

Scheme of Work 2020 – 2021
Subject: Unit 8 Recruitment

Year Group: Y12

Specification: BTEC Level 3 National Diploma in Business

Week Commencing	Topic & Objectives	Big Question – What will students learn?	Key Activities & Specialist Terminology (Do Now Task / Starter/Tasks/Plenary)	Planned Assessment	Homework or flipped learning resources DODDLE resources	Lit Num SMSC Codes
8/6/21	Learning aim A: Examine how effective recruitment and selection contribute to business success	Workforce planning: Selection, including assessment centres and psychometric testing, group/team activity interviews (by telephone, face-to-face, group and panel), presentations in interviews, short tests at interviews:	Introduction to the unit and learning aim A – group discussion on reasons for recruiting new staff	Assignment 1		Lit Social Cultural So8 Sp2 Sp5
8/6/21	Learning aim A: Examine how effective recruitment and selection contribute to business success	Recruitment process – the purpose of the documents for internal and external recruitment: Why recruitment processes have to be ethical and adhere to equal opportunities legislation; what the ethical responsibilities	Methods used to advertise jobs and how the recruitment process lead to success, and how they comply with ethics and law	Assignment 1		Lit Social Cultural So8 Sp2 Sp5

		and the current legislation relating to equal opportunities are?				
8/6/21	Learning aim A: Examine how effective recruitment and selection contribute to business success	Recruitment process	Selection of a large business (retail, production) – research task for the recruitment process – evidence to be saved for Task A	Assignment 1		Lit Social Cultural So8 Sp2 Sp5
8/6/21	Learning aim A: Examine how effective recruitment and selection contribute to business success	Recruitment process	Students to complete a case study on the organisation chosen in the previous lesson Task A assignment	Assignment 1		Lit Social Cultural So8 Sp2 Sp5
15/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Job applications	Documents required for the recruitment process; group discussion - tutor led presentation	Assignment 2		Lit Social Cultural So8 Sp2 Sp5

15/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Job applications	Students to prepare a job advert, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
15/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Job applications	Students to prepare a job analysis, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
22/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Job applications	Students to prepare a job description, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
22/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes	Job applications	Students to prepare person specification, using case study examples	Assignment 2		Lit Social Cultural So8

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22/6/21	leading to a successful job offer	Job applications	Students to prepare CV, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
22/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes	Job applications	Students to prepare letter of application, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
22/6/21	leading to a successful job offer	Job applications	Students to prepare person specification, CV and letter of application, using case study examples	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
22/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes	Job applications	Peer review of portfolio of documents	Assignment 2		Lit Social Cultural

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29/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Communication skills required for interview situations: body language and listening skills, professional approaches, formal language, skills and attitudes of both interviewer and interviewee, role play, body language, dress, interview questions.	Preparation for interview Interviewee to design a selection of questions	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
29/6/21	Learning aim B: Undertake a recruitment activity to demonstrate the processes leading to a successful job offer	Interviews and skills	Individual interviews	Assignment 2		Lit Social Cultural So8 Sp2 Sp5
13/7/21	Learning aim C: Reflect on the recruitment and selection process and your individual performance	Review and evaluation	Preparation of peer feedback following the interviews	Assignment 3		Lit Social Cultural

13/7/21	Learning aim C: Reflect on the recruitment and selection process and your individual performance	SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis on individual performance in the role-play activities.	Review of feedback and where to improve. Skills audit – critique of how to develop for further interviews	Assignment 3		Lit Social Cultural So8 Sp2 Sp5
20/7/21	Learning aim C: Reflect on the recruitment and selection process and your individual performance	Self-critique of the events and documentation prepared, and how it supported the activity.	Feedback and writing a critique	Assignment 3		Lit Social Cultural So8 Sp2 Sp5