

Level 4 Extended Diploma in Business Management

120 Credits

Level 4 Extended Diploma in Business

This qualification will give learners a thorough grounding in Business and is ideal for learners who work in, or who aspire to work in a Business Administration role. For learners who wish to progress to higher levels of academic study, the level 4 qualification is equivalent to the first year of a Bachelor's degree.

The Level 4 Extended Diploma in Business provides learners with the skills, knowledge and experience they need to undertake business and administration roles in a range of business settings.

Learners will develop a holistic approach to business together with the analytical and evaluative skills necessary for those in management positions. In addition, learners will gain knowledge, skills and understanding to manage effectively and efficiently business and administrative functions across organisations.

Progression

- A range of job roles in business is open to holders of a level 4 qualification
- Learners who achieve the level 4 qualification may progress to a level 5 business qualification or to a UK university for entry at year 2 of an appropriate course of study (subject to individual universities' entry requirements).

Entry Requirements

- A level 3 qualification or equivalent work experience in a business role.
- Demonstrable ability in Maths and English.
- Mature learners with an appropriate business background but without the above are welcome to apply and are assessed on an individual basis.
- Level 5.5 ILETS is recommended for non-native learners undertaking this qualification.
- Learners should be 19+ years of age.

Unit Title	Level	Credit	GLH
Mandatory Units			
Business Environment	4	15	60
Resource Management	4	15	60
Communication Skills	4	15	60
People in Organisations	4	15	60
Learners must complete 3 or 4 units from the list below to achieve a minimum of 120 credits.			
Applying Promotional Techniques	4	15	60
Corporate Social Responsibility	4	15	60
Administrative Services	4	15	60
Planning a Work Based Team Project	4	15	60
Finance For Managers	4	15	60
Planning a New Business Venture	4	15	60
Customer Relationship Management	4	15	60
Study Skills	4	10	24
E – Business	4	15	60



Unit Format

Each unit in s suite of level 4 courses is presented in a standard format. This format provides guidance on the requirements of the unit for learners, tutors, assessors and external verifiers.

Each unit has the following sections:

Unit Title

The unit title reflects the content of the unit. The title of each unit completed will appear on a learner's statement of results.

Unit Aims

The unit aims section summaries the content of the unit. All units and courses have a level assigned to them which represents the level of achievement. The level of each unit is informed by the level descriptors.

Credit Value

The credit value is the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit.

Guided Learning Hours (GLH)

Guided learning hours are an indicative guide to the amount of input that a tutor will provide to a learner, to enable them to complete the unit. This includes lectures, tutorials and workshops and time spent by staff assessing learners' achievement when they are present.

Learning Outcomes

The learning outcomes set out what a learner is expected to know, understand or be able to do as the result of the learning process.

Assessment Criteria

The assessment criteria describe the requirements a learner is expected to meet in order to demonstrate that the learning outcome has been achieved. Command verbs reflect the level of the course.

Business Environment

Unit Title	Business Environment
Guided Learning Hours:	60
Levels:	4
Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

This unit will develop learners understanding of the environment and circumstances in which different business organisations operate.

Learning Outcomes	Assessment Criteria
The learner will:	
1. Understand the Organisational purposes of Businesses	1.1. Identify the purposes of different types of organisation 1.2. Describe the extent to which an organisation meets the objectives of different stakeholders 1.3. Explain the responsibilities of an organisation and strategies employed to meet them
2. Understand the nature of the national Environment in which businesses operate	2.1 Explain how economic systems attempt to allocate resources effectively 2.2 Assess the impact of fiscal and monetary policy on business organisations and their activities 2.3 Evaluate the impact of competition policy and other regulatory mechanisms on the activities of a selected organisation
3. Understand the behavior of organisations in their market environment	3.1 Explain how market structures determine the pricing and output decisions of businesses 3.2 Illustrate the way in which market forces shape organisational responses using a range of examples 3.3 Judge how the business and cultural environments shape the behavior of a selected organisation
4. Be able to assess the significance of the global factors that shape national business activities	4.1 Discuss the significance of international trade to UK business organisations. 4.2 Analyse the impact of global factors on UK business organisations 4.3 Evaluate the impact of policies of the European Union on UK business organisations

Resource Management

Unit Title: Resource Management
Guided Learning Hours: 60
Level: 4
Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

The aim of this unit is to provide an overview of the human and physical resources needed in a range of organisations, including those in the primary

