



## SAMPLE ASSESSMENT TASKS

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**BUSINESS MANAGEMENT AND ENTERPRISE  
GENERAL YEAR 11**

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## Sample assessment task

### Business Management and Enterprise – General Year 11

#### Task 2 – Unit 1

**Assessment type:** Business research

**Conditions**

Period allowed for completion of the task: 2 weeks  
Some class time will be used.

**Task weighting**

8% of the school mark for this pair of units

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Billie, Bob and Ben are considering going into business together to manufacture unique pieces of furniture using locally sourced raw materials where possible. At this stage, they plan to name their business Be-cubed Furniture.

Billie will design the furniture pieces, Bob will take responsibility for manufacturing them and Ben's area of expertise is in marketing and sales. They will each contribute cash to commence business (Billie \$80,000, Bob \$120,000 and Ben \$75,000).

Billie and Ben will only work part-time for the business (approximately half a week each) whilst Bob will work full-time manufacturing the pieces.

**Part A**

(12 marks)

You are required to prepare and submit to the partners for their consideration and approval, a partnership agreement containing the following sections, with rationale provided where appropriate:

- Partnership name and location
- Description of business
- Partner's contributions to the business
- General duties of partners
- Partner's rights to make decisions
- Sharing of profits/losses of the business and other remunerations (e.g. wages for partners)
- Termination of partnership

**Part B**

(13 marks)

To help the partners decide whether or not to establish their business together, you are required to research and provide responses for the following:

1. If the partners do not sign the agreement they will be bound by the *Partnership Act 1895 (WA)*. Provide a link to this act and identify three items in the act that may impact on the partners. (4 marks)
2. Explain three other legal requirements the partners will need to consider in setting up the business. (9 marks)

**Part C**

(5 marks)

Submit all evidence of research and an appropriately formatted bibliography with your task.

**Declaration of authenticity of work (to be submitted with the task)**

I verify that the task I have submitted:

- is my own work, and
- I have acknowledged and provided references for all sources of information that is not my own (including text and images).

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Marking key for sample assessment task 2 – Unit 1

### Part A

(12 marks)

Description	Marks
Organises and analyses business information to prepare a detailed, relevant partnership agreement	10–12
Organises and analyses business information to prepare a relevant partnership agreement	7–9
Organises business information to prepare a mostly relevant partnership agreement	4–6
Prepares a partnership agreement with limited details	1–3
<b>Total</b>	<b>/12</b>

### Part B

(13 marks)

1. If the partners do not sign the agreement they will be bound by the *Partnership Act 1895 (WA)*. Provide a link to this act and identify three items in the act that may impact on the partners.

(4 marks)

Description	Marks
Provides a link to the Partnership Act 1895 (WA)	1
Identifies items in the act that may impact on partners	1–3
<b>Total</b>	<b>/4</b>

Answer may include, but is not limited to:

Link:

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc\\_29839.pdf/\\$FILE/Partnership%20Act%201895%20-%20%5B05-f0-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_29839.pdf/$FILE/Partnership%20Act%201895%20-%20%5B05-f0-00%5D.pdf?OpenElement)

Items in the act that may impact on partners include:

- Liability of partners
- Retirement of partners
- Distribution of profits/losses
- Partner's rights to interest on advances at 6% pa
- No rights to interest on capital contributed by each partner
- No rights to remuneration for partners for their work in the partnership
- Partners must not compete directly with the business without consent

2. Explain three other legal requirements the partners will need to consider in setting up the business. (9 marks)

Description	Marks
For each legal requirement	
Explains the legal requirement	3
Describes the legal requirement	2
Identifies a legal requirement	1
<b>Total</b>	<b>/9</b>
Answer may include, but is not limited to:	
<p>Australian business number (ABN)</p> <ul style="list-style-type: none"> <li>An ABN is a unique number (made up of 11 digits) that is used to identify your business to the government and/or community</li> <li>If a business does not have an ABN then other businesses may withhold paying the Goods and Services tax to them and therefore business cannot claim this tax back from the Australian Taxation Office (ATO)</li> </ul> <p>Business name</p> <ul style="list-style-type: none"> <li>Businesses trading under their own name are not required to register their name, all other business names must be registered, therefore if the partners plan to use the name Be-cubed Furniture they will need to register the name</li> <li>Names cannot be the same or too similar to other business names or be offence</li> </ul> <p>Business registration</p> <ul style="list-style-type: none"> <li>Business names need to be registered with ASIC or use the Business Registration Service, an ABN number is required and a fee is payable</li> <li>Businesses that have been provided with an ABN are added to the Australian Business Register (ABR)</li> </ul> <p>Registration of tax file number (TFN)</p> <ul style="list-style-type: none"> <li>A TFN for a partnership can be usually be applied for at the time of completing an ABN application</li> <li>A TFN is a unique number issued by the ATO to help the business manage its tax and other government services it may need to access</li> <li>Even though the partnership must lodge a tax return annually, the partnership itself does not pay tax, rather each partner must report and pay tax on their share of profit distributions</li> </ul>	

**Part C** (5 marks)

Submit all evidence of research and an appropriately formatted bibliography with your task.

Description	Marks
Gathers relevant information and provides an appropriately formatted bibliography	4–5
Gathers some relevant information and provides a bibliography	2–3
Gathers limited information and/or provides a limited bibliography	1
<b>Total</b>	<b>/5</b>

## Sample assessment task

### Business Management and Enterprise – General Year 11

#### Task 10 – Unit 2

**Assessment type:** Response

**Conditions**

Time for the task: 40 minutes

In class, conducted under test conditions. Calculators are permitted.

