

Diploma in business assignment

Business



**ASSIGN
BUSTER**

In this assessment, you will have opportunities to provide evidence against the following criteria. Indicate the page numbers where the evidence can be found. You are required to write this assignment in partial fulfilment of the requirements for the award of BTEC First Diploma in Business. Achieved?

P1- Identify sources of information related to the career path.

P2- Complete a career plan identifying their development needs.

P3- Carry out a skills audit to identify skills gaps.

P4- Create SMART targets for the career plan.

P5- Demonstrate transferable business skills.

P6- Discuss methods of continuing professional development and training relevant to the career plan.

M1 -Assess methods of achieving development needs within the timeframe of the career plan.

M2 -Monitor and audit progress towards targets using appropriate success criteria.

M3- Assess ways of achieving the level and types of transferable business skills needed for the career plan.

D1 -Evaluate the distance travelled in achieving the planned objectives of the career plan.

D2 -Evaluate own development of transferable business skills.

Learner declaration

I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.

Learner signature: Date: Assignment brief

CRITERIA COVERED

You are required to write this assignment in partial fulfilment of the requirements for the award of BTEC National in Business.

Task 1 – P1 only

In a modern economy, employers want a flexible and adaptable labour force. People are now likely to have longer working lives as the retirement age increases and the pension crisis deepens. It is more important today than young people approach their working life with a clear sense of purpose and direction. In short, they need to have a game plan!

Researching Career Information

The aim of this unit is to enable learners to plan their career in business. Learners will do this by exploring career options and building a career plan supported by research, self-assessment and realistic targets.

Task 1

Identify a job in your chosen career by researching websites and non-internet sources for information on your chosen career path. for example, journals, career packs, newspapers or company packs).

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P1

Use at least three of the sources you have identified (internet and non-internet), to describe how each of these sources will enable you to make an informed decision on your career choice. You will need to provide evidence to support your statements P1. Remember – if you have used non-internet sources for example newspapers, you will need to detail and reference the source. Indicative reading for learners.