Learning Outcome The learner can:	Assessment Criteria
1. Understand the key features of resource management	<p>1.1 Analyse the differing resource requirements of organisations in different sectors of the economy</p> <p>1.2 Outline key requirements relevant to resource management in organisations in different sectors of the economy</p>
2. Understand the importance of the effective use of physical resources	<p>2.1 Evaluate how the use of physical resources is monitored and managed</p> <p>2.2 Evaluate the impact of resource wastage</p> <p>2.3 Assess the costs of high profile technological failures</p> <p>2.4 Assess the business case for the use of ethical and sustainable resources</p>
3. Understand how to maximise the effectiveness of human resources	<p>3.1 Assess the need for human resource planning in the workplace</p> <p>3.2 Using motivational theories, analyse what motivates people</p> <p>3.3 Evaluate the methods used to monitor and improve employee performance</p> <p>3.4 Assess the effectiveness of reward systems in different contexts</p>
4. Be able to review the effective use of resources	<p>4.1 Monitor the use of physical resources against performance measures and procedures</p> <p>4.2 Analyse data on employee performance</p> <p>4.3 Report on the effective use of human and physical resources</p> <p>4.4 Make recommendations to improve efficiency</p>

Communication Skills

Unit Title:	Communication Skills
Guided Learning Hours:	60
Levels:	6
Number of Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

Aim of this unit is to show how internal and organisation communication works

Learning Outcome	Assessment Criteria
1. Understand how internal communication takes place within organisations	1.1 Explain the process of communication 1.2 Assess the appropriate use of different modes of communication for different purposes 1.3 Analyse barriers to effective communication within organisation
2. Understand how organisations communicate with customers	2.1 Evaluate formal communication systems used by organisations to communicate with customers 2.2 Analyse the effectiveness of using social media to communicate with customers 2.3 Assess the images organisations portray through their communications
3. Understand how organisations communicate with customers	3.1 Assess the impact of personal relationships on effective communication 3.2 Assess the impact of non-verbal communication on oral communications 3.3 Assess the impact of technology on oral and written communication
4. Be able to present oral information effectively	4.1 Design an oral presentation for a specified audience 4.2 Present complex information orally 4.3 Use technology to support presentation skills 4.4 Assess effectiveness of own communication
5. Be able to communicate effectively in writing	5.1 Communicate complex information for specific purposes 5.2 Document a meeting 5.3 Use charts and graphs to convey quantitative data 5.4 Review written Communication

People in Organisations

Unit Title: People in organisations

Guided Learning Hours: 60

Levels: 4

Number of Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

This unit aims to develop knowledge of those aspects of organisations that concern and support people.

Learning Outcomes The learner can:	Assessment Criteria
1 Understand communication practices within organisations	1.1 Analyse the benefits of effective communication to organisations 1.2 Analyse policies and procedures that are used to enhance communication within organisations 1.3 Outline legislation relevant to communication within organisations 1.4 Evaluate how the organisational structure impacts on the communication methods used
2. Understand the principles of effective teamwork	2.1 Assess the benefits of team working to individuals and organisations 2.2 Analyse why teams might fail to meet their objectives 2.4 Evaluate the impact of leadership styles on teamwork
3. Understand the issues associated with remote working	3.1 Explain the implications of the different ways in which people work remotely 3.2 Evaluate common working practices used by those working remotely in different contexts 3.3 Analyse the leadership styles suitable for remote working
4. Understand the structures designed to support people within the workplace	4.1 Explain how HR departments can provide support to people within the workplace 4.2 Assess policies and procedures designed to support people in the workplace 4.3 Assess practices used to support people in the work place
5. Be able to review the impact of workplace practices on people within	5.1 Assess workplace practices that impact on people within organisations 5.2 Make recommendations to improve staff and managers experience of the workplace

Applying Promotional Techniques

Unit Title: Applying Promotional Techniques
Guided Learning Hours: 60
Levels: 4
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

To develop understanding of promotion in business and to practice evaluation of existing campaigns and development of new ones

