**Preparing for Transition from Key Stage 4 to Key Stage 5**

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| **Subject** | **Qualification** |
| **Business** | **Level 3 BTEC** |
| **Recommended Reading Materials** | **Recommended Websites**  |
| * Textbook Chapter 1 Exploring Business:

<https://www.pearsonschoolsandfecolleges.co.uk/FEAndVocational/BusinessandEconomics/BTEC/BTECNationalsBusiness2016/Samples/Student-Book-/BTEC-National-in-Business-Student-Book-Sample-Material-Unit-1-web-ready.pdf?utm_source=july16_bus_latestresourcesemail&utm_medium=Email&utm_campaign=VOC_GEN_29JAN2016_btecnationals2016_R&mxmroi=1129-19423164-1097132-0> * Textbook Chapter 8 Recruitment and Selection:

<https://www.pearsonschoolsandfecolleges.co.uk/FEAndVocational/BusinessandEconomics/BTEC/BTECNationalsBusiness2016/Samples/Student-Book-/BTEC-National-in-Business-Student-Book-Sample-material-web.pdf?utm_source=july16_bus_latestresourcesemail&utm_medium=Email&utm_campaign=VOC_GEN_29JAN2016_btecnationals2016_R&mxmroi=1129-19423164-1097133-0> It is important to understand what is happening in the business world, so try and get into the habit of watching the news, visiting the BBC website or even better download the BBC app! | * Unit Personal and Business Finance website with links and videos to help with theory and knowledge <http://www.beebusinessbee.co.uk/index.php/business-qualifications/btec-nationals-business-level-3/btec-nationals-2016/unit-3-personal-and-business-finance>
* Learning Skills: <https://www.mindtools.com/pages/main/newMN_ISS.htm>
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| **Preparation Tasks** | **Recommended Research**  |
| * Finance assessment Pack: <https://www.pearsonschoolsandfecolleges.co.uk/FEAndVocational/BusinessandEconomics/BTEC/BTECNationalsBusiness2016/Samples/Student-Book-1/unit-3.pdf>
* Marketing Assessment Pack: <https://qualifications.pearson.com/content/dam/pdf/BTEC-Nationals/Business/2016/teaching-and-learning/BTEC%20National_Bus_Unit2.pdf>
 | Business Topics: * Motivation <https://www.tutor2u.net/business/collections/key-topics-motivation>
* Budgeting <https://www.tutor2u.net/business/collections/key-topics-budgeting>
* Quality <https://www.tutor2u.net/business/collections/key-topics-quality>
* Business Studies Case Studies <https://businesscasestudies.co.uk/topics/case-studies/>
* Business Theory Revision <https://businesscasestudies.co.uk/topics/revision-theory/>
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| **Recommended trips or visits this Summer** |
| Visit different business establishments over the summer observe the staff – are they happy in their work? Would you do anything differently if it was your business? Also observe the layout of the shop is there anything that you find interesting?  |
| **Tasks to Complete** |
| Task 1 - Exploring Business - Read pages 1- 8 of the Textbook chapter for Unit 1 Exploring Business (Link is in recommended reading list) and answer the following questions on a word document: 1. Explain what a sole trader is and give 2 local examples?
2. Explain what a Partnership is and give 2 local examples?
3. Explain what a Private Limited company is and give 2 local examples?
4. Explain what is a Public Limited company is and give 2 local examples?
5. Explain what a Co-operative is and give 2 local examples?

Task 2 - Read pages 12- 14 of the Textbook chapter for Unit 1 Exploring Business (Link is in recommended reading list) and answer the case study questions “Bring Back” on page 14 on a word document. Task 3 - Unit 8 Recruitment and Selection- Produce an up to date CV for yourself to support the process of applying for a job. Task 4 - Unit 8 Recruitment and Selection- Below are a list of possible interview questions that you could be asked for a customer assistant post.Please prepare to be asked these questions by recording your responses on a word document below each question:1. You are required to wear a uniform in this position have you worn a uniform in the workplace? How do you feel about this?
2. Who is your biggest inspiration and why?
3. Outline your 2 greatest strengths and explain why you think these are your strengths.
4. Outline 2 weaknesses you have and explain how you plan to overcome these.
5. How would you sell me the shoes you are wearing if they were on stock? (Imagine you are trying to sell these to a customer)
6. How would you handle an angry customer?
7. Tell me an about a time you worked well in a team?

Task 5 - Make sure you have any stationery you might need to start college: paper and pens etc. |