

FIND YOUR FEET TASK

BTEC BUSINESS:

TASKS

TASK 1: If you can - Get a lever arch file, a writing pad and some dividers. Call them Unit1, Unit 2, Unit 3, Unit 8, Unit 14

TASK 2: Unit 14 - Customer Services This can be done on paper or on a word document.

Carry out some research into two businesses for example a supermarket and a gym. Research and explain 5 ways they currently provide good customer service.

In light of the Coronavirus how could these businesses adapt their service offered (if possible give some examples of what businesses are currently doing).

TASK 3: Unit 8 Recruitment and Selection Research the internet to find out what makes an effective CV and then either develop a CV from scratch or work on your current CV.

RESEARCH

Identify the apprenticeships, jobs and universities you can go to once you successfully complete your BTEC Business.

RECOMMENDED READING

For the transition task use the websites identified to help with writing/updating your CV.

<https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/>

WEBSITES AND ONLINE LEARNING MATERIALS

www.tutor2u.net

BBC Bitesize

www.gov.uk/limited-company-formation

www.tescopl.com

CONTACT

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