

## **New intake:**

### **BTEC Business transition work**

#### **TASK1**

Please take some time to review the specification for BTEC L3 Extended Certificate in Business

[Specification - Pearson BTEC Level 3 National Certificate in Business](#)

#### **TASK2**

Use the following Tutor2u website to read some of the study presentations and listen to the podcasts to get used to the terminology and content of personal and business finance which is the examined unit in Year 13

[Raising Finance \(Revision Presentation\) | Business | tutor2u](#)

#### **TASK 3**

The final assignment is Unit 8 Recruitment and Selection

As discussed in the lesson, you are to research one large business that employs over 250 employees. Produce a page summary on the business.

#### **Work to submit (minimum)**

One page summary of the business you have chosen for this unit.

Find a job that you are interested in for this business and gather the recruitment documentation including application form, job description and person specification. Bring these into the lesson when you return

A: Produce an up-to-date CV and bring to the lesson

B: You need to create your own job advert for the job you are going to apply for.

C: You then need to use the information to create a Job description and Person Specification for that job

D: Find the application form and complete it for that job. You may need to do a 'print screen' or print it off and then fill it