

Centre:

Assignment Title: Investigating Business Resources

Programme Title: BTEC Level 3 Subsidiary Diploma in Business

Assessor:

Assessment criteria: P1,P2,P3,P4,P5,P6,P7,M1,M2,M3,M4,D1,D2,D3

Unit 2: Business Resources

Assignment Brief



Issue Date:

Final Submission:

Introduction

At the core of every organisation are the human, physical, technological and financial resources that enable it to function. This unit will give you a broad understanding of the importance organisations place on managing their resources efficiently in order to achieve their objectives. Understanding how these resources are managed is one of the keys to assessing how well the organisation is performing.

The first part of this unit explores the range of human, physical and technological resources for a selected organisation. The second part of the unit explores the sources of financial resources available to organisations and focuses on the interpretation and analysis of financial documents in order to highlight the need for the monitoring and control of costs and budgets.

Overall, it is important that you appreciate that poor management of resources can have a negative impact on an organisation's performance.

On completion of this unit, you should:

1. Know how human resources are managed.
2. Know the purpose of managing physical and technological resources.
3. Know how to access sources of finance.
4. Be able to interpret financial statements.

In order to pass this unit, the evidence that you present for assessment needs to demonstrate that you can meet all of the learning outcomes for the unit. Use the grid below to tick off when you have completed each task. Remember you need to complete all of the 'P' criteria before you can pass the unit.

Assessment and grading criteria				
P1 Describe the recruitment documentation used in a selected organisation.		M1 Explain how the management of human, physical and technological resources can improve the performance of a selected organisation.		D1 Evaluate how managing resources and controlling budget costs can improve the performance of a business.
P2 Describe the main employability, personal and communication skills required when applying for a specific job role.		M2 Assess the importance of employability, and personal skills in the recruitment and retention of staff in a selected organisation.		
P3 Describe the main physical and technological resources required in the operation of a selected organisation.				
P4 Describe sources of internal and external finance for a selected business.				
P5 Interpret the contents of a trading and profit and loss account and balance sheet for a selected company.		M3 Interpret the contents of a trading and profit and loss account and balance sheet for a selected company, explaining how accounting ratios can be used to monitor the financial performance of the organisation.		D2 Evaluate the adequacy of accounting ratios as a means of monitoring the state of the business in a selected organisation, using examples.
P6 Illustrate the use of budgets as a means of exercising financial control of a selected company.		M4 Analyse the reasons why costs need to be controlled to budget.		D3 Evaluate the problems they have identified from unmonitored costs and budgets.
P7 Illustrate the financial state of a given business.				

Scenario

You have obtained work experience as an assistant to the manager of a recruitment consultancy firm that provides advice and support to graduates when they are looking for work after leaving university.

You have been assigned a task by the company to profile the organisation of Tesco in relation to the range of resources they use in their business and the potential employment opportunities they offer graduates.



You therefore need to produce a professional report detailing your findings that can be handed in to the manager of the business after you have completed your investigation.

Presentation

You should present your findings in the form of a business report.

In doing this, consider the following points:

- Cover page
- Contents page
- Header / footer
- Numbered headings / sub-headings
- Labelled diagrams
- Referencing
- Bibliography
- Appendix
- Line spacing (1.5)
- Justification (of text)
- Font size (12)



Task 1

This task addresses P1

Recruitment documentation

Ensuring the people who work for an organisation are of a good quality is obviously a very important consideration for the owners. These employees are known in business as human resources.

A human resource manager is responsible for a number of things including monitoring the performance of the staff, ensuring they are adequately trained and maintaining a safe and secure environment for them to work in.

To get you started you have been provided supplementary information on pages 14 - 20 on the recruitment policies of Tesco overall with a particular focus on their documentation they use for their graduate positions.

- Using this information, describe the purpose of the different documents shown below:
 - Job description
 - Person specification
 - Application questions
 - Equal opportunities



Additional guidance can be found in:

- [BTEC Edexcel L3 text book - pages 47 - 60](#)



Task 2

This task addresses P2 and M2

Employability, personal and communication skills

Many jobs require the person doing it to have a range of specialist skills. However, there are a number of attributes that are useful in a variety of careers and are transferable between jobs.

- Your next task is to explain what skills an applicant should possess if they were applying for the graduate programme at Tesco and why these are important to carry out the role effectively. Again, use the recruitment information on pages 14 - 20 to help you.
 - Qualifications
 - Experience
 - Hard working
 - Team worker
 - Interpersonal skills
 - What other skills do you feel would be needed?
- You now need to **assess the importance** of employability, personal and communication skills in the recruitment and retention of staff within Tesco. You should analyse which key skills you feel are the most important to the needs of the organisation. Additionally, think about how the skills are important but also when they may be less important within Tesco. For example, is a hard working attitude more important than experience in a graduate position?

Additional guidance can be found in:

- BTEC Edexcel L3 text book - pages 60 - 69