Bishop Heber High School

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

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. 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	**Summative Assessment 1:** Mock examination on Personal and Business Finance prior to January exam **Summative Assessment 2:** Assessments of coursework to understand levels of progress and attainment, and to set individual targets, Recruitment and Selection Assignment. 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.	**Formative assessment in class:** Knowledge tests and extended writing questions for exam preparation Mock examinations on Personal and Business Finance prior to January exam

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.