



SAMPLE ASSESSMENT OUTLINE

**BUSINESS MANAGEMENT AND ENTERPRISE
PRELIMINARY UNIT 1 AND UNIT 2**

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Sample assessment outline

Business Management and Enterprise – Preliminary

Unit 1

Assessment task	Notional due date	Unit outcome: recognise that businesses have customers	Unit outcome: recognise differences in customers	Unit outcome: recognise reasons for businesses to exist	Unit outcome: recognise the difference between a product and a service	Unit outcome: recognise the concepts of profit and not-for-profit	Unit outcome: apply the attributes of an efficient worker
<p>Task 1: Businesses in the local community The students will be taken on a community access excursion and will collect evidence of 10 businesses in the local community. They can take photos, collect pamphlets or business cards. Using a table, they show the following information:</p> <ul style="list-style-type: none"> the business goods or service needs or want target customer. 	Week 4	✓	✓	✓	✓		✓
<p>Task 2: Business or charity The students create a T-Chart organising a number of money-making groups into business or charity. The focus on this assessment is to show they understand profit and not-for-profit.</p>	Week 6					✓	✓
<p>Task 3: New cultural experiences</p> <ul style="list-style-type: none"> The students show evidence of some new cultural activities that they have experienced over Weeks 7–10. The students show evidence of a product or a service that they have participated in creating for a special occasion; for example, birthday cake, Easter card, car wash, hat parade, streamers. <p>It is important to pre-plan a variety of guest speakers and cultural experiences before they can complete this assessment.</p>	Week 9	✓	✓		✓		✓

Assessment task	Notional due date	Unit outcome: recognise that businesses have customers	Unit outcome: recognise differences in customers	Unit outcome: recognise reasons for businesses to exist	Unit outcome: recognise the difference between a product and a service	Unit outcome: recognise the concepts of profit and not-for-profit	Unit outcome: apply the attributes of an efficient worker
<p>Task 4: Satisfying our needs and wants Students have the choice of either of the following assessment tasks:</p> <ul style="list-style-type: none"> display the products and services they use in a way that shows it is satisfying a need or want OR find a picture of a person and show a variety of goods and services that they might buy. Identify if the good or service is satisfying a need or want. 	Week 12	✓	✓	✓	✓		✓
<p>Task 5: Market survey For this assessment, the students will explore reasons for businesses to exist. They will look closely at their school community and identify business opportunities. Surveys will be introduced to the students. As a group, the students will choose a suitable product or service for an upcoming event in their school. They show how the group chose the product and service.</p>	Week 14	✓	✓	✓	✓		✓
<p>Task 6: Producing a product The students show evidence of how they participated in the production of a product. They identify what they did well and what skill they could improve on. To show understanding of team work, they also need to identify jobs other students did.</p>	Week 15						✓

SAMPLE PLANNING CHECKLIST Business Management and Enterprise Preliminary Unit 1 (✓ = Unit content covered)	Task 1 Businesses in the local community	Task 2 Business or charity	Task 3 New cultural experiences	Task 4 Needs and wants	Task 5 Market survey	Task 6 Producing a product
Knowledge and understandings						
awareness of the impact of customs when creating and marketing a product or service	✓	✓	✓		✓	✓
reasons for businesses to exist	✓	✓		✓	✓	
the concept that the business has customers	✓	✓	✓	✓	✓	✓
the concept of being in business to make money (profit)		✓				✓
the concept of not-for-profit businesses		✓				✓
events or customs that can create a business opportunity, including: <ul style="list-style-type: none"> • Mother's Day • Father's Day • Easter • birthdays • weddings • school celebrations • sports days 			✓		✓	✓
the difference between a product and a service	✓		✓	✓	✓	✓
ideas for a product or service, including: <ul style="list-style-type: none"> • a gift for a special occasion • an art and craft item • a baked item • a horticultural product • leisure activities 	✓		✓		✓	✓
awareness of the need to determine the suitability of a product or service for intended market	✓		✓	✓	✓	✓
awareness of the need to determine the characteristics of customers, including: <ul style="list-style-type: none"> • where customers are located • whether customers celebrate special events 	✓		✓		✓	✓
awareness of the need to determine customer requirements, including: <ul style="list-style-type: none"> • a quality product • a dependable service 	✓			✓	✓	✓
attributes of an efficient worker <ul style="list-style-type: none"> • uses resources efficiently when exploring a product or providing a service • seeks assistance when necessary • focuses on tasks and avoids distractions 	✓	✓	✓	✓	✓	✓
key words associated with exploring a product or service, including: <ul style="list-style-type: none"> • product • service • customer • profit • not-for-profit • market 	✓	✓	✓	✓	✓	✓

