

# Unit 2: Business Resources

## Step by Step Assignment



Student Name:

Issue Date:

Final Submission:

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## **Introduction**

At the core of every organisation are the human, physical, technological and financial resources that enable it to function. This unit will give you a broad understanding of the importance organisations place on managing their resources efficiently in order to achieve their objectives. Understanding how these resources are managed is one of the keys to assessing how well the organisation is performing.

The first part of this unit explores the range of human, physical and technological resources for a selected organisation. The second part of the unit explores the sources of financial resources available to organisations and focuses on the interpretation and analysis of financial documents in order to highlight the need for the monitoring and control of costs and budgets.

Overall, it is important that you appreciate that poor management of resources can have a negative impact on an organisation's performance.

### **On completion of this unit you should:**

1. Know how human resources are managed.
2. Know the purpose of managing physical and technological resources.
3. Know how to access sources of finance.
4. Be able to interpret financial statements.

In order to pass this unit, the evidence that you present for assessment needs to demonstrate that you can meet all of the learning outcomes for the unit. Use the grid below to tick off when you have completed each task. Remember you need to complete all of the 'P' criteria before you can pass the unit.

<b>Assessment and grading criteria</b>				
<b>P1</b> Describe the recruitment documentation used in a selected organisation.		<b>M1</b> Explain how the management of human, physical and technological resources can improve the performance of a selected organisation.		<b>D1</b> Evaluate how managing resources and controlling budget costs can improve the performance of a business.
<b>P2</b> Describe the main employability, personal and communication skills required when applying for a specific job role.				
<b>P3</b> Describe the main physical and technological resources required in the operation of a selected organisation.				
<b>P4</b> Describe sources of internal and external finance for a selected business.				
<b>P5</b> Interpret the contents of a trading and profit and loss account and balance sheet for a selected company.		<b>M2</b> Analyse the legal, ethical and operational issues in relation to the use of business information, using appropriate examples.		<b>D2</b> Evaluate the effectiveness of business information and its communication as key contributors to the success of an organisation using examples to illustrate your points.
<b>P6</b> Illustrate the use of budgets as a means of exercising financial control of a selected company.				<b>D3</b> Evaluate the problems they have identified from unmonitored costs and budgets.
<b>P7</b> Illustrate the financial state of a given business.				

## Scenario

You have obtained work experience as an assistant to the manager of a recruitment consultancy firm that provides advice and support to graduates when they are looking for work after leaving university.

You have been assigned a task by the company to profile the organisation of Tesco in relation to the range of resources they use in their business and the potential employment opportunities they offer graduates.



You therefore need to produce a professional report detailing your findings that can be handed in to the manager of the business after you have completed your investigation.

*Use this workbook to write up notes on all the areas you will investigate. You can then type these up to produce your final report.*



# Task 1

This task addresses P1

## Recruitment documentation

Ensuring the people who work for an organisation are of a good quality is obviously a very important consideration for the owners. These employees are known in business as human resources. A human resource manager is responsible for a number of things including monitoring the performance of the staff, ensuring they are adequately trained and maintaining a safe and secure environment for them to work in.



To get you started you have been provided supplementary information (pages 56 - 60) on the recruitment policies of Tesco overall with a particular focus on their documentation they use for their graduate positions within Tesco.com.

Using this information, describe the purpose of the different documents and explain why the relevant information has been included.

a) Job description

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