



Sample portfolio: level 2 pass

**NCFE Level 1/2 Technical Award in Business
and Enterprise**

QN: 603/2955/5

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SAMPLE

Introduction

The material within this portfolio relates to:

Unit 02 – Understanding Resources for Business and Enterprise Planning (K/616/8938)

This portfolio is designed to demonstrate an example of the evidence that could be produced for Unit 02 of the NCFE Level 1/2 Technical Award in Business and Enterprise. It's designed to provide guidance on how a portfolio could look, rather than being prescriptive.

In this example there are written accounts and visual evidence, but the evidence could also be presented in an audio/video format. Where the learner has provided visual evidence (for example screen grabs, copies of research), this has been clearly annotated to give context as to why it has been included. Each piece of evidence has been presented with the assessment criteria number shown at the top of the page.

This portfolio contains manufactured learner evidence and assessor feedback produced by NCFE. External Quality Assurer guidance has also been provided for each piece of evidence relating to an assessment criterion. The guidance comments on how the evidence meets the assessment criterion and what could be improved to obtain a higher grade.

SAMPLE

Synoptic Project Tasks

Project Brief

A local entrepreneur has established a charity that supports growing local businesses and enterprise start-ups. This charity makes finance and support available to entrepreneurs with a new business idea or a desire to develop an existing business. Having been inspired by the success of this entrepreneur, you have decided to apply to the charity as your business is expanding to sell a new product.

Your expanding business

NCFE Toys Ltd are a manufacturing company making drones. They have been operating for three years, having brought a revolutionary product to the market, the 'D-Rone'. While initial sales had rapid growth, they have now started to decline.

A decision has been made to discontinue the 'D-Rone' and launch a new model the 'D-RoneX'. This new model has updated features including a high-definition camera. At the same time NCFE Toys Ltd are reviewing their business operations overall. They anticipate that sales revenue in year one will be £160,000 with cost of sales of £185,000. In year two sales revenue is anticipated to be £290,000 with cost of sales of £180,000. In year three sales revenue is anticipated to be £320,000 with cost of sales of £190,000. The financial information for the previous three years is also given on the next page.

As NCFE Toys Ltd anticipate high levels of demand for the new product they may require a larger factory for production to satisfy this demand. NCFE Toys Ltd have set aims and objectives for the launch, but need to consider their research methods, marketing mix, operations and resource planning.

Learner Log and project evaluation

As you work through the project you are **required** keep a learner log to record your approach to your work, including:

- how you prepared
- what resources you used
- how you managed your time.

You **must** use your completed learner log to carry out an evaluation of the project.

Evidence

You are required to submit the following for assessment:

A business plan to present to NCFE Toys Ltd charity committee.

The following sections should be included:

Section 1

Company description.

Section 2

Marketing analysis.

Section 3 Marketing.

Section 4

People and operations.

Section 5

Financial plan.

Section 6

Your learner log, including your evaluation.

Types of evidence

Below is a list of suggested types of evidence that you could include:

- written/word-processed documents
- presentations
- diagrams
- annotated evidence
- posters
- leaflets
- video/audio evidence
- spreadsheets.

Income Statement for NCFE Toys Ltd 2015–2017

	2015 (£)	2016 (£)	2017 (£)
Sales revenue	80,000	290,000	120,000
Cost of sales	15,000	35,000	60,000
Gross profit	65,000	255,000	60,000
Expenses			
Rent	8,000	8,000	8,000
Wages	55,000	60,000	30,000
Vehicles	6,000	7,000	5,000
Utilities	1,500	2,000	1,000
Advertising	500	1,000	200
Telephone	200	300	200
Total Expenses	71,200	78,300	44,400
Net Profit	(6,200)	176,700	15,600

Learner Evidence

Section 1: Company Description

Name and Business Summary

The name of the business is NCFE Toys Ltd and we manufacture drones. We have been doing this for three years and we have sold lots of products called D-Rone which everyone loved. We have not been selling as many D-Rone products recently, so we have updated the product and made a new drone called D-RoneX. We need to beat the competition and stay up to date with technology so that our drone can be popular again and sell lots of items.

We think that there will be a high level of demand for the D-RoneX and think that it will become the most popular drone on the market. Therefore, we expect that we will need a larger factory to meet demand.

Aims and Objectives

The aim of the business is to become the leading manufacturers of drones across the world. In order to meet this aim, we need to achieve a set of objectives.

