

# Assignment brief – QCF BTEC

## Assignment front sheet

Qualification		Unit number and title	
BTEC Level 3 Subsidiary Diploma, Diploma and Extended Diploma in Business		Unit 15: Development Planning for a Career in Business – <b>Summer Work</b>	
Learner name		Assessor name	
		DS/PH/JJE	
Date issued	Hand in deadline	Submitted on	
27 <sup>th</sup> June 2018	First Business lesson September 2018		
<b>Summer Work 90 Credit Diploma – Extended Diploma</b>			
In addition to your progression assignment work we would like you to prepare for year 13 by preparing work in two of your units as indicated below.			

Assignment title	Research and Developing a Career Plan
In this assessment you will have opportunities to provide evidence against the following criteria. Indicate the page numbers where the evidence can be found.	

Criteria reference	To achieve the criteria the evidence must show that the learner is able to:	Task no.	Evidence
P1	Identify sources of information related to the career path	1	Careers Portfolio
P2	Develop a career plan for the short and medium term identifying development needs	2	
P3	Carry out a skills audit to identify skills gaps	2	
P4	Create SMART targets for the career plan	2	

Learner declaration
I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.
Learner signature: _____
Date: September 2018

## Assignment brief

<b>Qualification</b>	BTEC Level 3 Extended Diploma in Business
<b>Unit number and title</b>	Unit 15: Development Planning for a Career in Business
<b>Assessor name</b>	DS/PH/JJE
<b>Date issued</b>	27 <sup>th</sup> June 2018
<b>Hand in deadline</b>	First Business lesson in September 2018

<b>Assignment title</b>	Research and Developing a Career Plan	
<i>Purpose of this assignment</i> The aim of this assignment is to enable learners to research their career options and ultimately plan their career in business.		
<i>Scenario</i> You are coming towards the end of your studies at NEW College and need to think about the next step you are going to take. You have been tasked with researching potential careers in business and is required to develop a career plan to help prepare you for the world of work. You will produce a <b>Career Development Plan Portfolio</b> to include the following tasks.		
<i>Task 1</i> Using the Career Development Plan Portfolio found on Moodle or the Student Shared Area, you must complete research related to your chosen career. You will need to show that you have done initial research into your chosen career. Complete the grid on pages 2 and 3 of the portfolio.  <i>This provides evidence for [P1]</i>		
<i>Task 2</i> Carrying on in the Career Development Plan Portfolio continue to 'Prepare a career plan identifying your own development needs. This will be a working document, and may be subject to change as you carry out research into your original choices. You must ensure that your career plan includes a short-term plan (two years) and a medium term plan (five years). Your career plan must include a skills audit to identify any skills gaps you may have, a personal SWOT analysis, a qualification map to identify any qualification gaps, timescales, training requirements, a personal development plan, curriculum vitae and SMART objectives which progress can be measured against.  <i>This provides evidence for [P2, P3, P4]</i>		
<b>For the Summer Assignment please complete all work in the Career Development Portfolio from pages 2-11 except those highlighted in yellow.</b>		
<b>Evidence checklist</b>		
[Summarise evidence required, e.g. 'leaflet', 'presentation notes' etc.]		[tick boxes]
<b>Sources of Information Poster</b>		
<b>Career Plan with associated documents i.e. personal SWOT analysis, CV, Log of of visit to New College Careers Dept or Connexions, completed UCAS apprenticeship/job application</b>		
<b>Sources of information</b>  Connexions, company websites, newspapers job section, job centres, NEW College careers service, recruitment/career fairs, specialist trade journals, other career related websites etc. Visiting speakers from Barclays Skills and C&K careers		

## Assessor's comments

<b>Qualification</b>	BTEC Level 3 Extended Diploma in Business	<b>Assessor name</b>	DS/PH/JJE
<b>Unit number and title</b>	Unit 15: Development Planning for a Career in Business	<b>Learner name</b>	

