

Subject: BTEC Business

Why Then? Why Now?			
Aim: To provide the skills, knowledge and understanding for Unit 8: Recruitment and Selection Process			
Objectives: To demonstrate through explanation, role play and evaluation how an effective recruitment process contributes to the success of a business			
Unit overview Students will write a report examining the recruitment process of a large business and take part in practical role play activities as an interviewer and candidate. Students will review and evaluate their own performance and complete their own personal action plan.			
	Learning Aim A	Learning Aim B	Learning Aim C
Learning Question	'How does effective recruitment and selection contribute to business success?'	'Can you demonstrate the process leading up to a successful job offer through role play?'	'How was your performance as an interviewer and candidate?'
Overview of Key knowledge	<p>Students will learn about the recruitments processes of a large business.</p> <p>Key words: Recruitment, workforce planning, fixed-term contract, probationary period, Headhunter, opportunity cost, culture, ethos, psychometric test, ethical considerations, legislation, equal opportunities.</p> <p>Skills: Researching and evaluation processes and writing reasoned and persuasive arguments .</p>	<p>Undertake a recruitment activity to demonstrate the process leading to successful job offers.</p> <p>Key words: Active listening, Body language, Interviewer, interviewee, skills and attributes, tone, characteristics.</p> <p>Skills: Ability to write job application paperwork succinctly and coherently. Demonstrate ability in role play, with good tone, body language and tone.</p>	<p>Reflect on the recruitment and selection process and your individual performance.</p> <p>Key words: Appraisal, role play, organisational ability, employability, SWOT, SMART, evaluation, action planning</p> <p>Skills: Analyse and evaluate own performance and formulate an action plan.</p>

Curriculum Overview 2023-24
 Knowledge Rich Curriculum

Why	To understand why staff vacancies exist and the efficient recruitment processes that are needed to ensure a business recruits the 'right' person.	To prepare for a future job application and understand the need for verbal and non-verbal communication.	To reflect on own performance and have actions for further improvement. Able to plan future career choices.
Building and revisiting	<p>Building on existing knowledge and practice, developing reasoned arguments in the context of a chosen business.</p> <p>Opportunities for application of skills: writing in an academic format, researching and referencing skills.</p>	Developing practical knowledge and skills from the study of the theory. Using the past knowledge gained to influence the future.	Using the theoretical and practical knowledge and skills to inform an evaluation, leading to developing an action plan for improved future and performance.
Assessment	Completion of A.P1, A.P2, A.M1, A.D1	Completion of B.P3, B.P4, B.M2, B.D2	Completion of C.P5, C.P6, C.M3, C.D3