

A244
TASK 2
SAMPLE 2

Applied Business

**A244 Business and you
Unit Recording Sheet**

Centre number				Series and year	January 2010
Centre name					
Candidate name	RYAN		Candidate number		

Please fill out the mark awarded against each assessment objective for each investigation and comment on why the mark has been awarded.

Task 2		Page Location	Max Mark	Mark Awarded
AO1	Thorough description of HR function.		6	4
AO2	Application documents are extremely focused on chosen job role.		9	7
AO3*	Limited evaluation		7	2
Task 3				
AO1	Well balanced and detailed evaluation		6	4
AO2	Excellent work. Interview questions are extremely focused and explained.		9	7
AO3*	Some valid judgement, but quite limited.		7	3

Task 4	Page Location	Max Mark	Mark Awarded
AO1 Incomplete - some valid points.		4	1
Task 5			
AO2 Training programme is focused on the needs of a more supervisory role		6	4
AO3* Good attempt, analysis is underdeveloped		6	3
Overall Mark (max 60)			0

35

0 marks = no evidence submitted or work submitted does not address assessment objective

* = This assessment objective includes assessment of quality of written communication

Level 1: Quality of written communication demonstrates limited clarity and coherence with basic use of correct terminology. Errors of grammar, punctuation and spelling may be noticeable and intrusive.

Level 2: Quality of written communication demonstrates clarity and coherence with appropriate use of correct terminology. There may be occasional errors of grammar, punctuation and spelling but these are not intrusive.

Level 3: Quality of written communication demonstrates clarity, coherence and fluency with effective and confident use of appropriate terminology. There are few, if any, errors of grammar, punctuation and spelling.

Guidance on Completion of this Form

- 1 One sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Add the marks for the assessment objectives together to give a total out of 60. Enter this total in the relevant box.



You must identify and describe the main activities of the human resources functional area (AO1).

The main activities that the human resources may undertake in a day to day role:

What is human resources?

Human resources is a term used to describe the individuals who comprise the workforce of an organization, although it is also applied for in labour economics too. For example business sectors or even whole nations. Human resources are also the responsibility for implementing strategies and policies relating to the management of individuals. This function title is often abbreviated 'HR'

Hiring, Redundancy and Dismissal – employees with the correct skills for that chosen job would be looked at by the human resources and if the applicant's skills match the person specification then the person who is applying for the job will more than likely get the job. The human resources should never not hire someone because of their age, sex, race and if they are disabled. If they did discriminate someone because of these factors then the applicant could take the company to court and maybe sue them. Employees that break the company's rules or terms and conditions that they agreed upon when they first started work. They also make staff redundant (if the job is no longer needed). A human resources officer develops, advises on implements policies relating to the effective use of personnel within the organization.

Training- if they hire an employee and he/she needs training then the human resources has to find a course for what they need to be trained on, when the training is going to take place and how much the training is going to be.

Working conditions- the human resources are responsible for the working conditions that all members of staff in the business work in. if a member of staff doesn't like the working conditions they are working in then they would normally take it up with human resources.

Working hours- The working hours are discussed with the employer an employee such as how many hours they work in a day, week, how many weeks in a year, how many weeks of holidays they get if they will receive any flexi time and the number of breaks they have in a day. MacDonald's for an example help to provide career opportunities for people to try and help them achieve their potential within that area. The firm offers part-time or full time job career opportunities, which helps staff to combine work with their family, social or educational life.

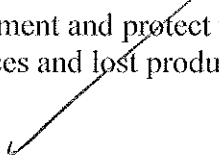
Financial records- the human resources keep records of how much the business spends and receives. They work out the breakeven point, to see if their total revenue and their income is making a profit or losing profits.

Rewards - the business will want to keep its employees particularly if they are good at their job. The reason for this is that good employees are costly to replace. So the business may offer the employee who is threatening to leave a better salary, a bonus, better work

conditions or even a chance of promotion in order to remain a good strong workforce. Job progression is used to encourage employees who got their first job in the company to progress to management positions. These promotions are based on the performance of the staff member. Over 40% of MacDonald's managers started as hourly paid staff members in the restaurant. Over half of the company's middle and senior managers have moved up from restaurants based positions.

Wages- human resources sort out how much an employee will receive at the end of the month. If they retire how much pension they will receive, if they will receive any pension

Health and safety- the human resources are responsible for the health and safety of all members of staff outside and inside the business. A business must provide for their employees with a safe working environment and protect them against accidents illness and injuries. These can result to Absences and lost production



A02

C Hall
CHRCs LTD
London road
Lewes east Sussex
BN2 8TD

2010-10-08

Dear Sir/ Madam

I am responding to your advertisement in the local Sussex paper. I am applying for the general labourer position. I believe my experience and qualifications would make me a valuable addition to the team.

I have just left school and I have chosen to peruse my career in construction work. I am enthusiastic and hardworking person as you can see from my curriculum vitae I have attached with this letter. I am very keen to participate on any training you decide to put me through either on the job or off the job. I also have excellent mathematical and literacy skills.

I have been told many of times from previous employers that I use my own initiative, have good communication skills and great time keeping. For the last two years I have managed to deliver newspapers before school and still maintain a 100% puntuality reecord. I'm very healthy and will be able to lift / carry heavy items when needed. I am able to work under pressure, in a team or as well as on my own.