<b>Criteria reference</b>	<b>To achieve the criteria the evidence must show that the learner is able to:</b>	<b>Achieved?</b>
P1	Learners will need to demonstrate that they have accessed a sufficient range of information to allow them to make an informed decision on their career choices. It is likely be that learners will gather information from a range of sources. These could include websites, journals, career packs, newspapers or company packs. The information learners provide should be sufficiently detailed and more than just a list.	
P2	Learners will need to create an initial career plan identifying their development needs. The career plan will be a working document, and may be subject to change as learners carry out research into their original choices. It is important that learners understand that the short term is two years and the medium term is five years.	
P3	Learners will need to examine their current skills profile and carry out a skills audit. They need to understand the importance of identifying skills gaps. This will involve looking at a wide range of skills that they may have developed through a variety of ways. This will include their current level of Skills for Life which is likely to be built into their learning programme. It will also require learners to look at other sources and a wider range of relevant vocational and employment-related skills. These may be practical, interpersonal or technical skills developed in part-time employment or through voluntary activities. They may be skills they are demonstrating on the learning programme, such as research skills or time management skills. Learners will need to include provision for continuous professional development in the career plan.	
P4	Career plans should be realistic and be supported by SMART targets. Progress towards targets should be recorded with a folder containing all the appropriate research documentation.	

## ASSESSMENT Brief

<b>Programme/Qual</b>	BTEC Level Extended Diploma in Business	<b>Learner name</b>	
<b>Assignment title</b>	Summer Work	<b>Assessors names</b>	PH
<b>Unit no. &amp; title</b>	Unit 5 Business Accounting	<b>Target learning aims</b>	<b>P1 P2</b>

<b>Date issued</b>	<b>Hand in deadline</b>	<b>Submitted on</b>
26 <sup>th</sup> June 2018	September 2018	

<b>Assignment title</b>	<b>Business Accounting Processes and Role in Managing a Business</b>
In this assessment you will have opportunities to provide evidence against the following criteria. Indicate the page numbers where the evidence can be found.	

### The purpose of this assignment is to:

Demonstrate your understanding of business accounting processes and why it is so important for businesses to keep track of finances in order to ensure their survival and how inadequate record keeping and a lack of effective planning ultimately leads to poor financial results.

### SCENARIO

You have been approached by Hip Designs a local clothing business which is run by your uncle, who has found it challenging to keep track of his finances. You will be required to provide him with advice on the purposes of accounting and how to identify revenue and capital items of income and expenditure. You will also analyse their cash flow forecast and use ratios to interpret their financial statement and make recommendations on the overall health of the business performance and provide solutions.

### Task 1 – REPORT

**P1** - Describe the purpose of accounting for an organisation.

Prepare a report for your uncle Paul explaining the purpose of accounting. You will need to describe why it is important to record transactions using appropriate examples.

You must include the following areas in your report.

- Describe clearly the 5 purposes of accounting giving examples relevant to your Uncle's business.
- Explain the meaning of historical accounting. Use an example to show how using historical records of a business enable the owners to check financial performance.

*(This provides evidence for P1)*

## TASK 2 – REPORT

### P2 - Explain the difference between capital and revenue items of income and expenditure.

Write a report explaining difference between capital and revenue items of expenditure and income. Use examples to help your uncle understand the difference between each category. Explain Capital Income, Revenue Income, Capital Expenditure and revenue expenditure as it relates to Hip Designs.

Giving a full explanation put each of the following into the correct category:

Advertising paid	Salaries paid
Investment from owner	Furniture bought
Purchase of stock	Loan from bank
Bang charges paid	Phone bill paid
Investment from partner	Heating bill
Rent received	Patent bought
Buildings bought	Vehicles bought
Issuance of shares	Interests on loans payable
Rent paid	Mortgage from bank
Cash sales received	Wages paid
Land bought	

(This provides evidence for P2)

### Evidence checklist

#### Task 1 – Report

A report for your uncle Paul explaining the purpose of accounting

#### Task 2 – Report

A report explaining the difference between capital and revenue items of expenditure and income

#### Sources of information

BTEC level 3 Book one/two  
 NC Moodle – Business pages  
 Brammer J, Cox D, Fardon M and Penning A – Active Accounting  
 Cox D – Business Accounts  
 Cox and Fardon M – Management of Finance  
 Dyson J R – Accounting for Non-Accounting Students

Accounting Technician  
 PQ Magazine  
[www.accountingtechnician.co.uk](http://www.accountingtechnician.co.uk)  
[www.accounungweb.co.uk](http://www.accounungweb.co.uk)  
[www.new.bbc.co.uk](http://www.new.bbc.co.uk)  
[www.bized.co.uk](http://www.bized.co.uk)

Criteria reference	To achieve the criteria the evidence must show that the learner is able to:	Achieved?
P1	learners will describe clearly the main purpose of accounting for an organisation. The description may be brief but should be accurate and incorporate historical data in order to be able to check on current financial performance and position, as well as the planning aspect of management accounting.	
P2,	learners will be expected to explain the different categories of capital income, capital expenditure, revenue income and revenue expenditure as listed in the unit content. This may be achieved in a number of ways. For example, learners could examine a specific type of organisation, identifying the likely income and revenue and indicating in each case whether it is of a capital or revenue nature. They should also describe clearly what each category means. At this stage, learners are not expected to calculate profit or to know the impact of income and expenditure items on profit.	