- We need to buy a bigger factory within the soon so that we can then start to sell the D-RoneX model. The model will be advertised online and through social media in advance of the launch.
- It will take up to 12 months after the launch of the D-RoneX for the sales to grow.
- When rapid sales have been achieved, we must begin to develop a newer model which can then be released before the D-RoneX sales begin to decline.

Legal Structure

NCFE Toys Ltd is a private limited company. The business is a legal entity, and each shareholder has limited liability. This means that my home and my personal finances are kept separate to the business, and I will only lose the amount of money which I have invested into the business.

Section 2: Marketing Analysis¹

Target Market

My target market for the D-RoneX product is both men and women aged between 16 and 30 years old. The target market will enjoy the latest, up to date and state of the art technology.

A drone can cost lots of different prices. I think that my target market would pay around £250 - £350 for a drone as they do not want to pay too much but still want a good drone for their money. The new D-RoneX model will be priced at £299.99 to match this, attracting people into purchasing our product. We will include features such as a high-definition camera, to be able to fly for 40 minutes uninterrupted and to be able to reach at least 5 km in distance. These features will attract people.

¹ Note for Tutors: Please ensure that learners utilise independent research skills within their assignment, discovering real figures and references to support their findings.

Industry Profile

A drone is a pilot-less aircraft and is sometimes called a UAV, or an unmanned aerial vehicle. Typically, a drone is controlled by remote control by an individual on the ground and is quickly becoming a commonplace item. The price of drones is becoming cheaper as more companies produce them and as technology becomes more common. This shows me that there is a good demand for our drone product and that the market is healthy. NCFE Toys Ltd must keep up to date with technology and drone models, however, to keep the customer attracted and interested in our drones.

Competitive Environment

There are many, many companies selling drones across the UK. There are specialist drone companies as well as toy companies and model companies who manufacture and/or sell drones either online or in store. There are many similar companies across the UK, such as Smyths and Halfords, selling drones as an additional line to their usual products. In addition, there are also specialist drone companies such as Drones Direct, although the average consumer may be more comfortable purchasing a drone from a company such as NCFE Toys Ltd, Smyths or Halfords as they are more approachable and commonplace companies. Prices may also be higher and there may be additional jargon used with drones from specialist companies.

Furthermore, a customer may not understand how to use the product and they may feel as though a drone is too complicated for them to use. To combat this and to ensure that the D-RoneX model reaches the average consumer in a bid to become a commonplace product, the language used on the product and across the advertising must be plain and easy to understand. Easy to understand instructions must be included, also.

Section 3: Marketing

Product

The D-RoneX is a drone which has been updated from our original D-Rone model. It features a high-definition camera and the latest state of the art capabilities. It will be designed to meet the desires of the 16 - 30-year-old target market, featuring WiFi connectivity and being able to reach up to 5km in distance with 40-minute running time.

There is high demand for the latest drones in the market at the moment. We will use our past experience in addition to the knowledge that customers are still possessing demands for updated models. We will review the sales figures regularly and either increase or decrease this amount of stock if demand either increases or declines.

Place

Most specialist drone companies sell online and do not possess a store. This is so that no matter where a potential customer lives, they can access the products. As a result, the only premises we will need is a factory, and not a store as well. A large factory will enable us to manufacture the product and store the products in a distribution section of the factory. We will distribute orders from here when purchased online. If we had purchased or leased a store as well, we may not have made a very high

number of sales but our costs would have been quite high. This may have meant that we would have lost money which would have impacted the business.

Price

On average, a drone costs around £150 although for this price a customer will get a good drone but without any special features. As the price range of drones is so large, a price range of £250 - £350 for a new, high specification model is a reasonable range. We have settled on a price of £299.99.

I will use the projected figures to find the profit margin. Whilst the first year's figure provides a large profit margin, a negative net profit is achieved overall in the first year. Healthier profit margins are predicted for the second and third years.

