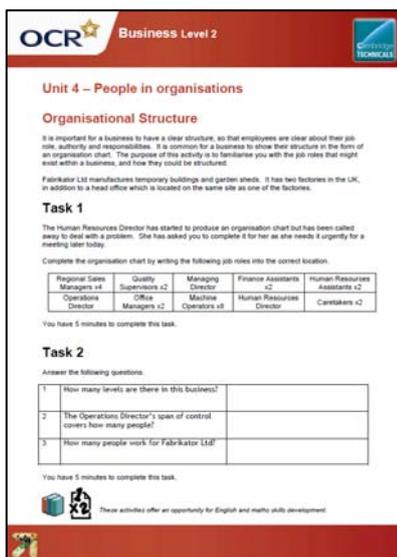


Unit 4 – People in organisations

Organisational Structure

Instructions and answers for Teachers

These instructions should accompany the OCR resource ‘Organisational Structure’, which supports the Cambridge TEC in Business Level 2 Unit 4 – People in organisations



Unit 4 – People in organisations

Organisational Structure

It is important for a business to have a clear structure, so that employees are clear about their job role, authority and responsibilities. It is common for a business to show their structure in the form of an organisation chart. The purpose of this activity is to familiarise you with the job roles that might exist within a business, and how they could be structured.

Fabrikator Ltd manufactures temporary buildings and garden sheds. It has two factories in the UK, in addition to a head office which is located on the same site as one of the factories.

Task 1

The Human Resources Director has started to produce an organisation chart but has been called away to deal with a problem. She has asked you to complete it for her as she needs it urgently for a meeting later today.

Complete the organisation chart by writing the following job roles into the correct location.

Regional Sales Managers x4	Quality Supervisors x2	Managing Director	Finance Assistants x2	Human Resources Assistants x2
Operations Director	Office Managers x2	Machine Operators x4	Human Resources Director	Canteens x2

You have 5 minutes to complete this task.

Task 2

Answer the following questions.

1	How many levels are there in this business?	
2	The Operations Director's span of control covers how many people?	
3	How many people work for Fabrikator Ltd?	

You have 5 minutes to complete this task.

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

Associated Files:
Organisational Structure

Expected Duration:
Task 1 – 5 minutes
Task 2 – 5 minutes

It is important for a business to have a clear structure, so that employees are clear about their job role, authority and responsibilities. It is common for a business to show their structure in the form of an organisation chart. The purpose of this activity is to familiarise learners with the job roles that might exist within a business, and how they could be structured.

This resource contains 2 tasks.

Task 1 provides a part-completed organisation chart that provides sufficient clues for learners to complete it using the job roles provided.

Task 2 is designed to ensure that learners are able to extract information from an organisation chart.

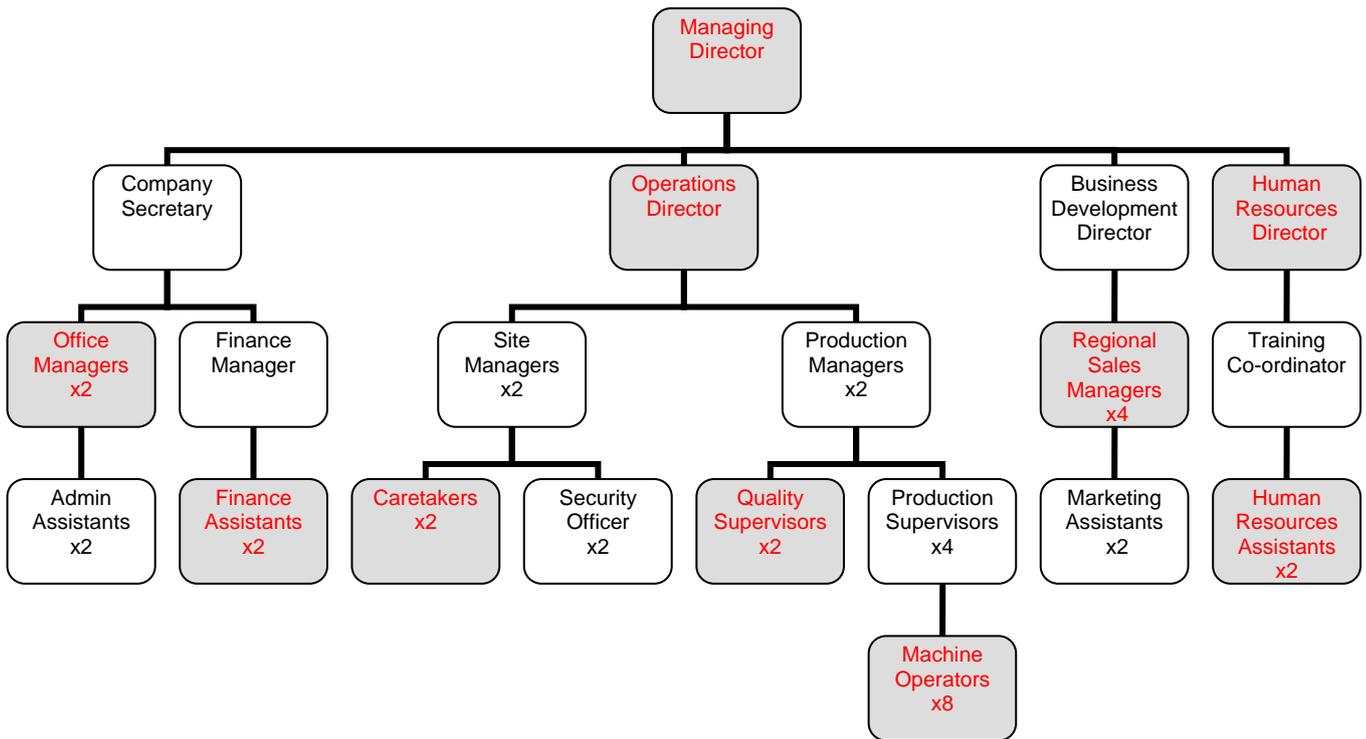
Task 1

Fabrikator Ltd manufactures temporary buildings and garden sheds. It has two factories in the UK, in addition to a head office which is located on the same site as one of the factories.

The Human Resources Director has started to produce an organisation chart but has been called away to deal with a problem. She has asked you to complete it for her as she needs it urgently for a meeting later today.

Answers in shaded boxes below.





Regional Sales Managers x4	Quality Supervisors x2	Managing Director	Finance Assistants x2	Human Resources Assistants x2
Operations Director	Office Managers x2	Machine Operators x8	Human Resources Director	Caretakers x2

Allow 5 minutes to complete this task.

Task 2

Answer the following questions.

		Sample answers:
1	How many levels are there in this business?	There are 5 levels in this business
2	The Operations Director's span of control covers how many people?	The Operations Director has 4 people in his/her span of control (2 Site Managers and 2 Production Managers)
3	How many people work for Fabrikator Ltd?	A total of 43 people work for the business

Allow 5 minutes to complete this task.





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

LESSON *Elements*

The building blocks you need to construct informative and engaging lessons

To give us feedback on, or ideas about, the OCR resources you have used email resourcesfeedback@ocr.org.uk

© OCR 2012 - This resource may be freely distributed, as long as the OCR logo and this message remain intact and OCR is acknowledged as the originator of this work.

