



Subject	Year	Term
Business	13	2
Topic		
Business Finance; Recruitment And Selection		
Content (Intent)		
Prior Learning (Topic)	Personal Finance/ Recruitment And Selection	
In this section, students are required to revise for Business Finance and complete Recruitment and Selection assignment		
Future Learning (Topic)	Revision For Marketing Pre-Released And Finance Exam	
What Knowledge and Skills will be taught (Implementation)	How will your understanding be assessed & recorded (Impact)	
Learners will apply personal and business financial learning in mock exam situations in preparation for the January mock exam.	Assessment 1: Mock examination on Personal and Business Finance prior to January exam	
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.	Assessment 2: Assessments of coursework to understand levels of progress and attainment, and to set individual targets, Recruitment and Selection Assignment A&B and C.	
You will take part in selection interview and model work related competencies, you will review your individual performance and analyse skills for future development, this will include completing a SWOT and Personal skills development plan as well as evaluating the documents that you prepared for interview activities, to support your future career	Examination: Unit 3: Personal and Business Finance - 2 hours 120GLH, - 33% of qualification	
Skills: Evaluate how financial information and data can be used to justify conclusions related to business and personal finance Apply, analyse and evaluate recruitment and selection processes in context for a real -life business scenario.	Assessment 1: Preparation work, for the pre-released case study in late April, for May examination	
Reflect on the recruitment and selection process and your individual performance, reviewing and evaluate potential improvements	Assessment 2: Past papers on Personal and Business Finance	
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 Individual Appraisal Observations Assessment	Self-Critique Action Plans Personal Skills Development Plan