Learning Outcome The learner can:	Assessment Criteria
1 Understand the role of promotion in achieving business objectives	1.1 Explain the aims of promotion in business 1.2 Explain how the success of a promotional campaign is measured 1.3 Explain how promotional activities are regulated
2 Understand the range of promotional Methods used in business	2.1 Explain the different promotional methods used by business 2.2 Explore current trends in choice of promotional methods 2.3 Analyse the importance of branding in promotion
3 Be able to evaluate an existing promotional campaign for a specific product or service	3.1 review the objectives of the campaign 3.2 Analyse the promotional mix for the product or service 3.3 Evaluate the choice of media in relation to the target market 3.4 Evaluate the integration of the promotional mix with the other components of the marketing mix
4 Be able to plan a promotional campaign for a specific business or Product	4.1 Propose aims and objectives for a promotional campaign 4.2 Justify choice of target market for the promotional campaign 4.3 Devise suitable promotional activities 4.4 Produce a plan for implementation stating how it meets the objectives of the campaign

Corporate Social Responsibility

Unit Title:	Corporate Social Responsibility
Guided Learning Hours:	60
Levels:	7
Number of Credits:	25
Unit grading system:	Pass

Unit purpose and aim(s):

To develop the knowledge and skills required to create a culture of continuous improvement and to manage Change for improvement within a healthcare organization.

Learning Outcomes	Assessment Criteria
The learner can:	
1 Understand current corporate social responsibility issues facing business	1.1 Define corporate social responsibility (CSR) 1.2 Describe background and changing attitudes to CSR 1.3 Describe the regulatory framework for CSR 1.4 Explain environmental issues in CSR 1.5 Explain economic and political issues in CSR 1.6 Explain social and community issues in CSR
2 Understand the impact of corporate social responsibility policy on different stakeholders	2.1 Assess the benefits of CSR to employees. 2.2 Analyse the impact of CSR on the supply chain 2.3 Explain how a CSR policy impacts on business performance 2.4 Explain how CSR impacts on marketing strategy 2.5 Assess the potential conflicts which may arise between the needs and expectations of different stakeholders
4. Be able to make recommendations for responsible business practice	3.1 Review the CSR policy of a specific business 3.2 Assess the extent of voluntarism in CSR policy 3.3 Recommend changes to CSR policy to benefit different stakeholders 3.4 Assess the potential impact of changes in CSR on business performance

Administrative Services

Unit Title: Administrative Services
Guided Learning Hours: 60
Levels: 4
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

To develop an understanding of the range of administrative services that might be offered to managers or departments within organisations and to develop administrative skills

Learning Outcome The learner can:	Assessment Criteria
1. Understand the range and Diversity of administrative services	1.1 Explain the different administrative services which may be offered 1.2 Analyse the skills required to be effective in administrative services 1.3 Explain the challenges presented when offering administrative support to more than one manager or department 1.4 Explain the legal requirements relevant to administrative services
2. Be able to develop organisational systems	2.1 Evaluate the different types of filing systems 2.2 Set up and run a filing system 2.3 Set up and use a stock control system 2.4 Use a purchasing system 2.5 Explain the importance of keeping accurate records
3. Be able to support meetings and events	3.1 Plan meetings and event 3.2 Produce documentation for meetings 3.3 Analyse policies and procedures for setting up meetings and Events 3.4 Recommend improvements to policies and procedures for setting up meeting and events
4. Understand the importance of effective communication in the workplace	4.1 Evaluate the suitability and effectiveness of different communication systems in the workplace 4.2 Evaluate the suitability and effectiveness of different communication systems in the workplace

Planning a Work-Based Team Project

Unit Title: Planning a Work-Based Team Project
Guided Learning Hours: 60
Levels: 4
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

Learning Outcome	Assessment Criteria
The learner can:	
1. Be able to develop a proposal for a work based team project	1.1 Identify the aims and objectives of the project 1.2 Propose roles and responsibilities 1.3 Identify constraints on the project 1.4 Propose ways of monitoring and evaluating the project.
2. Be able to plan the work based team project	2.1 Plan the physical, Financial and human resources needed for the project 2.2 Carry out a risk assessment for the project 2.3 Produce interim and completion timescales
3. Be able to implement the plan for a work based team project	3.1 Plan meetings and event 3.2 Produce documentation for meetings 3.3 Analyse policies and procedures for setting up meetings and Events 3.4 Recommend improvements to policies and procedures for setting up meeting and events
4. Be able to implement the plan for a work based team project	4.1 Evaluate the suitability and effectiveness of different communication systems in the workplace 4.2 Evaluate the suitability and effectiveness of different communication systems in the workplace 4.3 Use a range of communication skills to present skills.
5. Be able to evaluate the project against the stated objectives	5.1 Evaluate their own performance 5.2 Evaluate the team s performance 5.3 Make recommendations for improvement for future projects

Finance for Managers

Unit Title: Finance for Managers
Guided Learning Hours: 60
Levels: 4
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

To introduce learners to practical accounting and financial techniques that are useful to managers in business organisations.

