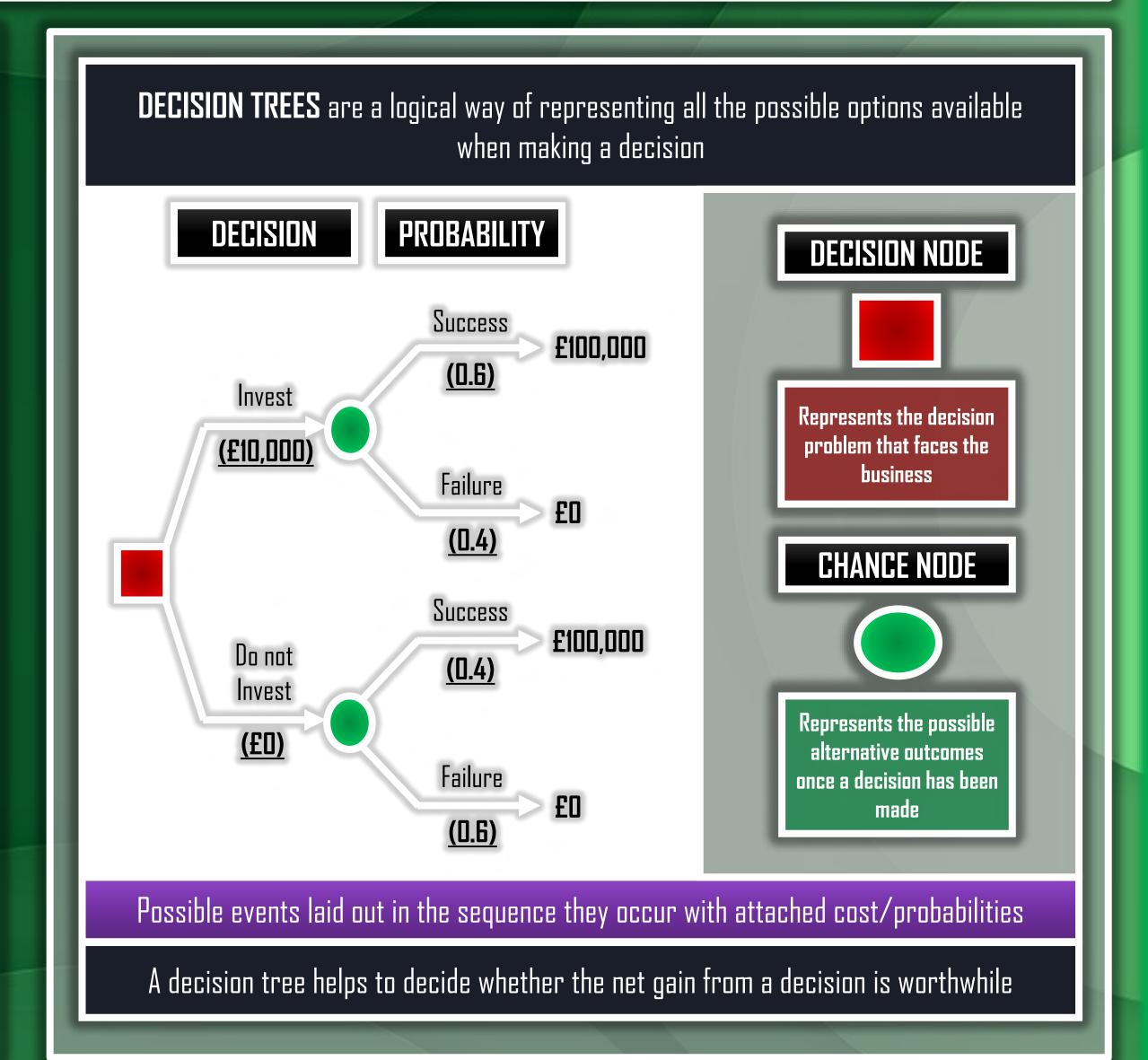
How do we interpret decision trees?



How do we use decision trees to calculate the expected outcome?



What are the limitations of using decision trees in this context?



## CRITICAL PATH ANALYSIS

## EDEXCEL SPECIFICATION REFERENCE - 3.3.4



What is network analysis?

2

What are the basic elements of network diagrams?

