

Name: _____ **Date:** _____

Chapter 10: Base knowledge worksheet

Full sentence answers are **not** required: SL 37 marks, 37 minutes

HL 37 + 6 marks, 43 minutes

1 List **five** common demographic changes that may affect businesses. **(5)**

-
-
-
-
-

2 List **six** factors that could affect the number of staff needed when a business is undertaking workforce planning for the future. **(6)**

-
-
-
-
-
-

3 What is the difference between a job description and a person specification? **(2)**

- 4** List, in order, **ten** responsibilities of an HR department as they support the HR cycle from its first steps prior to recruitment, through to possible redundancy or dismissal. **(10)**

-
-
-
-
-
-
-
-
-
-

- 5** Define:

a on-the-job training **(2)**

b off-the-job training **(2)**

c induction training. **(2)**

- 6** What is the difference between redundancy and dismissal, and what legal restrictions affect each? **(6)**



- 7 What is management by objectives (MBO)? (2)
- 8 (HL) What are the **three** main recent changes in employment patterns and what are the consequences of each for employers and employees? (3)
- -
 -
- 9 (HL) Handy's Shamrock organisation (2003) lists **three** basic employment categories in an ideal flexible business structure. What are they? (3)
- -
 -