

A244
TASK 4
SAMPLE 4

Applied Business

**A244 Business and you
 Unit Recording Sheet**

Centre number	Series and year	June 2011
Centre name		
Candidate name	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 Very thorough description with relevant examples to back up	1-2	6	5
AO2 All 3 application documents are accurate and v. based on role of retail sales assistant.	3-6	9	8
AO3* Some evaluation with judgements at the start and end. Analysis of all documents. Occasional errors of spelling and grammar.	7-8	7	4
Task 3			
AO1 Thorough description - employee could mention transport otherwise main points covered	9-10	6	5
AO2 Simple explanation given as to why questions have been asked and basic links to job role	11-13	9	5
AO3* Judgements made about how legislation will impact R+S with clear analysis	14-16	7	5

My Induction Programme for the role of Retail Sales Assistant.

This is helpful to a new employee because they would like to know what their induction day would be spent doing and also to the people that are going to be working with them to know where they need to be and when.

Time	Activity	Who with	Where they need to be
9.00	Meet manager for a quick welcome talk about today's induction then meet supervisor.	Manager	Managers office, met at reception.
9.30	Take tour around the premises.	Supervisor	Met at manager's office, all round the premises.
10.00	Go back to supervisor's office and watch the Adey Fashion health and safety video.	Supervisor	Taken to supervisor's office.
10.20	Give the new employee their uniform.	Supervisor	Distributed by reception. Taken to working area.
10.30	Take employee to the area they will be working in and introduce to colleagues.	Supervisor	Colleagues Employees working area.
10.40	Show new colleague around work area and show them how everything works and give them some time to get used to the area.	Supervisor	To work area
11.00	Let them watch their colleagues before they get introduced to working.	Supervisor	Shadow Employees working area.
11.30	Short break.		Staff room/outside.
11.40	Supervisor helps the employee show what needs to be done.	Supervisor	Work Employees working area.
12.00	With help and supervision of colleagues introduce employee to the induction work set.	Colleagues	Employees working area.
1.00	Lunch.		Lunchroom/Canteen/Outside
2.00	Employee starts to work.	Colleagues	Work Employees working area.
4.30	Go back to manager's office for a quick talk and coffee to reflect on days work.	Manager	Review Managers office
5.00	Finish.		

9.00am: Meeting the manager.

I think this is important because the new employee would get to meet the person who they would go to if there was a problem and also get a chance to ask any questions before they start their induction and the manager can go through some rules like code of conduct and dress code.

9:30am: Tour around the workplace.

I think this is very important part of the day because a new employee needs to know where all the health and safety points are and toilets, if they have a canteen or lunchroom and where they will be working. This is important for a new employee to feel comfortable where everything is and that's important because that helps keep everybody's productivity positive because a new employee to keep asking people where things work would distract them but it would also be quite intimidating for them to have to keep asking.

10.00am: Watch Health and Safety Video.

I think this is very important part of an induction because it is a legal requirement, all businesses have to go through this with all new employees also, a new employee needs to know all the health and safety rules and regulations to prevent them getting into any trouble with machinery or risks which could potentially effect the businesses productivity. Adey Fashion would need to show the new employee the emergency exits and what they would need to do, for example if they were responsible for trying to get themselves out properly but also if they needed to keep customers calm and show them where to go as well.

10:20am: Give the new employee their uniform.

I think this is also important because it would make the new employee feel more comfortable because they do not need to worry about what to wear for the job and not needing to worry about picking the wrong thing to wear that could be wrong in the dress code, the dress code would probably already been given to them for what they can and cant wear with the uniform.

10:30am Take them to their working area and introduce to their colleagues.

This is very important in induction because the new employee needs to meet and get a chance to get acquainted with the people they are working with because it is important for the business to have colleagues that get along so it prevents a bad atmosphere and then makes the business a better place to work in and they get better productivity and it makes the new employee feel a but more at ease and less intimidated if they get a chance to meet them before they work with them.

10:40am: Show them around their work area and show them how everything works.

This is important because a new employee will feel more comfortable knowing how to work things before they start working with them, if they are being introduced to machinery or tills they would need to know how it works so they don't make errors with customers because customers can get impatient and that could make a employee nervous if the shop was busy.

11:00am: Let them watch current employees.

This is helpful for an new employee because they get to see how to act with the customers and also by observing how other people handle things can make a new employee more comfortable with what they have got to do and how to do it. It also does not effect the other colleagues productivity because they don't have to stop their work and show them they can have the new employee observe them working.

11:30am: Short break.

I have included this because I think its important for a new employee to have time to have a snack or go to the toilet or just go get some fresh air and prepare themselves before they start physically doing the work so it breaks up the day a bit and it doesn't seem like they are being 'thrown' into work straight away in a big part all at once.

11:40am: Employee starts work with supervisor.

This is a chance for the new employee to get used to doing the work and its also important for their supervisor to see how well they are doing and settling in and it gives the employee to get used to the work with somebody there to help them if they get stuck and need to ask a question.

12:00pm: Employee does the work on their own, but with colleagues to ask questions.

This would be helpful for a new employee because they would need to get to work without being watched because that can be intimidating and make them nervous but also to just let them get on with it and see how well they do on their own. It is also helpful to see how they would cope with working and that unsupervised they would pull their weight and get the task set done and how they get on with colleagues.

Settle in

1:00pm: Lunch.

Every employee needs a lunch break and it also does help by not giving the new employee too much time working at first.

2:00pm: Employee starts work again.

Working on their own and the supervisor and colleagues can see if the new employee just gets straight back into their work and do well and the new employee gets a taste of how the next day will be with quite a bit of just solid working time in preparation for the next day.

4:30pm: Another meeting with the manager to reflect on induction day.

This is important for both the manager and the new employee because it allows the manager to see how they coped and whether they enjoyed it and also if the new employee did have any problems with the work they could talk to the manager about it and ask any questions, and the manager could go through the next day and how that is going to work out and go through anything that they needed to know for tomorrow or anything they missed on their induction and gives them a chance to get acquainted.

Review

Solve problems

GCSE in Applied Business Unit A244: Business and You

Assessing Bethany's evidence

Task	Comments	Mark
<i>Task 4 (AO1)</i>	Bethany has demonstrated a comprehensive understanding of the content of induction programmes with links to the job role. The induction programme is clearly focused on the job role and includes realistic timings and activities. Full marks have been awarded for this task.	4