Learning Outcome The learner can:	Assessment Criteria
1 Understand the requirements and techniques for financial recording and reporting	1.1 Explain the purpose and requirement for keeping financial records. 1.2 Analyse techniques for recording financial information in a business organisation 1.3 Analyse the legal and organisational requirements financial reporting 1.4 Evaluate the usefulness of financial statements to stakeholders
2 Understand how working capital can be effectively managed	2.1 Analyse components of working capital 2.2 Explain how business organisations can effectively manage working capital
3 Understand how working capital can be effectively managed	3.1 Explain the difference between management and financial accounting 3.2 Explain the budgetary control process 3.3 Calculate and interpret variances from budget 3.4 Evaluate the use of different costing methods for pricing purposes
4 Understand how to evaluate business projects	4.1 Demonstrate the main methods of project appraisal 4.2 Evaluate methods of project appraisal 4.3 Explain how finance might be obtained for a business project

Planning a New Business Venture

Unit Title Planning a New Business Venture

Guided Learning

Hours: 60

Levels: 4

Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

The aim of the unit is to develop business planning skills. These skills can be applied to either a small micro enterprise or a new venture within an existing company.

Learning Outcomes The learner will:	Assessment Criteria
1. Understand the different types of business organisations	1.1 Analyse the potential benefits, limitations and risks associated with different types of business organisation 1.2 Analyse sources of finance for different types of business organisations 1.3 Evaluate the legal considerations relevant to planning a business venture.
2. Understand factors that determine market potential	2.1 Analyse market conditions that impact on setting up a new business venture 2.2 Analyse gaps in the market for potential products 2.3 Analyse target markets for a business venture
3 Be able to develop a business case	3.1 Develop the mission, vision, aims and objectives of the business 3.2 Interpret external factors to justify need for your business product 3.3 Specify the business product to meet needs 3.4 Propose business structures and systems that will deliver business aims and objectives 3.5 Produce business planning forecast based on targets 3.6 Identify business responses of target not met
4 Be able to pitch a business proposal	4.1 Pitch for funding for a business proposal 4.2 Present documentation to support your pitch

Customer Relationship Management

Unit Title: Customer Relationship Management
Guided Learning Hours: 60
Levels: 4
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

To develop an understanding of the scope and importance of CRM and to explore how effective CRM is achieved.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand the importance of customer relationship management to business	1.1 Analyze approaches to healthcare policy formation in international contexts. 1.2 Analyze Critically assess the influence of funding on policy formation in a national context 1.3 Critically evaluate healthcare policy in one national context.
2. Understand how good customer relationship management is achieved	2.1 Explain the processes necessary for achieving effective customer relationship 2.2 Explain the role of internal staff in achieving effective customer relations 2.3 Assess the role of external stakeholder s in achieving effective customer relations
3. Understand the use of loyalty schemes in customer relationship management	3.1 Analyse the use of loyalty schemes to gain information about customers 3.2 Explain how the information gained is used to inform marketing and customer service policy
4. Be able to plan improvements to customer relationship management	4.1 Review customer relationship management in an organisation 4.2 Propose improvements to processes for customer relationship management 4.3 Propose improvements to the role of staff in promoting good customer relationships 4.4 Produce a plan for the implementation of improvements

Study Skills

Unit Title:	Study Skills
Guided Learning Hours:	34
Levels:	4
Number of Credits:	10
Unit grading system:	Pass

Unit purpose and aim(s):

This unit will develop learners understanding of the research process, good academic practice and the potential pitfalls.