3

How does a business construct a network analysis diagram?

4

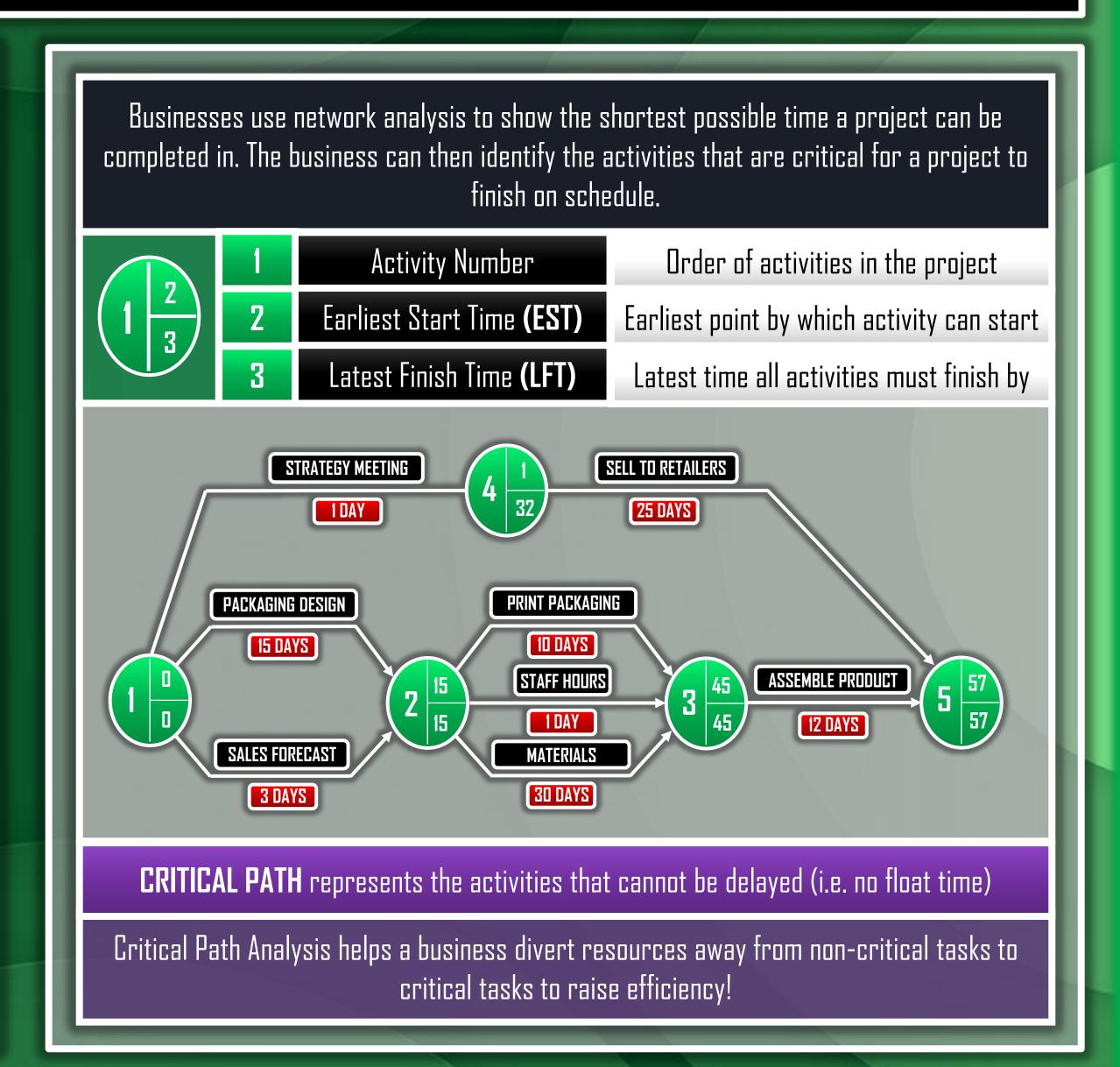
What is the critical path of a project?

5

How can a business use these diagrams to analyse the critical path?



How can these diagrams improve productivity and efficiency?



# GLOBAL BUSINESS



This section will cover how and why businesses branch out of their own domestic market and operate and sell on a global stage.



