Business studies Year 12 − business report − sample assessment task

Human resources

# Submission details

The business report is a take-home task with a word limit of 2000 words.

For more information, see [Assessment and reporting in Business Studies Stage 6](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/hsie/business-studies/assessment-and-reporting).

NESA and school assessment policy guidelines should be clearly communicated if this task is set as a formal school-based assessment.

Special provisions should be considered for any student who has accommodations that enable the student to work towards the same syllabus outcomes and content as other students of the same stage. More information can be found at [Disability provisions](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions).

# Task description

**Type of task:** stimulus-based business report

## Outcomes

* **H6** evaluates the effectiveness of management in the performance of businesses
* **H8** organises and evaluates information for actual and hypothetical business situations
* **H9** communicates business information, issues and concepts in appropriate formats

## Content

Students learn to:

*investigate aspects of business using hypothetical situations and actual business case studies to:*

* evaluate the effectiveness of human resource management for one business and recommend appropriate alternative strategies

Students learn about:

* processes of human resource management
* strategies in human resource management

**Weighting**: 25%

The minimum weighting for an individual assessment task is 10%. The maximum is 40%.

[Business Studies Stage 6 Syllabus](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/hsie/business-studies" \t "_blank) © NSW Education Standards Authority (NESA) for and on behalf of the Crown in right of the State of New South Wales, 2010.

## Scenario

Superior Tech Fabrications is an Australian manufacturing business that specialises in computer components. In the last few years, there has been growing demand for high-quality computing components. The business has expanded their online profile. Global sales have also increased. As a result, Superior Tech Fabrications has outsourced production to local manufacturers and is now considering having products made overseas.

Their employees are overworked, and the changing circumstances have put pressure on the management of the human resources function of the business.

# Task

As a business consultant, you have been asked to provide advice to the owners of Superior Tech Fabrications. In your report:

* evaluate 2 processes of human resource management that need to be considered due to the global growth of Superior Tech Fabrications
* evaluate 3 strategies in human resource management the owners could use as they grow globally
* recommend one alternative strategy owners could use to determine the effectiveness of their human resource management strategies.

## Rubric

Your answer will be assessed on how well you:

* demonstrate knowledge and understanding relevant to the task
* apply the hypothetical business situation
* communicate using relevant business terminology and concepts
* present a sustained, logical and cohesive response in the form of a business report.

## Key words

**Note**: key word definitions are from NESA’s [Glossary of key words](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-student-guide/glossary-keywords).

|  |  |
| --- | --- |
| Term | Definition |
| Discuss | identify issues and provide points for and/or against. |
| Evaluate | make a judgement based on criteria; determine the value of. |
| Recommend | provide reasons in favour. |

**Note:** the [business report − teacher guide](https://education.nsw.gov.au/teaching-and-learning/curriculum/hsie/planning-programming-and-assessing-hsie-11-12/planning-programming-assessing-business-studies#:~:text=Business%20report%20%E2%80%93%20teacher%20guide%20(DOCX%20170%20KB)) is designed to support teachers and students in successfully planning and writing a business report. It contains an outline of the requirements of a high-quality business report, explanation of the place of the business report in assessment, a series of learning activities to support teaching the business report and a sample response.

# Marking guidelines

**Note:** mark allocation should reflect HSC marking guidelines for this task type. For more information, see [HSC exam papers](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/resources/hsc-exam-papers) and refer to past business studies HSC examination marking guidelines for Section III.

Table 1 – assessment marking guidelines

|  |  |
| --- | --- |
| Grade | Marking guideline descriptors |
| A | * Provides detailed and comprehensive evaluation of relevant processes of human resources management that could be considered during global growth * Provides detailed and comprehensive evaluation of human resource management strategies that could be used during global growth * Recommends in detail an alternative strategy owners could use to determine the effectiveness of their human resource management strategies * Presents a sustained, logical and cohesive business report integrating the scenario provided, relevant business terminology and concepts |
| B | * Provides evaluation of relevant processes of human resources management that could be considered during global growth * Provides detailed evaluation of human resource management strategies that could be used during global growth * Recommends an alternative strategy owners could use to determine the effectiveness of their human resource management strategies * Presents a sustained, logical and cohesive business report integrating the scenario provided, relevant business terminology and concepts |
| C | * Sound discussion of relevant processes of human resources management that could be considered during global growth * Attempts to evaluate human resource management strategies that could be used during global growth * Attempts to recommend an alternative strategy owners could use to determine the effectiveness of their human resource management strategies * Communicates in a business report format with reference to the scenario |
| D | * Discusses some processes of human resources management that could be considered during global growth * Describes some human resource management strategies that could be used during global growth * May recommend an alternative strategy owners could use to determine the effectiveness of their human resource management strategies * May include features of a business report format and some business terminology or concepts |
| E | * Refers to human resources and/or growth and/or management * Uses basic business terminology |

# Student support material

[Digital Learning Selector](https://app.education.nsw.gov.au/digital-learning-selector/LearningActivity/Browser?clearCache=2866b6de-5a66-4e9e-3228-d1a8ea258f4): contains ideas for integrating ICT into teaching practice and templates to support students such as [scaffolds](https://app.education.nsw.gov.au/digital-learning-selector/LearningActivity/Card/625).