Learning Outcomes The learner can:	Assessment Criteria
1. Understand and utilise different sources of information to support learning	1.1 To identify and access information resources needed to fulfil different academic tasks 1.2 Identify and utilise different sources of primary and secondary information 1.3 Explain and demonstrate competence in the use of electronic learning resources 1.4 Evaluate the merits of different sources of information and resources available to support the learning process
2. Understand and apply a range of key learning skills	2.1 Explain and utilise a repertoire of reading and note-making skills and techniques 2.2 Demonstrate a competency in stages of the academic writing process from initial research through composition to revision of drafts 2.3 Evaluate and demonstrate competency in different forms of communication used in an academic environment
3. Understand the principles and values of good academic practice	3.1 Explain different form of plagiarism and unfair academic practice and seriousness 3.2 Explain and deploy the Harvard system of referencing to ensure consistent and appropriate referencing of sources 3.3 Evaluate and use anti-plagiarism software as tool to improve academic practice
4. Understand the concept and value of self-reflection in personal development and learning	4.1 Explain the concept of reflective learning and its use in personal development 4.2 Self-analyse using a personal audit SWOT analysis to develop and apply SMART 4.3 To understand and demonstrate independent learning and time management skills



Employability Skills

Unit Title: Employability Skills
Guided Learning Hours: 60
Levels: 5
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

The units aim is to understand responsibilities and performances within an organisation.

Learning Outcomes The learner can:	Assessment Criteria
1. Be able to determine own responsibilities and performance	1.1 Develop a set of own responsibilities and performance objectives 1.2 Evaluate own effectiveness against defined objectives 1.3 Make recommendations for improvement 1.4 Review how motivational techniques can be used to improve quality of performance
2. Be able to develop interpersonal and transferable skills	2.1 Develop solutions to work-based problems 2.2 Communicate in a variety of styles and appropriate manner at various levels 2.3 Identify effective time-management strategies
3. Understand the dynamics of working with other	3.1 Explain the roles people play in a team and how they can work together to achieve shared goals 3.2 Analyse team dynamics 3.3 Suggest alternative ways to complete tasks and achieve team goals
4. Be able to develop strategies for problem solving	4.1 Evaluate tool and methods for developing solutions to problems 4.2 Develop an appropriate strategy for resolving a particular problem 4.3 Evaluate the potential impact on the business of implementing the strategy



Personal and Professional Development

Unit Title:	Personal and Professional Development
Guided Learning Hours:	60
Levels:	6
Credits:	15
Unit grading system:	Pass

Unit purpose and aim(s):

The aim of this unit is to develop confidence in the learner to successfully manage their personal and professional skills in order to achieve their career goals.

Learning outcomes	Assessment Criteria
The learner will:	
1 Understand how self-managed learning can enhance lifelong development	1.1 Evaluate approaches to self-managed learning 1.2 Propose ways in which lifelong learning in personal and professional contexts could be encouraged 1.3 Evaluate the benefits of self-managed learning to the individual and organisation
2 Be able to take responsibility for own personal and professional development	2.1 Evaluate own current skills and competencies against professional standards and organisational objectives 2.2 Identify own development needs and the activities required to meet them 2.3 Identify development opportunities to meet current and future defined needs 2.4 Devise a personal and professional development plan based on identified needs
3 Be able to implement and continually review own personal and professional development plan	3.1 Discuss the processes and activities required to implement the development plan 3.2 Undertake and document development activities as planned 3.3 Reflect critically on own learning against original aims and objectives set in the development plan 3.4 Update the development plan based on feedback and evaluation
4 Be able to demonstrate acquired Interpersonal and transferable skills	4.1 Select solutions to work-based problems 4.2 Communicate in a variety of styles and appropriate manner at various levels 4.3 Evaluate and use effective time management strategies



Business Ethics

Unit Title: Business Ethics

Guided Learning

Hours: 60

Levels: 5

Number of Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

The aim of the unit is to provide the learner with an introduction to business ethics and how they are used by businesses to plan and manage their business goals, objectives and activities..

Learning outcomes	Assessment Criteria
The learner will:	
1. Understand different ethical perspectives in business	1.1 Explain the background and development of theoretical ethical approaches 1.2 Compare and contrast absolute and relative ethics 1.3 Explain the ethical issues which can affect the operational activities of a business
2. Understand Business objectives from an ethical perspective	2.1 Explain how business objectives are affected by ethical considerations 2.2 Evaluate the implications for a business and its stakeholders to operate ethically
3. Understand ethics in workplace relationships	3.1 Assess the role of the company acting as moral agent 3.2 Analyse the development of mechanisms for achieving employee involvement and empowerment



Business Law

Unit Title: Business Law

Guided Learning

Hours: 60

Levels: 5

Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

To develop knowledge of some of the main aspects of business law that the learner may encounter as a manager in a business.

