

Subject: VCE Business Management**Unit 3**

Week	Area of Study	Learning Focus
1	Area of Study 1: 'Business foundations'	<ul style="list-style-type: none">• Explain and compare types of businesses including sole traders, partnerships, private limited companies, public listed companies, social enterprises and government business enterprises.• Explain business objectives including to make a profit, to increase market share, to fulfil a market and/or social need and to meet shareholder expectations.• Identify and explain characteristics of stakeholders including their interests, potential conflicts between stakeholders and corporate social responsibility considerations.
2	AOS 1	<ul style="list-style-type: none">• Describe the areas of management responsibility including operations, finance, human resources, sales and marketing, and technology support, and how each area contributes to the achievement of business objectives.• Evaluate management styles including autocratic, persuasive, consultative, participative and laissez-faire.• Explain the appropriateness of management styles in relation to the nature of task, time, experience of employee and manager preference.
3	AOS 1	<ul style="list-style-type: none">• Explain management skills including communicating, delegating, planning, leading, decision-making and interpersonal.• Describe the relationship between management styles and skills.• Describe corporate culture both official and real, and strategies for its development.
4	AOS 2: 'Managing employees'	<ul style="list-style-type: none">• Revision of "Business Foundations"• Assessment task.• Describe the relationship between managing employees and business objectives.
5	AOS 2	<ul style="list-style-type: none">• Explain and compare the key principles of the following theories of motivation: Hierarchy of Needs, Goal Setting Theory and the Four Drive Theory.• Describe motivation strategies including performance-related pay, career advancement, investment in training, support and sanction.• Advantages and disadvantages of motivation strategies and their effect on short- and long-term employee motivation.
6	AOS 2	<ul style="list-style-type: none">• Evaluate training options including on-the-job and off-the-job training.

		<ul style="list-style-type: none"> Propose performance management strategies to achieve both business and employee objectives, including management by objectives, appraisals, self-evaluation and employee observation.
7	AOS 2	<ul style="list-style-type: none"> Examine termination management including retirement, redundancy, resignation and dismissal, entitlement and transition issues.
8	AOS 2	<ul style="list-style-type: none"> Describe the roles of participants in the workplace including human resource managers, employees, employer associations, unions, and the Fair Work Commission.
9	AOS 2	<ul style="list-style-type: none"> Explain awards and agreements as methods of determining wages and conditions of work.
10	AOS 2	<ul style="list-style-type: none"> Outline the dispute resolution process including grievance procedures, mediation and arbitration. Revision for SAC 2. Assessment task.
11	AOS 3: 'Operations management'	<ul style="list-style-type: none"> Describe the relationship between operations management and business objectives. Explain key elements of an operations system: inputs, processes and outputs. Describe the characteristics of operations management with both manufacturing and service businesses.
12	AOS 3	<ul style="list-style-type: none"> Propose and describe strategies to improve the efficiency and effectiveness of operations related to technological developments, including the use of automated production lines, computer-aided design, computer-aided manufacturing techniques and website development.
13	AOS 3	<ul style="list-style-type: none"> Describe and propose strategies to improve the efficiency and effectiveness of operations related to materials, including forecasting, master production schedule, materials requirement planning and Just in Time.
14	AOS 3	<ul style="list-style-type: none"> Describe and propose strategies to improve the efficiency and effectiveness of operations related to quality, including quality control, quality assurance and Total Quality Management. Describe and propose strategies to improve the efficiency and effectiveness of operations through waste minimisation in the production process, including the principles of lean management.
15	AOS 3	<ul style="list-style-type: none"> Consider and explain corporate social responsibility considerations in an operations system, including the environmental sustainability of inputs and the amount of waste generated from processes and production of outputs.
16	AOS 3	<ul style="list-style-type: none"> Describe global considerations in operations management, including global sourcing of inputs, overseas manufacture, global outsourcing and an overview of supply chain management.
17	AOS 3	<ul style="list-style-type: none"> Revision of operations management. Assessment task.

Subject: VCE Business Management**Unit 4**

Week	Area of Study	Learning Focus
18	AOS 1: Reviewing Performance – The Need for Change	<ul style="list-style-type: none">Describe and evaluate key performance indicators as sources of data to analyse the performance of a business, including percentage of market share, net profit figures, rate of productivity growth, number of sales, rates of staff absenteeism, level of staff turnover, level of wastage, number of customer complaints and number of workplace accidents.
19	AOS 1	<ul style="list-style-type: none">Describe the concept of business change.Understand and explain the key principles of Force Field Analysis theory (Lewin).Analyse the driving forces for change in business, including managers, employees, competitors, legislation, pursuit of profit, reduction of costs, globalisation, technology, innovation and social attitudes.
20	AOS 1	<ul style="list-style-type: none">Analyse the driving forces for change (Continued).Analyse the restraining forces in business, including managers, employees, time, organisational inertia, legislation and financial considerations.
21	AOS 1	<ul style="list-style-type: none">Analyse and apply the two key approaches, lower cost and differentiation, to strategic management by Porter's Generic Strategies (1985).
21	AOS 2: Implementing Change	<ul style="list-style-type: none">Understand and explain the importance of leadership in change management.Describe how management strategies can respond to key performance indicators, including staff training, staff motivation, change in management styles or management skills, increased investment in technology, improving quality in production, cost cutting, initiating lean production techniques and redeployment of resources (natural, labour and capital).
23	AOS 2	<ul style="list-style-type: none">Describe how management strategies can respond to key performance indicators (Continued).Analyse management strategies to seek new business opportunities both domestically and globally.Evaluate low-risk strategies to overcome employee resistance, including communication, empowerment, support and incentives.Evaluate high-risk strategies to overcome employee resistance, including manipulation and threat.
24	AOS 2	<ul style="list-style-type: none">Describe the principles of the Learning Organisation (Senge).Describe key principles of the Three Step Change Model (Lewin).

25	AOS 2	<ul style="list-style-type: none"> Analyse the effect of change on stakeholders, including managers, employees, customers, suppliers and the general community. Analyse corporate social responsibility considerations when implementing change.
26	AOS 2	<ul style="list-style-type: none"> Understand the importance of reviewing key performance indicators in order to evaluate the effectiveness of business transformation.
27	AOS 2	<ul style="list-style-type: none"> Revision and SAC.
28	Exam Prep	<ul style="list-style-type: none"> Exam prep and practise exams.
29	Exam Prep	<ul style="list-style-type: none"> Exam prep and practise exams.
30	Exam Prep	<ul style="list-style-type: none"> Exam prep and practise exams.
31	Exam Prep	<ul style="list-style-type: none"> Exam prep and practise exams.
32	Final Week	<ul style="list-style-type: none"> Exam prep and practise exams.