You may be interviewing other potential employees in the field of general labouring, but I hope that you do not make your final decision until I can talk over this job with you and show you what I can bring to your business

I think that this job is suitable for me because it is very close to where I live. I also think that with your training and your support it will kick-start and broaden my career. I am really looking forward to meeting you

Yours sincerely,

C.V

Skills:

- Excellent communication skills so no problem when working with co-workers.
- Able to work independent or as a team member and follow oral and written instructions.
- Excellent time keeping, reliable, hardworking.
- Able to use own initiative.
- I have good awareness of how to work safely. Things that I have operated: pavement breakers, jack hammers, power tools etc.

Education:

[Dates attended]

[School name]

2000-2006

2006-2011

Qualifications: German language certificate

A* in literacy

A* in maths

A in science

A-B in Applied business studies

A* in drama

A* in resistant materials

Pass in I.C.T

Pass in religious education

Interest and

Activities:

Most of the time when I get a week here and there off school then I normally go to charities and help out (voluntary) the things I usually do is cleaning floors, meeting and greeting customers and handing out leaflets to the general public. When I'm not working voluntary then I try and get hold of any work I can but if I am unsuccessful in getting any work then I help out around the house and improve my construction skills. When I get paid I like to go out with friends and spend some of what I've earned on clothes and gaming equipment.

Work experience: on the 8/07/2008 I started my paper round at hatch lane guardian which I have only recently left because the business was shutting down and didn't need me no more.

Each summer holiday I work as a general labourer at Logic Constructions. While working here I had to have a lot of training. The things that I did whilst working there included:

- Cleaned all construction area so as to avoid any hazards.
- Helped to repair and maintain construction related tools.
- Laid down dust sheets and swept up before and after.
- Handled all types of duties on a daily basis.
- On road site, helped to install and maintain traffic control devices and patterns.

Reference:

Tyler Milton
Logic Constructions
104 cherry down avenue
BN91
Construction supervisor

Mr Joe Rah
33 Hatch Lane Guardian
BM65
manager

Job Application Form

PERSONAL INFORMATION

First name: Middle name: Surname:

Address:

Postcode:

Phone number: Mobile:

Are you eligible for work in the United Kingdom? yes

POSITION/AVAILABILITY

Position applied for: general labourer

When are you available to start work?: as soon as possible

Days/hours available:

Monday 07:00 - 16:00

Tuesday 07:00 - 16:00

Wednesday 07:00 - 16:00

Thursday 07:00 - 16:00

Friday 07:00 - 16:00

Saturday 08:00 - 15:00

Sunday 10:00 - 16:00

EDUCATION

Name and address of school:

Postcode:

Start date: September 05/09/06 Leaving date: June - July 2011

Qualifications:

literacy - A*

Maths - A*

Science - A

german language certificate

applied Business studies - A-B

Drama - A*

Resistant materials - A*

I.C.T - pass

religious education - pass.

EMPLOYMENT HISTORY

Present or last employer: last Tyler Milton

Name of supervisor: Tyler Milton

Address: 104 Cherry down avenue

Postcode: BN91

From: 24/07/2011

To: 05/09/2011

Responsibilities: cleaning up, packing away, unloading
loading, carrying heavy items

Current pay: £60.00 a day

Reason for leaving: had to go back to school

May we contact your present employer? ☒ YES ☐ NO

REFERENCES (please include name and title, address and postcode and telephone number)

tyler milton

mr Joe sah

104 cherry down avenue

33 hatch lane goudon

BN91

BM65

Construction Supervisor

manager

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not employing me or immediate termination of employment at any point in the future if I am employed. I authorise verification of all information listed above.

Signature: _____

Date: 24/09/2010

A03

In conclusion, I feel that the application documents that I have filled out will help me get an interview. Because I feel that all the skills that are stated in the advertisement and job description match my experience, skills and qualifications assured in my C.V, letter and application form. For example in the advert it says 'The ideal candidate will have initiative, be reliable, punctual and hardworking. The ability to follow instructions and a strong willingness to learn is essential'. This is covered in my letter and cv where I have shown experience with working for construction company. Also I have other skills which will make me stand out like awareness of working safely and ability to operate under minimum supervision.

Also I would be great for this job because I have made my address so that it is very close to where I live so there is a very good chance that I will never be late. In the Job description and advertisement they have timekeeping as important. I have also talked about timekeeping in my newspaper round.

GCSE in Applied Business Unit A244: Business and You

Assessing Ryan's evidence

Task	Comments	Mark
Task 2 (A01)	<p>Ryan has identified and described some of the main activities of the HR functional area. The description is more than limited but not thorough enough to gain level 2. The first paragraph appears to be taken from another source.</p> <p>Overall 3 marks have been awarded.</p>	3
Task 2 (A02)	<p>All three documents meet the needs of the job role. The letter has minor errors but the majority of the document is accurately set out and targeted at the job being applied for.</p> <p>Overall it was felt that the evidence achieved level 3.</p>	7
Task 2 (A03)	<p>Although the evidence is brief, Ryan has made a sound attempt to show why he feels the completed documents are fit for purpose and will result in an interview for the post that he has applied for.</p> <p>QoWC – the written communication is clear, coherent and flows in a logical order.</p> <p>Level 2 was felt to be the best fit mark. Overall 3 marks have been awarded.</p>	3