First year:

$$\begin{aligned}\text{Gross Profit} &= \text{£80,000 sales} - \text{£15,000 cost of sales} \\ &= \text{£65,000}\end{aligned}$$

$$\begin{aligned}\text{Profit Margin} &= \text{Gross Profit divided by sales} \\ &= \text{£65,000} / \text{£80,000} = \\ &= 0.8125\%\end{aligned}$$

Second year:

$$\begin{aligned}\text{Gross Profit} &= \text{£290,000 sales} - \text{£180,000 cost of sales} \\ &= \text{£110,000}\end{aligned}$$

$$\begin{aligned}\text{Profit Margin} &= \text{Gross Profit divided by sales} \\ &= \text{£110,000} / \text{£290,000} \\ &= 0.37931034484\%\end{aligned}$$

Third year:

$$\begin{aligned}\text{Gross Profit} &= \text{£320,000 sales} - \text{£190,000 cost of sales} \\ &= \text{£130,000}\end{aligned}$$

$$\begin{aligned}\text{Profit Margin} &= \text{Gross Profit divided by sales} \\ &= \text{£130,000} / \text{£320,000} = \\ &= 0.40625\%\end{aligned}$$

Promotion

Our 16 - 30-year-old target market prefers drones to be advertised in a futuristic way, so they feel as though they are purchasing a piece of futuristic technology. They like shades of silver and black to be used in both the advertising and in the design of the product, appearing both futuristic and gender-neutral to appeal to both men and women.

We will promote the D-RoneX model through online advertising and through social media as this is the likeliest place where our target market will see the product. It is also the cheapest advertising methods.

Section 4: People and Operations

We are hoping to acquire a new factory which will help us to employ more staff and manufacture more products.

If successful in this, we will seek to employ 4 employees to manufacture the products. We will operate on an 8.30am - 5.30pm basis, Monday to Friday, employing staff for 40 hours each per week once breaks are excluded. We will pay the manufacture employees £8.50 per hour. This will mean that our yearly wage cost is around £70,720.

The manufacturing staff will have to hold higher qualifications such as Level 3 Engineering or training in addition to Level 2 English and Maths, or previous experience in a similar environment. They will complete a four-week training course. We will require the necessary machinery and equipment for the manufacture of the drones.

I have considered all the legal requirements for my business. The business is a private limited company with three shareholders and is a legal entity. We pay tax and VAT in addition to paying business insurance. We adhere to the Safety, Health and Welfare at Work Act 2005, particularly to protect our employees within the factory. We also protect our customers with the Data Protection Act 2018.

Section 5: Financial Plan

In order to set up the business for expansion, a factory will cost about £1,250 per month and I will hire equipment at £500 per month. A computer and office equipment will cost around £700 as a one-off cost and packaging supplies will initially cost £900. Materials for the drones will cost £2,000 for an initial supplier order. Other costs to consider are wage; one month of wage costs £5,893. Costs for vehicles will be £500 per month whilst advertising will cost £200 per month to advertise online. Utilities such as electricity and water will cost £1,250 per month whilst a telephone line and WiFi will cost £20 per month.

Setting-Up the Business

- Therefore, to set up the business, it will cost us £1,250 for a month factory rent.
- It will cost one-month equipment lease payment of £500.
- Vehicles will cost a one-month instalment of £500.
- A computer and office equipment will need a one-off cost of £700.
- One-month of wages will cost around £5,893.
- The total cost to set-up the business is therefore £8,843.

Running The Business

Monthly costs will be as follows:

- £1,250 rent
- £500 equipment lease
- £500 vehicle hire
- Wages around £5,893
- Utilities £1,250
- Telephone/WiFi £20
- Advertising £200.

Total monthly running costs are £9,613.

Gross Profit and Net Profit

Gross profit is the profit calculated after deducting the cost of sales from the sales revenue whilst net profit is the actual ending profit after all other expenses have been deducted from the gross profit.

First-year predictions:

Sales Revenue £160,000 - Cost of Sales £185,000 = Gross Profit -£25,000

Gross Profit -£25,000 - Expenses £115,356 = Net Profit -£140,356

This suggests a loss of £140,356 in the first year.

Second-year predictions:

Sales Revenue £290,000 - Cost of Sales £180,000 = Gross Profit £110,000

Gross Profit £110,000 - Expenses £115,356 = Net Profit -£5,356

The second-year predictions show that the business will still experience a loss of £5,356 which is not great for the business.

Third-year predictions:

Sales Revenue £320,000 - Cost of Sales £190,000 = Gross Profit £130,000

Gross Profit £130,000 - Expenses £115,356 = Net Profit £14,644

The business is predicted to experience a net profit of £14,644 in the third year which is much better.

