



Transition Work for September—BTEC Level 3 Extended Certificate

This transition work MUST be completed.

Task 1: Skills Required

Over the holidays you are to research and define the following skills and then relate them to a job of your choice: The skills are as follows;

Note: I am expecting more than 8 lines for each point in each table (font size 12)

Employability Skills	
Suitable Qualifications	
Experience in a similar role	
Knowledge of products and services	
Experience of specific industry	
Effectiveness in meeting personal and team targets	
Ability to observe and raise professional standards	

Personal Skills	
Patient and hard-working	
Team Worker	

Interpersonal Skills	
Co-operation	
Negotiation	
Interviewing Skills	



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Task 2: Physical and Technological Resources

In this task you need to explain what is meant by the following terms and then explain them in the business of your choice. This will mean that you will have to give good examples throughout based in that chosen business.

Physical Resources

- Buildings and Facilities
- Materials and Waste
- Plant and Machinery
- Equipment including IT
- Planned maintenance and refurbishment
- Emergency Provision
- Insurance
- Security

Technological Resources

- Intellectual Property
- Accumulated Experience and Skills
- Software licenses
- Protection via patents and copyright

Note: I am expecting more than 8 lines for each point in each table (font size 12)



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Task 3:

Describe the Limitations and Constraints of Marketing

Attempt the question below. Use examples to support your points.

What is marketing? (10 lines)

Guidance

Describe each act (no more than 6 lines) and give an example **related to Marketing.**

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Legal Constraints

Act	Description	Example – RELATED TO MARKETING
Sale of goods Act 1979	This act requires all businesses to sell their products as described and to be of high quality. The act states that all products should be described accurately and be able to substantiate claims	For example, Kellogg's can't advertise a low fat cereal, like Special K and claim that consuming the product will make you lose weight. It might help – but it won't guarantee it.
The consumer protection from unfair trading Regulations 1998		
Consumer Credit Act 1974 and 2006		
Consumer Protection (distance selling)		



Transition Work for September—Single Students

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Task 3 (cont.):

Regulations 2000		
Data protection act 1998		

Voluntary Bodies

Act	Description	Example – RELATED TO MARKETING
Code of Advertising Practice		
Advertising Standards Authority (ASA) (comment on the use of acceptable language)		
Pressure Groups		
Consumerism	Consumerism is about giving customers power. It outlines the rights consumers have. E.g. to be informed and to be heard	For example Watch Dog..... Another example is the consumer rights organisations called 'which' ...



BTEC National Business

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Task 4 Business Ownership

Research and explain the following different types of business ownership. For each of the following business ownerships please explain the ownership type, give examples and also look at the advantages/disadvantages of each one.

Ownership types

- Sole Trader
- Partnership
- Private Limited Company
- Public Limited Company
- Not-For-Profit
- Franchise



BTEC National Business

Reading List and Wider Reading:

Author

Bevan, J. and Coupland-Smith H. et al
Bevan, J. and Dooley, D. et al
Marcouse, I.

Titles

BTEC Business Level 3 Book 1
BTEC Business Level 3 Book 2
Business Studies

Useful websites:

<http://www.edexcel.org.uk/>
<http://www.tutor2u.net>
<http://www.bbc.co.uk/news/business/>