**Task weighting**

7% of the school mark for this pair of units

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**Question 1**

(5 marks)

For each of the following, select the most appropriate response.

1. A source document is:
  - (a) an original record that provides evidence of a transaction
  - (b) all notes made to record a transaction
  - (c) a document that calculates the profit of the business
  - (d) a way of collecting all financial and other data for the business.
2. A business calculates profit by:
  - (a) totalling all revenues received
  - (b) totalling all expenses paid
  - (c) deducting all revenues from all expenses
  - (d) deducting all expenses from all revenues.
3. Which of the following is true about a receipt?
  - (a) Issued as proof that goods have been delivered.
  - (b) Issued when the goods are ordered.
  - (c) Issued by the seller to the buyer.
  - (d) Issued by the buyer to the seller.
4. Which of the following consists of expenses used to calculate profit?
  - (a) Advertising, rent and wages.
  - (b) Sales, electricity and salaries.
  - (c) Telephone charges, cash and insurance.
  - (d) Motor vehicles, bank charges and bank overdraft.
5. Which of the following is not a revenue item used to calculate profit?
  - (a) Fees.
  - (b) Interest received.
  - (c) Sales.
  - (d) Inventory.

**Question 2**

(6 marks)

Identify two source documents and explain why a business should use each of the documents.

Document 1: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Document 2: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Question 3**

(4 marks)

Describe the purpose of each of the following cash records of a business.

Business bank reconciliation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Question 4**

(8 marks)

Describe how each of the following methods can be used to monitor business activity:

Customer databases

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Sales data

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Debt

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Cash

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**Question 5**

(8 marks)

Calculate the profit for Wendy's Web Wonders for the year using items in the extract below. Show all workings.

**Extract of account balances for the year ended 30 June 2019**

	\$
Advertising	4,000
Interest received	5,000
Wages	21,000
Bank charges paid	500
Fees received	58,000
Electricity	2,800
Internet charges	15,000

Workings:

Profit for the year ended 30 June 2019 is \_\_\_\_\_

## Marking key for sample assessment task 10 – Unit 2

### Question 1

(5 marks)

1	(a)
2	(d)
3	(c)
4	(a)
5	(d)

### Question 2

(6 marks)

Identify two source documents and explain why a business should use each of the documents.

Description	Marks
For each source document	
Identifies a source document and explains why a business should use it	3
Identifies a source document and briefly explains why a business should use it	2
Identifies a source document	1
<b>Total</b>	<b>/6</b>
<b>Answer could include, but is not limited to:</b>	
Order form	
<ul style="list-style-type: none"> <li>provides evidence that the goods received and to be paid for were actually ordered</li> <li>contains all relevant details of the goods ordered, for example, date, amount, the reason, from whom, to whom, description of item</li> <li>protects the business particularly in cases where disputes may arise</li> </ul>	
Tax invoice	
<ul style="list-style-type: none"> <li>advises the customer of how much is due to be paid, what for and by when</li> <li>details can be checked against order forms to ensure that all goods charged were actually ordered</li> <li>records details of GST, if applicable</li> </ul>	

### Question 3

(4 marks)

Describe the purpose of each of the following cash records of a business.

Description	Marks
For each cash record	
Describes the purpose of the cash record	2
States a fact about the cash record	1
<b>Total</b>	<b>/4</b>
<b>Answer could include, but is not limited to:</b>	
A business bank reconciliation is prepared to check the bank records against the business records and to correct any discrepancies.	
A receipt provides a record of all amounts received by a business and provides the evidence for the customer that the amount has been paid.	

**Question 4**

(8 marks)

Describe how each of the following methods/items can be used to monitor business activity:

- customer databases
- sales data
- debt
- cash.

Description	Marks
<b>For each method/item</b>	
Describes how the method/item is used to help monitor business activities	2
States a fact about the method/item	1
<b>Total</b>	<b>/8</b>

**Answer could include, but is not limited to:****Customer databases**

- are digital and contain records of customer details and characteristics such as demographics, geographic locations
- help to determine spending patterns of customers

**Sales data**

- records what customers purchased and when – the information can be used to develop advertising and marketing strategies to attract current and future customers
- sales data allows a business to target customers who may need additional products and services to support their purchases, for example, customers who purchased clothing may be interested in accessories to match

**Debt**

- debt allows the business to acquire assets over time and can be advantageous to the business income provided the debt level is controlled and monitored
- debt repayment should be manageable and pre-empted wherever possible to avoid increasing levels of accumulated debt

**Cash**

- a healthy cash flow enables the business to meet debts when they fall due
- if creditors are slow in repaying their accounts, cash allows the business to cope with the shortfall in the short term

**Question 5**

(8 marks)

Calculate the profit for Wendy's Web Wonders for the year using items in the extract below.

Description	Marks
\$                      \$	
<b>Income</b>	
Fees received	58,000 (1)
Interest received	5,000 (1)                      63,000
<b>Less expenses</b>	
Advertising	4,000 (1)
Wages	21,000 (1)
Bank charges paid	500 (1)
Electricity	2,800 (1)
Internet charges	15,000 (1)                      43,300
Profit	<u>19,700 (1)</u>
Note: Calculation of profit does not need to be presented in statement form	
<b>Total</b>	<b>/8</b>