

**GCE Applied Business (8611/3/6/9)  
Unit 2: People in Business (BS02)**

Centre name: .....

Centre no:

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Candidate name: .....

Candidate no:

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*This side is to be completed by the candidate*

**Sources of advice and information**

1. Have you received any help or information from anyone other than your subject teacher(s) in the production of this work? (Write YES or NO) .....
2. If you have answered YES, give details. Continue on a separate sheet if necessary.  
.....  
.....
3. If you have used any books, information leaflets or other materials (e.g. videos, software packages or information from the Internet) to help you complete this work, you must list these below, unless they are clearly acknowledged in the work itself. Continue on a separate sheet if necessary. To present material copied from books or other sources without acknowledgement will be regarded as deliberate deception.  
.....  
.....

**NOTICE TO CANDIDATE**

The work you submit for assessment must be your own.

If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

**Declaration by candidate**

I have read and understood the Notice to Candidate (above). I have produced the attached work without any help apart from that which is acceptable under the scheme of assessment.

As part of AQA's commitment to assist students, AQA may make your coursework available on a strictly anonymous basis to teachers, examining staff and students in paper form or electronically, through the Internet or other means, for the purpose of indicating a typical mark or for other educational purposes. In the unlikely event that your coursework is made available for the purposes stated above, you may object to this at any time and we will remove the work on reasonable notice. If you have any concerns, please contact AQA.

Candidate's signature: .....

Date: .....

*This form should be completed and attached to the candidate's work and retained at the Centre or sent to the moderator as required.*

PTO

*This side is to be completed by the teacher*

Please complete the boxes to show the marks awarded and add any concluding comments which seem appropriate in the spaces below.

## Unit 2: People in Business

Candidate name: .....

You need to produce a portfolio of work investigating a local business and complete a practical recruitment exercise, which:

- A. Describes the roles and responsibilities of a manager, a supervisor and an employee within the business, the qualities the employer looks for in each of these roles and their training and development opportunities. Provides examples of methods of motivation used to retain the staff and relevant PEST factors in the workforce plan. **(A01)**
- B. Plans and takes part in a recruitment and selection process, which explains self-regulatory, legal, social and ethical responsibilities considered in the recruitment process. Demonstrates this through a practical exercise, including the creation of a vacant position, the development of the key recruitment documentation, and participation in a mock interview as part of the interview panel. **(A02)**
- C. Analyses how the following contributed to the effectiveness of the recruitment process: the recruitment documentation; the interview process; the training and motivational methods used and the relevant PEST factors in the workforce plan. **(A03)**
- D. Judges the effectiveness of the recruitment exercise's selection process and recommends ways in which it could be improved. **(A04)**

Assessment criteria	Maximum mark	Mark awarded
A01	24	
A02	22	
A03	12	
A04	12	
<b>Total</b>	<b>70</b>	

Concluding comments

### Details of additional assistance given (if any)

Record here details of any assistance given to this candidate which is beyond that given to the class as a whole and beyond that described in the specification. Continue on a separate sheet if necessary.

### Declaration by teacher

I confirm that the candidate's work was conducted under the conditions laid out by the specification.

I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher's signature: .....

Date: .....