Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.4.1 Approaches to staffing**

1. Identify whether each of the following is a potential advantage or disadvantage of treating staff as an asset or a cost.
   1. Motivated employees
   2. High absenteeism
   3. Cost of training
   4. High levels of managerial control
   5. Employees becomes specialised at just one task
   6. Good employer:employee relations
   7. Slows down decision making
   8. Monotonous tasks

|  |  |  |
| --- | --- | --- |
|  | Staff as an asset | Staff as a cost |
| Advantages |  |  |
| Disadvantages |  |  |

1. Identify one business where you think:
   1. Staff are treated as an asset e.g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Staff are treated as a cost e.g. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Match each method of achieving a flexible workforce to the correct definition

|  |  |
| --- | --- |
| Multi-skilling | Employment contracts are issued for a specified time frame |
| Part-time | Tasks are completed by a third party organisation |
| Temporary | Staff are able to perform a number of different roles |
| Flexible hours | Staff can work remotely from home |
| Home working | Employees work less than 30 hours |
| Outsourcing | Employees are required to work a variable number of hours as and when needed |

1. Is this statement true or false? Justify your answer.

An employee can be made redundant if they break the terms of their employment contract.

Justification

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_