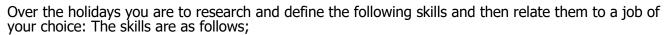
Transition Work for September—BTEC Level 3 Extended Certificate

This transition work MUST be completed.

Task 1: Skills Required



Buckingham Schoo

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 pro- fessional standards | | | |
| Personal Skills | | | |
| Patient and hard-working | | | |
| Team Worker | | | |
| Interpersonal Skills | | | |
| Co-operation | | | |
| Negotiation | | | |
| Interviewing Skills | | | |



Transition Work for September

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Task 2: Physical and Technological ResourcesIn 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)



Transition Work for September

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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

This transition work MUST be completed.

Task 3 (cont.):

| Regulations 2000 | |
|--------------------------|--|
| Data protection act 1998 | |

Voluntary Bodies

| 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 | For example Watch | | |
| Consumersin | giving customers power. It outlines the | Dog | | |
| | rights consumers have. | Another example is the | | |
| | E.g. to be informed and | consumer rights | | |
| | to be heard | organisations called 'which' | | |



Transition Work for September

This transition work MUST be completed.

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



Reading List and Wider Reading:

Author

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

Useful websites:

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

Titles

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