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# ECONOMIC GROWTH

## EDEXCEL SPECIFICATION REFERENCE - 4.1.1



How do we measure economic growth?

2

What factors affect the growth rate of an economy?

3

What is the distinction between nominal and real GDP?

4

How do growth rates differ across countries?

5

Why do growth rates differ across countries?



What characteristics are businesses looking for when investing?

#### NOMINAL GDP

The final value of all the goods and services produced in a country over a period of time.

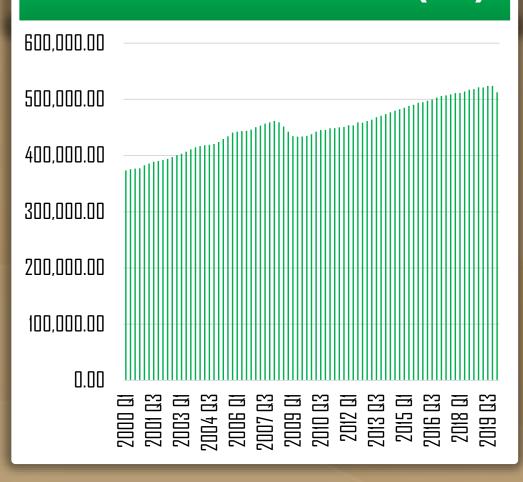
#### REAL GDP

The final value of all the goods and services produced in a country over a period of time adjusted for inflation.

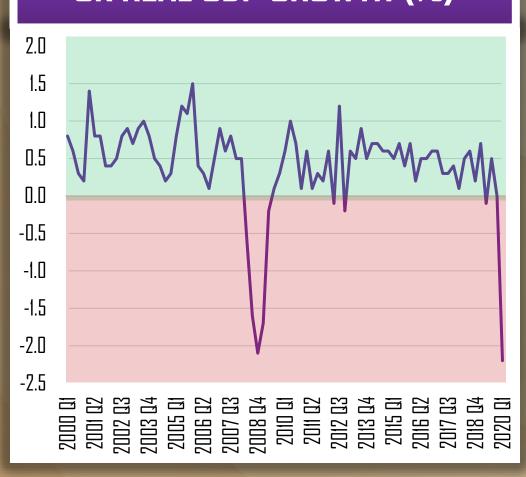
#### CALCULATING GDP GROWTH

Find the **percentage change** between different quarters/months/years of GDP data.

#### UK QUARTERLY REAL GDP (£m)



#### **UK REAL GDP GROWTH (%)**



# GLOBALISATION

## EDEXCEL SPECIFICATION REFERENCE – 4.1.3



How do we define globalisation?



What factors have caused globalisation?



What impact has globalisation had on economies and businesses?



How has globalisation affected international trade patterns?



How have individual business departments been affected?



Who are the winners and losers from increased globalisation?

A term used to describe the ongoing process of increased integration between the world's economies.

#### PHASE 1

1870 - 1913

Long Distance Trade + Information Transfers

#### PHASE 2

1913 - 1929

Growing Confidence and Power of MNCs

#### PHASE 3

1950 - 1980

Movement Towards Trade Liberalisation

#### PHASE 4

1980 onwards

Increase in Pace of Technological Change

#### CAUSES



### CONSEQUENCES

ADVANTAGES	DISADVANTAGES	
Economies of Scale	Tax Avoidance	
FDI	Cultural Division	
Knowledge Sharing	Resource Depletion	
Job Creation	Environmental Destruction	
Economic Growth	Worker Exploitation	
Product Choice	Income Distribution	

# INTERNATIONALISATION

## EDEXCEL SPECIFICATION REFERENCE – 4.2



How do we define internationalisation?

2

What is the distinction between a domestic and global business?

3

What market opportunities are available to a global firm?



What production opportunities are available to a global firm?



What are the risks of international expansion?



How does a business manage international expansion?



# INTERNATIONAL PRODUCTION & TRADE

## EDEXCEL SPECIFICATION REFERENCE - 4.1 & 4.2



What is international trade?



How do we define an 'export'?



How do we define an 'import'?



What push factors encourage international trade?



What pull factors encourage international trade?



What economic factors encourage international trade?

