

## //Professional Pathways//

### Summer Learning and preparation for the course

It is extremely important that over the next two years of the Professional Pathways course that you become familiar with **real business activity** within your local, national and international environment.

In order for you to start this mission, *you are expected to do the following over the summer holidays and hand in during your first lesson:*

1. Complete Unit: Exploring Business pre-learning: [Unit 1 Content](#)

This is an introduction to the Business environment and will give you an insight into how businesses run in the wider economy. It has a number of different activities such as research tasks and structured questions which you will need to complete and bring back to your first lesson.

2. Complete Unit 8 Pre-learning: [Unit 8 Content](#)

This is an excellent unit which will help you prepare for the world of work! This unit covers aspects of recruitment and looks at the best methods to complete CV's, Cover letters and how to fill out application forms. You will also learn about interview techniques and how to nail that dream job! The Unit 8 pre-learning pack contains a number of different activities based around research and structured questions. These must be completed and handed in on your first lesson.

### Recommended Summer Reading

The official BTEC Business Book is:

"Pearson BTEC National Business" for the 2016 specification  
ISBN 978-1-292-12624-1

Apart from the main textbook, there is a huge number of interesting books you can read as an up and coming Entrepreneur! Some of these are listed below.

#### **The Entrepreneur's Book of Checklists: 1000 Tips to Help You Start and Grow Your Business (Robert Ashton)**

This is the kind of book you want to return to it again and again. It is a book that has experienced entrepreneurs nodding their heads and making mental notes of the ideas and tricks they have missed. Highly recommended.

### **How I Made It: 40 Successful Entrepreneurs Reveal All (Rachel Bridge)**

This book provides easy to read insights into the stories of 40 successful start-up entrepreneurs. Great to dip into for good examples.

### **My Big Idea (Rachel Bridge)**

In this book, Rachel Bridge takes a step back to consider what is behind the good business ideas that are converted into successful businesses. Easy reading with strong, relevant points and insights.

### **From Acorns (Caspian Woods)**

Eminently readable! Written by a man who has “been there” (to coin a phrase) but has retained that sense of passion about the challenges of setting up a successful business. Clearly written for the budding but committed entrepreneur, you can pick up some practical insights from this book.

### **The “Financial Times” Guide to Business Start Up 2008 (Sara Williams)**

In the print world, this is the start-up bible (it was previously known as the Lloyds TSB Small Business Guide”). Effectively it is a reference guide to the process of starting a business. A trusted source of detailed information on start-up issues.

### **Useful Websites**

Examining Board and course details:

<https://qualifications.pearson.com/en/qualifications/btec-nationals/business-2016.html#tab-3>

Resources

[www.s-cool.co.uk](http://www.s-cool.co.uk)

[www.tutor2u.net](http://www.tutor2u.net)

[www.businessdictionary.com](http://www.businessdictionary.com)

[www.businesscasestudies.co.uk](http://www.businesscasestudies.co.uk)

News

[www.bbc.co.uk/businessnews](http://www.bbc.co.uk/businessnews)