

**NCFE Level 3 Certificate in Principles of Business Administration** **(601/7074/8)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Moderator (IM)\*: Date:

External Moderator (EM)\*: Date:

\* For completion if part, or all, of the evidence has been sampled by the Internal and/or External Moderator

**Unit 01 Principles of business (L/507/4329)**

You will:

1. Understand business markets

|  |  |
| --- | --- |
| **1.1 Explain the characteristics of different business markets** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **1.2 Explain the nature of interactions between businesses within a market** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **1.3 Explain how an organisation’s goals may be shaped by the market in which it operates** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

1. Understand business markets (cont’d)

|  |  |
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| **1.4 Describe the legal obligations of a business** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

You will:

2. Understand business innovation and growth

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| **2.1 Define business innovation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

2. Understand business innovation and growth (cont’d)

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| **2.2 Explain the uses of models of business innovation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **2.3 Identify sources of support and guidance for business innovation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **2.4 Explain the process of product or service development** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

2. Understand business innovation and growth (cont’d)

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| **2.5 Explain the benefits, risks and implications associated with innovation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

You will:

3. Understand financial management

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| **3.1 Explain the importance of financial viability for an organisation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

3. Understand financial management (cont’d)

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| **3.2 Explain the consequences of poor financial management** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **3.3 Explain different financial terminology** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

4. Understand business budgeting

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| **4.1 Explain the uses of a budget** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **4.2 Explain how to manage a budget** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

5. Understand sales and marketing

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| **5.1 Explain the principles of marketing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **5.2 Explain a sales process** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **5.3 Explain the features and uses of market research** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 01 Principles of business (L/507/4329) (cont’d)**

You will:

5. Understand sales and marketing (cont’d)

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| **5.4 Explain the value of a brand to an organisation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **5.5 Explain the relationship between sales and marketing** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779)**

You will:

1. Understand negotiation in a business environment

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| **1.1 Explain the importance of negotiation in a business environment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **1.2 Explain the features and uses of different approaches to negotiation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **1.3 Identify the components of negotiation tactics** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

2. Understand how to develop and deliver presentations

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| **2.1 Explain the different types of presentation and their requirements** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **2.2 Explain how different resources can be used to develop a presentation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **2.3 Explain different methods of giving presentations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

2. Understand how to develop and deliver presentations (cont’d)

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| **2.4 Explain best practice in delivering presentations** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **2.5 Explain how to collect and use feedback on a presentation** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

3. Understand how to create bespoke business documents

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| **3.1 Explain the characteristics of bespoke documents** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **3.2 Explain the factors to be taken into account in creating and presenting bespoke documents** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **3.3 Explain the legal requirements and procedures for gathering information for bespoke documents** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

3. Understand how to create bespoke business documents

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| **3.4 Explain techniques to create bespoke business documents** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **3.5 Explain how to gain approval of bespoke documents** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

4. Understand information systems in a business environment

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| **4.1 Explain the typical stages of information system development** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **4.2 Analyse the benefits and limitations of different information systems** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **4.3 Explain legal, security and confidentiality requirements for information systems in a business environment** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

4. Understand information systems in a business environment (cont’d)

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| **4.4 Explain how to monitor the use and effectiveness of an information system** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

You will:

5. Understand business communication models, systems and processes

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| **5.1 Analyse the communication needs of internal and external stakeholders** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

5. Understand business communication models, systems and processes (cont’d)

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| **5.2 Analyse the different communication models that support administration** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **5.3 Evaluate the effectiveness of different communication systems** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **5.4 Explain the factors that affect the choice of communication media** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

5. Understand business communication models, systems and processes (cont’d)

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| **5.5 Explain the importance of using correct grammar, sentence structure, punctuation, spelling and conventions in business communications** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **5.6 Explain the factors to be taken into account in planning and structuring different communication media** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **5.7 Explain ways of overcoming barriers to communication** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 02 Principles of business communication and information (T/507/5779) (cont’d)**

You will:

5. Understand business communication models, systems and processes (cont’d)

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| **5.8 Explain the use of communications theories and body language** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **5.9 Explain proof-reading techniques for business communications** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781)**

You will:

1. Understand how to manage an office facility

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| **1.1 Explain the legal requirements relating to the management of office facilities** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **1.2 Describe the typical services provided by an office facility** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **1.3 Explain how to establish office management procedures** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

1. Understand how to manage an office facility (cont’d)

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| **1.4 Explain how to manage office resources** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **1.5 Explain techniques to monitor and manage work flows** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **1.6 Explain typical support and welfare facilities for office workers** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

2. Understand health and safety in a business environment

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| **2.1 Explain the legal obligations of the employer for health and safety in the workplace** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **2.2 Explain an individual’s responsibilities for health and safety in the workplace** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **2.3 Describe accident and emergency procedures** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

3. Understand how to take minutes of meetings

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| **3.1 Explain the purpose of meeting minutes** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **3.2 Explain the legal implications of meeting minutes** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **3.3 Explain the importance of accuracy in minute taking** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

3. Understand how to take minutes of meetings (cont’d)

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| **3.4 Describe what should and should not be included in different types of meeting minutes** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **3.5 Describe how to take notes during meetings** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

4. Understand how to chair, lead and manage meetings

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| **4.1 Explain the features and purpose of different types of formal and informal meeting** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **4.2 Explain the role and responsibilities of the chair** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **4.3 Explain the role of others in a meeting** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

4. Understand how to chair, lead and manage meetings (cont’d)

|  |  |
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| **4.4 Explain techniques to facilitate a meeting** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **4.5 Explain the information requirements of a meeting before, during and after a meeting** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

5. Understand how to supervise an administration team

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| **5.1 Explain the use of targets and budgets to manage workloads** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **5.2 Explain how to allocate work to individual team members** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **5.3 Explain different quality management techniques to manage the performance of an administrative team** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

5. Understand how to supervise an administration team (cont’d)

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| **5.4 Explain the techniques used to identify the need for improvements in team outputs and standards** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

You will:

6. Understand how to organise events

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| **6.1 Explain the characteristics, requirements and purposes of different types of events** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

6. Understand how to organise events (cont’d)

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| **6.2 Explain the types of information and information sources needed to organise an event** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

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| **6.3 Explain how to plan an event** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **6.4 Explain how to identify the right resources from an event plan** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IM/EM feedback** | |

**Unit 03 Principles of administration (M/507/5781) (cont’d)**

You will:

6. Understand how to organise events (cont’d)

|  |  |
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| **6.5 Describe the likely types of information needed by delegates before, during and after an event** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IM/EM feedback** | |