

Year 13 Business Learning Programme 4

The LORIC skill focus for his LP is: INITIATIVE. The Moral Virtues focus for this LP are: INTEGRITY and GRATITUDE.		Literacy: <ul style="list-style-type: none"> • Capital letters must be used at the start of sentences and for the first letter of proper nouns • Full stops must be used at the end of a sentence • Question marks must be used at the end of a question • Apostrophes should only be used for possession or omission • Days of the week and months must be spelled correctly • Key words must be spelled correctly
Integrity - Having strong moral principles. Gratitude - Feeling and expressing thanks.		
What will I be learning about in this Learning Programme? What tools businesses use to hire staff and how to prepare, and take part in the interview process. You will then review and reflect on whole process and write it in a form.		
Where have I seen this learning before? Unit 1 Exploring Enterprises when looking a stakeholders of a business and how they hire their staff.		
What could I use it for? To help reach the unit 8 assignment 2 criteria and to help support your interview performance in the future		

In LP4.1, I will know:	10/03/25 - (WK 2)	Key Vocabulary	Homework
how to create a job description; how to create a job advert; how to create a personal specification;		Job description	Complete any coursework changes from assignment 1

In LP4.2, I will know:	17/03/25 - (WK 1)	Key Vocabulary	Homework
how to create a CV; how to create a letter of application; how to complete a application form.		CV	Complete any coursework changes from assignment 1

In LP4.3, I will know:	24/03/25 - (WK 2)	Key Vocabulary	Homework
what type of questions are asked in an interview; top tips for an interview; how to produce a good interview.		Interview	Complete any coursework changes from assignment 1
Extended Task.			

In LP4.4, I will know:	31/03/25 - (WK 1)	Key Vocabulary	Homework
how to participate in an interview; how to reflect on my interview performance; the areas of strengths and weaknesses from my interview feedback.		Performance	Human Resource Objectives via SENECA

In LP4.5, I will know:	21/04/25 - (WK 2)	Key Vocabulary	Homework
how to write my coursework on creating an action plan to improve in future interviews.		Action Plan	Human Resource Management via SENECA

In LP4.6, I will know:	28/04/25 - (WK 1)	Key Vocabulary	Homework
how to commence assignment 2.		Feedback	Motivating & Engaging Employees via SENECA
Extended Task.			

In LP4.7, I will know:	05/05/25 - (WK 2)	Key Vocabulary	Homework
how to continue with assignment 2.		Assess	Improving Employer-Employee Relations via SENECA.

Resources to support learning: https://qualifications.pearson.com/en/qualifications/btec-nationals/business-2016.html Knowledge Organiser

FFET Award Challenge for this Learning Programme: LP4 Year 13 Business: Create a revision booklet on accounts

