



Business

The Business course consists of four different units where you will study a range of aspects which businesses deal with these include all areas of finance, the recruitment and selection process and marketing.

Task

For one element the course you are required to create documents which will be used during the recruitment and selection process.

1. Pick any organisation of your choice and a job role which takes place in this organisation
2. Create a job advertisement for this role.
3. Research what a Job description is and create one for this role.
4. Research what a Person specification is and create one for this role
5. Create a personal CV for somebody who is likely to apply for this role.

Task 2

You will also be asked to explore the external factors which are likely to impact a business.

For any chosen business:

1. Undertake a PESTEL analysis where you will need to consider Political, Economic, Social, Technological, Legal and Environmental factors. You will need to explain the impact these factors will have on the business.
2. Undertake a SWOT analysis where you will need to consider the Strengths, Weaknesses, Opportunities and Threats for the business.
3. Analyse the 5Cs (Company, Competitors, Customers, Collaborators, Climate) for your chosen business.

Task 3

For each of the following, explain what they do and their advantages and disadvantages.

- Bank of England
- Banks
- Building societies
- Credit unions
- National Savings and investments
- Insurance companies
- Pension companies
- Pawnbrokers
- Payday loans.