[Business report − teacher guide](https://education.nsw.gov.au/teaching-and-learning/curriculum/hsie/planning-programming-and-assessing-hsie-11-12/planning-programming-assessing-business-studies#:~:text=Business%20report%20%E2%80%93%20teacher%20guide%20(DOCX%20170%20KB)): contains an outline of the requirements of a high-quality business report, explanation of the place of the business report in assessment, a series of learning activities to support teaching the business report and a sample response.

# Support and alignment

**Resource evaluation and support**: all curriculum resources are prepared through a rigorous process. Resources are periodically reviewed as part of our ongoing evaluation plan to ensure currency, relevance and effectiveness. For additional support or advice contact the HSIE curriculum team by emailing [hsie@det.nsw.edu.au](mailto:hsie@det.nsw.edu.au).

**Differentiation**: further advice to support Aboriginal and/or Torres Strait Islander students, EAL/D students, students with a disability and/or additional needs and High Potential and gifted students can be found on the [Planning, programming and assessing 7–12](https://education.nsw.gov.au/teaching-and-learning/curriculum/planning-programming-and-assessing-k-12/planning-programming-and-assessing-7-12) webpage. This includes the [Inclusion and differentiation advice 7–10](https://education.nsw.gov.au/teaching-and-learning/curriculum/planning-programming-and-assessing-k-12/planning-programming-and-assessing-7-12/inclusion-and-differentiation-advice-7-10) webpage.

**Assessment**: further advice to support formative assessment is available on the [Planning, programming and assessing 7–12](https://education.nsw.gov.au/teaching-and-learning/curriculum/planning-programming-and-assessing-k-12/planning-programming-and-assessing-7-12) webpage. This includes the [Classroom assessment advice 7–10](https://education.nsw.gov.au/teaching-and-learning/curriculum/planning-programming-and-assessing-k-12/planning-programming-and-assessing-7-12/classroom-assessment-advice-7-10-). For summative assessment tasks, the [Assessment task advice 7–10](https://education.nsw.gov.au/teaching-and-learning/curriculum/planning-programming-and-assessing-k-12/planning-programming-and-assessing-7-12/assessment-task-advice-7-10) webpage is available.

**Explicit teaching**: further advice to support explicit teaching is available on the [Explicit teaching](https://education.nsw.gov.au/teaching-and-learning/curriculum/explicit-teaching) webpage. This includes the CESE [Explicit teaching – Driving learning and engagement](https://education.nsw.gov.au/about-us/education-data-and-research/cese/publications/research-reports/what-works-best-2020-update/explicit-teaching-driving-learning-and-engagement) webpage.

**Alignment to system priorities and/or needs**: [School Excellence Policy](https://education.nsw.gov.au/policy-library/policies/pd-2016-0468), [Our Plan for NSW Public Education](https://education.nsw.gov.au/about-us/strategies-and-reports/plan-for-nsw-public-education)[.](https://education.nsw.gov.au/public-schools/school-success-model/school-success-model-explained)

**Alignment to the School Excellence Framework**: this resource supports the [School Excellence Framework](https://education.nsw.gov.au/inside-the-department/directory-a-z/strategic-school-improvement/school-excellence-framework) element of assessment (formative assessment, summative assessment, student engagement).

**Alignment to Australian Professional Teaching Standards**: this resource supports teachers to address [Australian Professional Teaching Standards](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/meeting-requirements/the-standards/proficient-teacher) 5.1.2, 5.4.2.

**NSW syllabus**: Business Studies Stage 6 Syllabus (2010)

**Syllabus outcomes**: H2, H8

**Author**: HSIE Curriculum Team

**Publisher**: State of NSW, Department of Education

**Resource**: Assessment task notification

**Related resources**: further resources to support Stage 6 business studies can be found on the [HSIE K–12 curriculum page](https://education.nsw.gov.au/teaching-and-learning/curriculum/key-learning-areas/hsie).

**Professional learning**: relevant professional learning is available through [HSC Professional Learning](https://education.nsw.gov.au/teaching-and-learning/professional-learning/hsc-pl) and the [HSIE Statewide staffroom](https://education.nsw.gov.au/teaching-and-learning/curriculum/statewide-staffrooms).

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# References

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NSW Government and NSW Education Standards Authority (NESA) (n.d.a) [*Disability provisions*](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions), NESA website, accessed 29 November 2023.

NESA (n.d.b*)* [*HSC exam papers*](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/resources/hsc-exam-papers), NESA website, accessed 29 November 2023.

NESA (n.d.c) [*Glossary of key words*](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-student-guide/glossary-keywords), NESA website, accessed 5 December 2023.

NESA (2012) [*Assessment and reporting in Business Studies Stage 6*](https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/hsie/business-studies/assessment-and-reporting), NESA website, accessed 29 November 2023.

NESA (2022) ‘[Proficient Teacher Standard descriptors’](https://education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education/supporting-educators/implement/differentiation-adjustment-strategies), *The Standards*, NESA website, accessed 26 June 2023.

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