# Assignment brief – QCF BTEC

## Assignment front sheet

Qualification		Unit number and title	
BTEC Level 3 Diploma in Business/Extended Diploma in Business		Unit 33: The Impact of Communications Technology on Business – <b>Summer Work</b>	
Learner name		Assessor name	
		DS/PH/JJE	
Date issued	Hand in deadline	Submitted on	
26th June 2018	First Business lesson September 2018		

Assignment title	The Impact of Communication Technology on NC and Burberry		
In this assessment you will have opportunities to provide evidence against the following criteria. Indicate the page numbers where the evidence can be found.			
Criteria reference	To achieve the criteria the evidence must show that the learner is able to:	Task no.	Evidence
P1	describe how the internet operates	1	Written document
P2	describe examples of how the internet is used by selected, contrasting businesses	2	Written document
<p><b>Scenario</b>            You are a part of a group of interns working for a local business advisory organisation. As an intern you will be requested to research and prepare a number of documents that will provide advice for local organisations in the form of an information pack. In addition you may be asked to help with training materials.</p> <p>In order to create an introductory document for local organisations research how the internet works. Once the research has been completed <b>individually</b> prepare an introductory <b>written document</b> that describes the internet and the worldwide web are and how they operate.</p> <p>Your introductory document should include:</p> <ul style="list-style-type: none"> <li>• The Internet and the worldwide web</li> <li>• Servers and clients</li> <li>• Types of connections to the Internet</li> <li>• Internet service providers (ISP)</li> <li>• Protocols – Internet Protocol (IP); Transmission Control Protocol (TCP) and Hypertext Transfer Protocol (HTTP)</li> <li>• Domain names</li> <li>• Worldwide Web Consortium (W3C)</li> <li>• Internet Society</li> </ul> <p style="text-align: right;"><b>This provides evidence for P1</b></p>			

**Task 2**

**Individually**, investigate and describe in a **written document** how the Internet can be used for different types of business activity\* and apply the findings of your investigation to 4 different types of business activity. Application of your findings should include at least one from each of the following types of organisations:

- a not-for-profit organisation
- a commercial business from the private sector
- a public sector organisation

**This provides evidence for P2**

Your document should include not only the general ways in which your chosen organisations use the internet, but also how they use the Internet for

- 📄 **Research purposes** – including types of data eg demographics, competitor analysis, environmental analysis (including weather); legislation; specialist sites and how the businesses can make use of the different search engines and how they would need to refine their searches.
- 📄 **Procurement**; - including using the Internet to select a suitable supplier; using intermediary sites; using secure payment methods; methods of reducing risks; security symbol; legal protection and limitations as per Consumer Protection (Distance Selling) Regulations 2000 and Electronic Commerce (EC Directive) Regulations 2002
- 📄 **Promotion** – including websites, banner advertising, link registrations, direct emails, social media
- 📄 **Communication** – including email to individuals and to groups, hidden CCs, attachments, business tone, style for emails, company policies on use and abuse; use of digital cameras; use of video images; voice over internet; videoconferencing

\*Note: Business activity for this activity means selling, persuading, promoting, informing or offering a service.

<b>Evidence checklist</b>	
<b>Task 1 – Written Document</b>	
<b>Task 2 – Written Document</b>	
<b>Sources of information</b> BTEC level 3 Book 2 Newcollpont.ac.uk <a href="http://WWW.burberry.com/.co.uk">WWW.burberry.com/.co.uk</a>	<a href="http://www.newcollpont.ac.uk">www.newcollpont.ac.uk</a> Newspaper articles Youtube Secondary research as needed

Criteria reference	To achieve the criteria the evidence must show that the learner is able to:	Achieved?
P1	For P1, learners should describe the internet and the worldwide web are and how they operate.	
P2	For P2, it is expected that most of the items of listed as 'uses of the internet' in the unit content, would be included as examples but it would not be necessary to give in-depth descriptions of items such as websites or procurement systems. Two or three organisations should provide sufficient examples to meet the requirements.	

<b>Assessor signature</b>	Julia Ellis	<b>Date</b>	September 2018
<b>Learner signature</b>		<b>Date</b>	September 2018