Describes the process of a business purchasing products abroad and/or selling products abroad

#### **EXPORTS**

Selling goods and services to firms based abroad





#### **IMPORTS**

Purchasing goods and services from firms based abroad

#### REDUCES COSTS

Trade is determined by the relative push and pull factors of operating in certain countries

#### **PUSH FACTORS**

Domestic factors which encourage firms to expand their operations and trade

Extend Product Lifecycle

Competition

Demographics

Saturated Market

PRESSURE TO GO GLOBAL!

#### PULL FACTORS

External factors which entice firms to expand abroad to take advantage of opportunities

Economies of Scale

Diversification

New Markets

Offshoring

**INCENTIVE TO GO GLOBAL!** 

#### **ECONOMIC FACTORS**

The economic factors which can affect the relative attractiveness of trading

Economic Growth

Exchange Rates

Laws/Regulations

Resource Access

Infrastructure Quality

EASE OF GOING GLOBAL!

# ENTERING INTERNATIONAL MARKETS

## EDEXCEL SPECIFICATION REFERENCE - 4.2.4



What is a market opportunity?

What is a production opportunity?



What are the six ways in which a business can enter a new market?



What factors need to be considered when entering internationally?



What are the risks of some of these methods?



How do geopolitical factors affect international expansion?



#### PRODUCTION OPPORTUNITIES

Expansion abroad to take advantage of lower production costs that exist in other countries

Infrastructure Quality **Production Costs** Part of Trade Bloc Labour Skills Government Incentives

Ease of Doing Business

Transportation Costs

**Political Structure** 

ROI

Resource Endowment

# GLOBAL MARKETING STRATEGIES

## EDEXCEL SPECIFICATION REFERENCE - 4.3



Why do businesses wish to globally expand?

2

What are some of the challenges businesses face?

3

How does global expansion change the marketing mix?



What are the different global marketing strategies?



What strategy does an international business strive for?



What do we mean by the term 'Glocalisation'?



# FACTORS TO CONSIDER CULTURE Different beliefs and values TASTES Consumers like different things LANGUAGE Translation issues MEANINGS Words may have different meanings

Inappropriate branding

REFERENCES

ETHNOCENTRIC

Applies the same domestic strategy to all markets.

Promotes strategic diversity to select regions.

POLYCENTRIC

Each country receives an independent strategy.

# PROTECTIONISM & TRADING BLOCS

## EDEXCEL SPECIFICATION REFERENCE - 4.1.4/5



What do we mean by the term 'trade protection'?

2

Why do protectionist policies exist?

3

What are the main protectionist policies used?

4

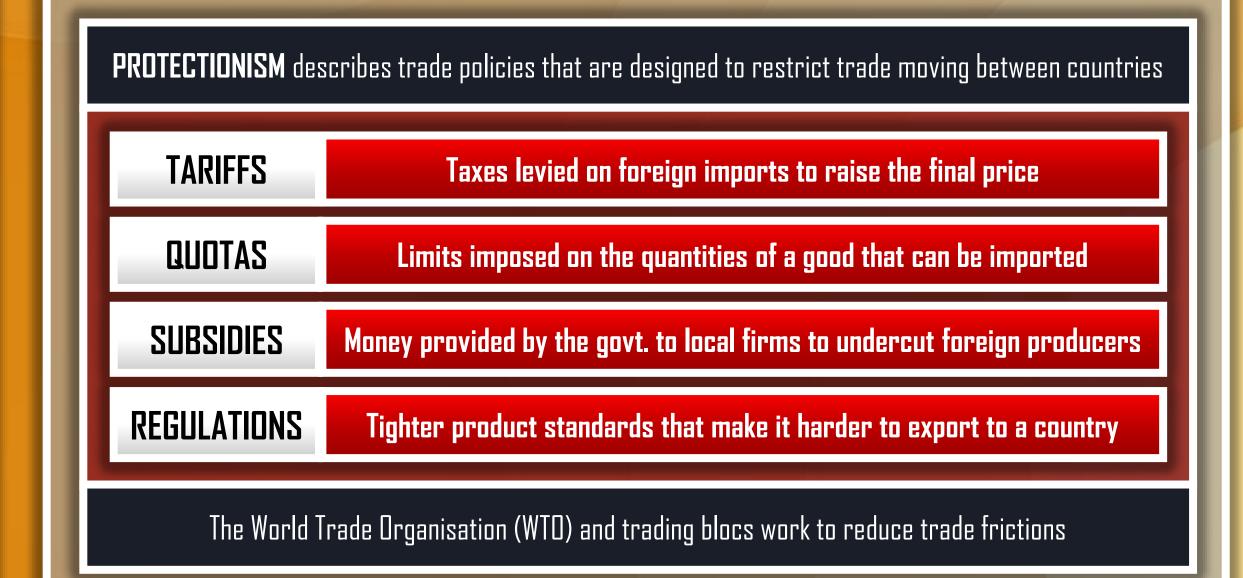
What is the role of the World Trade Organisation (WTO)?



