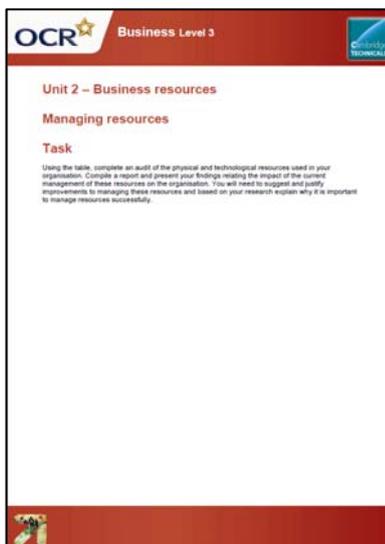


Unit 2 – Business resources

Managing resources

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Managing resources', which supports the OCR Level 3 Cambridge Technical Certificate in Business Unit 2 – Business resources



Associated Files:
Managing resources

Expected Duration:
2 hours

Using the table below, learners conduct an audit of the technological and physical resources within their organisation. Learners compile a report and present their findings relating the impact of the current management of these resources on the organisation. Learners will suggest and justify improvements to managing these resources.



Task

An example of learner evidence is included in the table below. Please note that this is not a comprehensive list and is provided as an example, as the completion of the table is dependent on the organisation chosen to audit.

Type of Resource	Technological/ Physical?	What is required to maintain the resource?	Who is responsible for looking after the resource?	How are the resources disposed of (if appropriate)?	Rate the importance of how this resource impacts on business efficiency on a scale of 1–5 (1 being no impact and 5 being significant impact)
Building	Physical	<ul style="list-style-type: none">• Insurance for building and contents is in place• Windows kept clean• Litter bins provided• General repairs are undertaken• Fixtures and fitting upgraded• Security systems in place such as:<ul style="list-style-type: none">○ Entry codes○ CCTV○ Gated areas○ Areas maintained regularly	Site manager	N/A	2



Type of Resource	Technological/ Physical?	What is required to maintain the resource?	Who is responsible for looking after the resource?	How are the resources disposed of (if appropriate)?	Rate the importance of how this resource impacts on business efficiency on a scale of 1–5 (1 being no impact and 5 being significant impact)
Machinery	Physical	<ul style="list-style-type: none"> • Maintenance agreements • Regular safety checks of machinery • Users complying with workshop health and safety regulations • Staff training • Maintain machinery • Updating machinery 	Workshop manager	Sold Leased Re-cycled	4
Scientific Equipment	Physical	<ul style="list-style-type: none"> • Regular safety checks • Supervised use • Complying with health and safety 	Laboratory Technician	Disposal of chemicals according to manufacture instructions. Glassware cleaned and recycled	5



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Food and beverage	Physical	<ul style="list-style-type: none"> • Refuse bins • Recycle bins • Clean environment • Rotation of stock 	Restaurant Manager	Food waste separated from plastics for recycling. Minimising of waste of food by good menu planning.	
Intellectual Property Designs for new equipment or photocopying written material or downloading and using information from the internet	Technological	<ul style="list-style-type: none"> • Check existing patents • Check for copyright • Pay for license 	Manager	Shredding /recycling of waste paper.	



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ICT	Technological	<ul style="list-style-type: none"> • Purchasing appropriate software packages • Providing training of computer software • Use of computer passwords and encryption codes • Appropriate licences purchased for use of software • Maintaining equipment • Management Information Systems • Safe storage of data and equipment 	ICT Manager	<p>Disposal of confidential material through shredding of CDs.</p> <p>Erasing of information from computers is completed.</p>	4



These activities offer an opportunity for English and maths skills development.

LESSONElements

The building blocks you need to construct informative and engaging lessons

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