**BTEC Assignment Brief**

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| **Qualification** | Pearson BTEC Level 3 National Extended Certificate in Business  Pearson BTEC Level 3 National Diploma in Business | |
| **Unit number and title** | **Unit 8: The Recruitment and Selection Process** | |
| **Learning aim(s)** | **A:** Examine how effective recruitment and selection contribute to business success | |
| **Assignment title** | **8.1 Evaluating the recruitment and selection process of a large business** | |
| **Assessor** |  | |
| **Issue date** | 19/09/16 | |
| **Hand in deadline** | 03/10/16 | 6 hours learner work |
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| **Vocational Scenario or Context** | Your local newspaper has been publishing a series of insights into businesses in your area.  You have been asked to write a case study of a large business that has 250+ employees. You will choose a business for this case study. This may be your work placement, where you have a part time job or any business that has a transparent easily accessible recruitment system.  The case study should evaluate the recruitment and selection processes, and link these to business success. | |
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| **Task 1**  **Task 1 contd.** | You will need to research a number of large businesses of 250+ employees to choose **one** to write about.  Using your research, write a case study that analyses and evaluates the recruitment and selection processes, drawing reasoned conclusions on how these processes contribute to the success of the business.  The case study should:   * include a synopsis of the business, to include the scope of its business activities and its size, and * demonstrate an understanding of its workforce planning, and the recruitment methods and processes to include the use of outside organisations, and ethical and legal considerations.   Your case study will demonstrate how the recruitment process links to the success of the business. You will also consider the problems that  ***Task continues overleaf***  impact on the business resulting from ineffective recruitment and from staff shortages.  All conclusions will be fully justified by well-balanced, developed arguments, and supported by good use of research evidence. | |
| **Checklist of evidence required** | * **Research log**: Evidence of research into the recruitment and selection processes of large businesses of 250+ employees * An **individual report** that examines the recruitment and selection processes in a large business of 250+ employees. | |
| **Criteria covered by this task:** | | |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: | |
| 8/A.D1 | Evaluate the recruitment processes used and how they contribute to the success of the selected business. | |
| 8/A.M1 | Analyse the different recruitment methods used in a selected business. | |
| 8/A.P2 | Explain how and why a business adheres to recruitment processes which are ethical and comply with current employment law. | |
| 8/A.P1 | Explain how a large business recruits and selects giving reasons for their processes. | |
| **Sources of information to support you with this Assignment** | Pearson BTEC National Student Book 1  **Websites**  <http://www.tesco-careers.com>  ‎www.bized.co.uk  Business education resources with case studies, simulations and worksheets  [www.businesscasestudies.co.uk](http://www.businesscasestudies.co.uk)  The Times 100 has economics and business case studies. The site also has a selection of theory notes aimed at learners  [www.gov.uk](http://www.gov.uk)  The government portal for government departments and policies  [www.mindtools.com/CommSkll/WritingSkills.htm](http://www.mindtools.com/CommSkll/WritingSkills.htm)  Tips on how to develop good communication skills.  [www.tutor2U.com](http://www.tutor2U.com)  This site provides resources and revision materials. There are also links to other sources of information.  [www.cipd.co.uk/NR/rdonlyres/01F95685-76C9-4C96-B291-3D5CD4DE1BE5/0/9781843982579\_sc.pdf](http://www.cipd.co.uk/NR/rdonlyres/01F95685-76C9-4C96-B291-3D5CD4DE1BE5/0/9781843982579_sc.pdf)  http://hr.ucr.edu/recruitment/guidelines/process.html  Above are some examples of websites. Further useful resources may be found at [www.edexcel.com/resources/Pages/default.aspx](http://www.edexcel.com/resources/Pages/default.aspx) | |
| **Other assessment materials attached to this Assignment Brief** | *N/A* | |