What is a trading bloc?



What are some examples of high profile trading blocs?



#### USMCA

Free trade agreement between the US, Mexico and Canada covering over a \$1tn worth of trade

ZERO TARIFFS FOR TRADED CARS

\$16/HR FOR WORKERS

REFORMS TO DAIRY PRICES

STEEL & ALUMINIUM TARIFFS FALL

#### THE EU

Single Market and Customs Union between 27 member states on the European continent

FREE MOVEMENT OF GOODS

PRODUCT STANDARDS EQUALISED

FREE MOVEMENT OF LABOUR

TARIFFS ON NON-MEMBERS

#### RCEP

2020 Partnership signed between China and 14 other countries covering 28% of global trade

LARGEST TRADING BLOC

AIMS TO ELIMINATE TARIFFS

INCREASE GLOBAL GDP BY \$186BN

**ESTABLISH FIXED STANDARDS** 

# THE IMPACT OF MNCS

## EDEXCEL SPECIFICATION REFERENCE - 4.4.1



What is a Multinational Corporation?

2

What are the advantages of being a MNC?

3

What are some high-profile examples of MNCs?



What impact do MNCs have on the local economy?



What impact do MNCs have on the national economy?



What are some of the arguments against MNCs?

A MULTINATIONAL CORPORTATION (MNC) is a business that has activities and operations in more than one country. This allows the MNC to take advantage of a series of opportunities...

Closer to Local Markets

Access to Larger Markets

**Lower Costs of Production** 

**Avoid Protectionist Policies** 

Diversify Operational Risk

Increase Revenue from New Markets

COMPANY	REVENUE	PROFIT	EMPLOYEES
APPLE	\$260bn	\$55bn	137,000
WALMART	\$523bn	\$15bn	2,200,000
AMAZON	\$280bn	<b>\$12</b> bn	798,000
TOYOTA	\$275bn	\$19bn	359,542
ROYAL DUTCH SHELL	\$352bn	\$15bn	83,000

Labour Market Impact?

**Local Business Community Impact?** 

**Environment Impact?** 

Impact on Local Consumers?

Impact on FDI?

Impact on Tax Collection?

# MNC ETHICS & BEHAVIOUR

## EDEXCEL SPECIFICATION REFERENCE - 4.4.2



What is the impact of MNCs on the environment?

2

What is the impact of MNCs on the local labour market?



What is the impact of MNCs on the local natural resources?



What is the impact of MNCs on the country's tax collection?



What is the impact of MNCs on the local culture?



What is the impact of MNCs on local businesses?

Despite their advantages MNCs have often come under fire for the impact they have on the local community that they operate in...

#### DAMAGES ENVIRONMENT



#### **DEPLETES LOCAL RESOURCES**



#### **DILUTES LOCAL CULTURE**



#### **HURTS LOCAL BUSINESSES**



#### **EXPLOITS CHEAP LABOUR**



#### **REDUCES TAX COLLECTION**



# CONTROLLING MNCS

## EDEXCEL SPECIFICATION REFERENCE - 4.4.3



How can MNC behaviour be curbed?

2

How can the political structure of a country influence MNCs?

3

How can the legal structure of a country influence MNCs?



How can pressure groups influence MNCs?



How can MNCs self-regulate their own behaviour?



How has technology affected some of these strategies?

#### POLITICAL INFLUENCES



#### LEGAL INFLUENCES



#### PRESSURE GROUPS



#### **SELF-REGULATION**