Section 6: Evaluation and Learner Log

Drones are a popular product with strong future growth. However, as a product becomes more popular, competition becomes fiercer and perhaps there are too many drones on the market to make a large profit. Maybe the answer is to become a more specialist drone company and instead of just selling online, to open a large stand-alone store which sells a wide range of drone as well as additional parts and accessories. Maybe we could make our drones more unique and special to attract people? Also, we could try to lower the price or offer a special incentive for people.

Another way to increase profits is to manufacture more products than just the D-RoneX so that there are more products to appeal to more consumers and so that the company can maximise sales. Furthermore, the business could source cheaper office equipment and packaging costs, although it may not be possible to acquire cheaper materials as the quality of the product produced must be high.

In conclusion, the D-RoneX product is a strong product which can result in a healthy profit. Making the product more individual and lowering the price may help the company to see higher profits, however.

Evaluating the Project

When preparing for the project, I first examined the project brief, taking notes relevant to the context of the brief. I knew the time frame which I had available to me in which to complete the project, taking full use of the learning log to plan out my workload. I then researched the drone industry as admittedly I did not know much about drones before beginning this project. I spent time researching what a drone actually is, the price range and different types of drones on the market. The approaches utilised at the planning stage of the project were carried out well. To manage the project successfully, I took each section required separately.

I used many business skills and completed appropriate calculations to come to a thorough conclusion. I did not find the calculations very easy at first and made some mistakes in the initial stages. However, I learnt from my mistakes and completed the necessary approaches, taking pride in my accomplishments. Overall, my project went well. The learning log helped me to organise my workload and stay on track of my goals. Despite making some mistakes along the way, I learnt from them and developed my skills further. I know I have learnt a great deal from the project and now realise that it takes more than just a good product in order to have a successful business.

Level 1/2 Technical Award in Business and Enterprise

Unit 02: Internal Synoptic Project- Learner Log

This learner log should be completed to record your approach to tasks 1–4 of the synoptic project.

It will be used as part of the overall evaluation in Task 5 of the full synoptic project.

All of the work you submit **must** be your own. Please complete the details below clearly and in BLOCK CAPITALS.

Learner name CANDIDATE A

Centre name NCFE SCHOOL

00001

Learner number

00001

Centre number

Learner signature Candidate A

Learner Log

Hrs	How I prepared	What resources I used	How I managed my time	Section complete
1-3	I planned out what the Company Description required (name, business summary, A & O, legal structure).	Bus & Ent notes Online research Learner Log	I stuck to my plan and made sure that I covered each point.	Section 1
4-6	I planned out the aspects of Market Analysis to cover (target market, industry profile, competitive environment, potential suppliers)	Bus & Ent notes Online research Learner Log	I stuck to my plan and made sure that I covered each point.	Section 2
7-10	I planned out what was required for Marketing (product, place, price, promotion)	Bus & Ent notes Online research Learner Log	I stuck to my plan and made sure that I covered each point.	Section 3
11 - 13	I planned out what was required from people and operations	Bus & Ent notes Online research Learner Log	I stuck to my plan and made sure that I covered each point.	Section 4
14 - 17	I planned out what was required for the financial plan (how much money was required to set up the business and how much to run the business)	Bus & Ent notes Online research Learner Log	I stuck to my plan and made sure that I covered each point.	Section 5
18 - 20	I planned out what I would need to cover in an evaluation	Bus & Ent notes Learner Log Whole assignment to evaluate	I stuck to my plan and made sure that I covered each point.	Section 6

SAMPLE

Assessor Feedback to Learner – AO1

Learner Name	Candidate A	Qualification No & Name	NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)
Assessor Name	Assessor A		

Please list the tasks and assessment objectives which were achieved

You are required to submit the following for assessment:

- A business plan to present to NCFE Toys Ltd charity committee.

The following sections should be included:

Section 1
Company description.

Section 2
Marketing analysis.

Section 3
Marketing.

Section 4
People and operations.

Section 5
Financial plan.

Section 6
Your learner log, including your evaluation.

Feedback from Assessor to Learner

Well done Candidate A. You have recalled and communicated appropriate knowledge of aspects of business and enterprise, utilising accuracy and subject specific terminology on occasions. Band 2.

Comments from Learner

I have really enjoyed creating a business plan and enjoyed adapting the plan throughout. I particularly enjoyed working out the profit margin calculations.

Has the learner achieved or not yet achieved?

