

Subject	Year	Term
Business BTEC Level 3	Year 13	1
Topic		
Personal And Business Finance/ Recruitment And Selection		
Content (Intent)		
Prior Learning (Topic) Personal Finance		
In this section, students are required to study the purpose of accounting, Business Finance, Recruitment and Selection		
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Future Learning (Topic) Reviewing Recruitment Activities		
What Knowledge and Skills will be taught (Implementation)	How will your understanding be assessed & recorded (Impact)	
Learners will learn about accounting terminology, the purpose and importance of business accounts and the different sources of finance available. Planning tools including cash flow, forecasts and break-even will be prepared and analysed. You will also learn how to analyse profitability, liquidity and business efficiency.	Assessment 1: Test on Accounting including internal and external finance Assessment 2: Test on Cash Flow forecasting and break even. Assessment 3: Assessments of coursework to understand levels of progress and attainment, and to set individual targets, Recruitment and Selection Assignment A.	
You will learn the processes and procedures involved in recruitment and selection to meet the needs of the business. You will explore the various selection tools and learn how technology has enhanced this area. You will take part in selection interview and model work related competencies	Homework to test your understanding of ideas/concepts and application of Personal Finance and ongoing coursework	
Skills: Demonstrate knowledge and understanding of business and personal finance principles Apply financial issues and accounting processes to real life business and personal scenarios Analyse financial information and data, to interpret the potential impact and outcome in context Evaluate how financial information and data can be used to justify conclusions related to business and personal finance Apply recruitment and selection processes in context for a real life business scenario.	Assessment 1: Test on statement of financial position and statement of comprehensive income Assessment 2: Test on ratio analysis and depreciation Assessment 3: Mock examination on Personal and Business Finance prior to January exam Assessment 4: Assessments of coursework to understand levels of progress and attainment, and to set individual targets, Recruitment and Selection Assignment B. Homework to test your understanding of ideas/concepts and application of Personal Finance and ongoing coursework	
How can parents help at home?		
Discuss current affair issues by watching/reading the Business and Economic news. Download the BBC or use Flipboard app and set to business/ economic notifications to receive the most up to date articles. Buy revision guide and work to compliment class notes and homework. See reading list below.		
Helpful further reading/discussion (including Reading and Vocabulary Lists)		
Reading Pearson BTEC National Business Student Book 1 – 978129212641 Revise BTEC National Business Revision Guide - 9781292150123 Revise BTEC National Business Revision Workbook - 9781292150116	Vocabulary Lists Trade Receivables Payables Capital Income Revenue Income Non Current Assets Intangible Non Tangible	Efficiency Ratios. Seasonal Fluctuations Temporary Staff Integration Job Applications Interview Skills, Job Analysis.