Learning outcomes	Assessment Criteria
The learner will:	
1. Be able to apply the main principles affective the legal relationship between business organisation and between	1.1 apply the legal rules on implied term relating between to the sale of goods and supply of services 1.2 apply the statutory provisions on the transfer of property and possession 1.3 evaluate the statutory provisions on buyer s and seller remedies 1.4 apply product liability statutory provisions
2. Be able to apply the legal rules on between consumer credit agreements between and agency	2.1 differentiate between types of credit agreements 2.2 apply rules, termination rights and default notices in a given scenario 2.3 differentiate between the different types of agent 2.4 evaluate the rights and duties of an agent
3. Understand the legal rules relating to between monopolies, mergers and between anti-competitive practices	3.1 Outline monopolies and anti-competitive practice legislation in the UK 3.2 Explain the role of the competition commission within the context of monopolies and anti-competitive practices and the UK office of Fair Trading. 3.3 Define dominant positions within the EU common market 3.4 Consider the application of EU Exemptions to potentially anti-competitive practices
4. Know the key provisions relating to between intellectual property rights	4.1 Identify differing forms of intellectual property 4.2 Outline the principles relating to the protection of inventions through patent rights and their infringement in a given business scenario 4.3 Describe the principles relating to copyright protection and their infringement in a given business scenario 4.4 Compare and contrast the protection of trademarks and business names.



Managing Sustainability in An Organization

Unit Title: Managing Sustainability in an Organization
Guided Learning Hours: 60
Levels: 5
Number of Credits: 15
Unit grading system: Pass

Unit purpose and aim(s):

To develop the knowledge, skills and techniques to be able to identify sustainability issues within an organization and to put in place suitable management systems for legal compliance and corporate responsibility purposes.

Learning Outcomes The Learner Will :	Assessment Criteria
1 Understand the issues relating to sustainability of an organization	1.1 Examine the principles of sustainable development 1.2 Analyze current issues in relation to sustainability 1.3 Assess key sustainability issues affecting a specific organization
2 Be able to apply legislation, regulations and guidance on sustainability to organizations	3.1 Analyze legislation, regulations and guidance on sustainable development issues 3.2 Evaluate the relevance of legislation, regulations and guidance to the sustainability of specific organization 3.3 Explain the application of sustainable development legislation, regulations and guidance on a specific organization 3.4 Explain how business objectives are affected by ethical considerations 3.5 Evaluate the implications for a business and its stakeholders to operate ethically 3.6 Explain how business objectives are affected by ethical considerations
4 Be able to audit the sustainability of an organization	4.1 Research the specific areas for improvement in relation to sustainability 4.2 Analyze and report the findings of research on sustainability 5.1 Recommend improvements to sustainability
6 Understand how to establish environmental management systems for organizations	6.1 Determine appropriate environmental management standards for an organization 6.2 Analyze environmental management standards to assess how they can have applied to an organization 6.3 Design an environmental management system for an organization 6.4 Explain how an environmental management system could be implemented within the organization



E Business

Unit Title E- Business

Guided Learning Hours: 60

Levels: 4

Credits: 15

Unit grading system: Pass

Unit purpose and aim(s):

The aim of the Unit is providing learners with an understanding of E-Business so the learner can develop skills on how to use internet and electronic processes.

Learning Outcomes	Assessment Criteria
The learner will:	
1. Understand how business and consumer purchase transactions differ	1.1 describe the purchasing process used in B2B and B2C 1.2 explain how use of professional buyers affects the buying process 1.3 analyse variables in purchasing
2. Understand EDI and Electronic transactions.	2.1 explain how electronic transactions can reduce paperwork and delay 2.2 examine how EDI has developed and laid the foundations for b2b e-business 2.3 evaluate the use of different Electronic Payment Systems.
3. Be able to demonstrate the benefits of electronic transactions to supply chain management	3.1 create a diagram for an E-Business Supply Chain 3.2 write a report on the advantages of E-Procurement 3.3 present an analysis on the flow of information in a typical logistics operation 3.4 demonstrate the benefits of electronic processes in integration of Supply Chain management
4. Understand issues in e-business including quality recruitment and security.	4.1 explain how the issues of trust and security apply to supply chain management and other e-Business operations. 4.2 evaluate how the internet can be used for communication with prospective/ current employees 4.3 assess the issue of quality for an E-Business