Achieved

Any further actions? (Please initial and date once actions have been completed)

Learner Signature	<i>Candidate A</i>	Date	February 2019
Assessor Signature	<i>Assessor A</i>	Date	February 2019

SAMPLE

External Quality Assurer commentary

Band awarded for this assessment criterion – Band 2

Justification for the awarded grade:

AO1: The learner has recalled and communicated appropriate knowledge and understanding from a range of business and enterprise principles with some accuracy and some subject specific terminology. The learner has researched specific elements of business and enterprise such as target markets, the competitive environment, the 4 P's and profit margins.

Explain what would be 'included' for this work to have been –

Band 3

The learner would have to recall and communicate accurate and comprehensive knowledge and understanding from a wide range of business and enterprise principles, using specific terminology accurately and consistently throughout the business plan.

Explain what would be 'excluded' for this work to have been –

Band 1

The learner would have to recall and communicate only basic knowledge and understanding from only a limited range of business and enterprise principles, showing limited accuracy and basic and inconsistent subject specific terminology.

Assessor Feedback to Learner – A02

Learner Name	Candidate A	Qualification No & Name	NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)
Assessor Name	Assessor A		

Please list the tasks and assessment objectives which were achieved

You are required to submit the following for assessment:

- A business plan to present to NCFE Toys Ltd charity committee.

The following sections should be included:

Section 1

Company description.

Section 2

Marketing analysis.

Section 3

Marketing.

Section 4

People and operations.

Section 5

Financial plan.

Section 6

Your learner log, including your evaluation.

Feedback from Assessor to Learner

Well done Candidate A. You have used mostly accurate application of knowledge and understanding of business and enterprise principles, providing some relevance to the context and situation, attempting to place yourself into the project brief. Band 2.

Comments from Learner

I have really enjoyed creating a business plan and enjoyed adapting the plan throughout. I particularly enjoyed the second section on market analysis where I researched the drone market and industry.

Has the learner achieved or not yet achieved?		Achieved	
Any further actions? (Please initial and date once actions have been completed)			
Learner Signature	<i>Candidate A</i>	Date	February 2019
Assessor Signature	<i>Assessor A</i>	Date	February 2019

SAMPLE

External Quality Assurer commentary

Band awarded for this assessment criterion – Band 2

Justification for the awarded grade:

The learner has used accuracy only some of the time, using accuracy when applying knowledge and understanding of business and enterprise, providing some relevance to the context and situation.

Explain what would be ‘included’ for this work to have been –

Band 3

The learner would have to accurately apply knowledge and understanding of business and enterprise principles which is relevant to the context and situation. The learner would have to portray an effective scenario.

Explain what would be ‘excluded’ for this work to have been –

Band 1

The learner would have applied knowledge and understanding of business enterprise principles of limited accuracy, possessing limited relevance to the context and situation of the project brief.

Assessor Feedback to Learner – A03

Learner Name	Candidate A	Qualification No & Name	NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)
Assessor Name	Assessor A		
Please list the tasks and assessment objectives which were achieved			
<p>You are required to submit the following for assessment:</p> <ul style="list-style-type: none"> A business plan to present to NCFE Toys Ltd charity committee. <p>The following sections should be included:</p> <p>Section 1 Company description.</p> <p>Section 2 Marketing analysis.</p> <p>Section 3 Marketing.</p> <p>Section 4 People and operations.</p> <p>Section 5 Financial plan.</p> <p>Section 6 Your learner log, including your evaluation.</p>			
Feedback from Assessor to Learner			
Well done Candidate A. You have appropriately demonstrated and applied data and information such as using the income statement information in the project brief, reaching suitable conclusions, deciding what you need to do in order to make your company and your product a success. Band 2.			
Comments from Learner			
I have learnt a lot throughout the project and I have realised that you need more than just a product to make a successful business.			
Has the learner achieved or not yet achieved?	Achieved		

Any further actions? (Please initial and date once actions have been completed)			
Learner Signature	<i>Candidate A</i>	Date	February 2019
Assessor Signature	<i>Assessor A</i>	Date	February 2019

SAMPLE

External Quality Assurer commentary

Band awarded for this assessment criterion – Band 2

Justification for the awarded grade:

The learner has appropriately demonstrated and applied selected data and information, reaching suitable conclusions throughout the project. The data from the income statements and predicted sales revenue and cost of sales have been utilised, calculated and analysed well, performing suitable conclusions at the appropriate stages throughout the project.

