



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)	
<p>Learners will apply personal and business financial learning in mock exam situations in preparation for the January mock exam.</p> <p>You will review your recruitment activities in order to develop skills needed in an interview situation, 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</p>		<p>Assessment 1: Mock examination on Personal and Business Finance prior to January exam</p> <p>Assessment 2: Assessments of coursework to understand levels of progress and attainment, and to set individual targets, Recruitment and Selection Assignment C.</p> <p>Examination: Unit 3: Personal and Business Finance - 2 hours 120GLH, - 33% of qualification</p>	
<p>Skills:</p> <p>Evaluate how financial information and data can be used to justify conclusions related to business and personal finance</p> <p>Apply, analyse and evaluate recruitment and selection processes in context for a real -life business scenario.</p> <p>Reflect on the recruitment and selection process and your individual performance, reviewing and evaluate potential improvements</p>		<p>Assessment 1: Preparation work, for the pre-released case study in late April, for May examination</p> <p>Assessment 2: Past papers on Personal and Business Finance</p>	
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)			
<p>Reading</p> <p>Pearson BTEC National Business Student Book 1 – 978129212641</p> <p>Revise BTEC National Business Revision Guide - 9781292150123</p> <p>Revise BTEC National Business Revision Workbook - 9781292150116</p>		<p>Vocabulary Lists</p> <p>Individual Appraisal</p> <p>Observations</p> <p>Assessment</p>	
		<p>Self-Critique</p> <p>Action Plans</p> <p>Personal Skills Development Plan</p>	