SAMPLE PLANNING CHECKLIST Business Management and Enterprise Preliminary Unit 1 (✓ = Unit content covered)	Task 1 Businesses in the local community	Task 2 Business or charity	Task 3 New cultural experiences	Task 4 Needs and wants	Task 5 Market survey	Task 6 Producing a product
Skills						
investigates ideas for a product or service to suit a business opportunity			✓		✓	✓
uses a decision-making tool to decide on a suitable product or service to create					✓	
determines if product is suitable for the intended market				✓	✓	
lists tasks that need to be completed to create a product or provide a service			✓			✓
selects materials or resources required to create a product or provide a service			✓			✓
recognises potential customers and their characteristics	✓			✓	✓	✓
recognises customer requirements	✓			✓	✓	✓
recognises their own strengths that will be valuable to the team	✓		✓			✓
follows classroom rules when exploring a product or providing a service	✓	✓	✓	✓	✓	✓
demonstrates attributes of an efficient worker	✓	✓	✓	✓	✓	✓
uses business vocabulary	✓	✓		✓	✓	✓

Sample assessment outline

Business Management and Enterprise – Preliminary

Unit 2

Assessment task	Notional due date	Unit outcome: recognise ways of gathering market information	Unit outcome: recognise that costs are involved in creating products and services	Unit outcome: use business procedures and documents	Unit outcome: apply attributes of an efficient worker	Unit outcome: apply attributes of working in a team
<p>Task 1: Waste audit</p> <p>The students will collect recyclable waste materials over a short period of time and then demonstrate the concept of recycling. They show evidence of waste audit participation, that is, sorting of waste into:</p> <ul style="list-style-type: none"> • needs and/or wants • organic, glass, plastic, paper and/or cardboard • identify which can be recycled. <p>Students give two reasons why businesses should recycle materials where possible.</p>	Week 3		✓		✓	✓
<p>Task 2: Market survey</p> <p>As a group, the students choose a format to survey part of the school community relating to needs and wants or goods and services.</p>	Week 9	✓		✓	✓	✓
<p>Task 3: Business planning</p> <p>Students will select a product or service and then plan to buy materials required. Teacher to organise community access excursion. Students start a business plan identifying: materials required, where the materials were bought, cost of each of the materials, overall cost, record of receipts and identify materials that can be reused.</p>	Week 12	✓	✓	✓	✓	✓
<p>Task 4: Business procedures</p> <p>After deciding on a product or service to be trialled in the school community, the students design a poster that advertises the product or service to be displayed or emailed. Students design an order form for customers to complete. Students email order form to target customers.</p>	Week 13	✓	✓	✓	✓	✓
<p>Task 5: Production trial</p> <p>After deciding on a product or service to be trialled in the school community, the students participate in producing the product or providing the service. They show evidence of how they participated in the production of the product/service. They identify what they did well and what skills they could improve on. They also identify what jobs other students did.</p>	Week 15		✓		✓	✓

SAMPLE PLANNING CHECKLIST Business Management and Enterprise Preliminary Unit 2 (✓ = Unit content covered)	Task 1 Waste audit	Task 2 Market survey	Task 3 Business planning	Task 4 Business procedures	Task 5 Production trial
Knowledge and understandings					
ways to gather market information at school, including: <ul style="list-style-type: none"> • use of the school website • surveys • notices in school newsletters 		✓		✓	
the concept of recycling of resources	✓		✓		✓
the need to consider costs when creating a product or providing a service			✓	✓	✓
the concept that businesses follow procedures for: <ul style="list-style-type: none"> • taking orders • placing orders • delivering orders 				✓	✓
the concept that businesses use documents and proformas, including: <ul style="list-style-type: none"> • email • order form 		✓		✓	✓
attributes of an efficient worker when creating a product or trialling the provision of a service, including: <ul style="list-style-type: none"> • uses resources efficiently • seeks assistance when necessary • focuses on tasks and avoids distractions 	✓	✓	✓	✓	✓
teamwork skills when creating a product or trialling the provision of a service, including: <ul style="list-style-type: none"> • co-operates with team members • takes turns • shares resources 	✓		✓		✓
key words associated with creating a product or trialling the provision of a service, including: <ul style="list-style-type: none"> • orders • purchases • email • order form • market survey • selling price • costings 		✓	✓	✓	✓
Skills					
recognises materials needed to create the product or service			✓		✓
follows procedures to: <ul style="list-style-type: none"> • take orders • place orders • deliver orders 				✓	✓
uses the following documents and proformas: <ul style="list-style-type: none"> • email • order form 		✓		✓	✓
gathers market information		✓		✓	
recognises materials or resources needed to create a product or trial a service			✓		✓
calculates the costs of making a product or providing a service			✓	✓	

SAMPLE PLANNING CHECKLIST Business Management and Enterprise Preliminary Unit 2 (✓ = Unit content covered)	Task 1 Waste audit	Task 2 Market survey	Task 3 Business planning	Task 4 Business procedures	Task 5 Production trial
recognises own teamwork skills					✓
recognises own strengths that will be valuable to the team					✓
uses recycled materials	✓		✓		✓
follows classroom rules when creating a product or trialling the provision of a service	✓	✓	✓	✓	✓
demonstrates the attributes of an efficient worker when creating a product or trialling the provision of a service	✓	✓	✓	✓	✓
demonstrates team work skills when creating a product or trialling the provision of a service		✓	✓		✓
uses business vocabulary		✓	✓	✓	✓