Explain what would be 'included' for this work to have been –

Band 3

The learner would have to critically analyse and evaluate selected data and information, systematically judging and reaching reasoned and valid conclusions.

Explain what would be 'excluded' for this work to have been –

Band 1

The learner would have responded simply to data and information, providing comments.

Assessor Feedback to Learner – AO4

Learner Name	Candidate A	Qualification No & Name	NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)
Assessor Name	Assessor A		
Please list the tasks and assessment objectives which were achieved			
<p>You are required to submit the following for assessment:</p> <ul style="list-style-type: none"> A business plan to present to NCFE Toys Ltd charity committee. <p>The following sections should be included:</p> <p>Section 1 Company description.</p> <p>Section 2 Marketing analysis.</p> <p>Section 3 Marketing.</p> <p>Section 4 People and operations.</p> <p>Section 5 Financial plan.</p> <p>Section 6 Your learner log, including your evaluation.</p>			
Feedback from Assessor to Learner			
Well done Candidate A. You have demonstrated and applied mostly relevant business and enterprise skills effectively, applying and using mostly appropriate processes, tools and techniques. You have used relevant calculations. Band 2.			
Comments from Learner			
I learnt a lot from calculating numbers in the project and feel as though my maths skills have improved. I am able to use maths skills in business and some business skills in maths.			
Has the learner achieved or not yet achieved?	Achieved		

Any further actions? (Please initial and date once actions have been completed)			
Learner Signature	<i>Candidate A</i>	Date	February 2019
Assessor Signature	<i>Assessor A</i>	Date	February 2019

SAMPLE

External Quality Assurer commentary

Band awarded for this assessment criterion – Band 2

Justification for the awarded grade:

The learner has demonstrated and applied mostly relevant business and enterprise skills, using mostly appropriate processes, tools and techniques. You have provided some appropriate calculations and have developed a mostly complete and working outcome.

Explain what would be 'included' for this work to have been –

Band 3

The learner would have to demonstrate and apply relevant business and enterprise skills effectively, applying and using appropriate processes, tools and techniques, developing a complete and effective outcome.

Explain what would be 'excluded' for this work to have been –

Band 1

The learner would have demonstrated and applied basic business and enterprise technical skills, using and applying processes, tools and techniques in a limited way, creating a partially complete outcome.

Assessor Feedback to Learner – A05

Learner Name	Candidate A	Qualification No & Name	NCFE Level 1/2 Technical Award in Business and Enterprise (603/2955/5)
Assessor Name	Assessor A		
Please list the tasks and assessment objectives which were achieved			
<p>You are required to submit the following for assessment:</p> <ul style="list-style-type: none"> A business plan to present to NCFE Toys Ltd charity committee. <p>The following sections should be included:</p> <p>Section 1 Company description.</p> <p>Section 2 Marketing analysis.</p> <p>Section 3 Marketing.</p> <p>Section 4 People and operations.</p> <p>Section 5 Financial plan.</p> <p>Section 6 Your learner log, including your evaluation.</p>			
Feedback from Assessor to Learner			
Well done Candidate A. You have managed the project well, preparing and planning a range of project stages in addition to timeframes and resources. You have used your learner log well and you have evaluated some of your approaches, skills and accomplishments. Band 1.			
Comments from Learner			
I found the learner log really useful to help me to manage the project and my time well.			
Has the learner achieved or not yet achieved?		Achieved	

Any further actions? (Please initial and date once actions have been completed)			
To develop in the future, you could maintain a record of all references, resources and websites you have used, preparing a bibliography. This will help you to prepare for Level 3.			
Learner Signature	<i>Candidate A</i>	Date	February 2019
Assessor Signature	<i>Assessor A</i>	Date	February 2019

SAMPLE

External Quality Assurer commentary

Band awarded for this assessment criterion – Band 1

Justification for the awarded grade:

The learner has to prepare and planned a limited range of project stages, time frames and resources, evaluating some of their approaches, skills and accomplishments.

Explain what would be ‘included’ for this work to have been –

Level 2 Distinction

The learner would have to prepare and plan a wider range of project stages, time frames and resources, evaluating a deeper range of approaches, skills and accomplishments.

Explain what would be ‘excluded’ for this work to have been –

Band 2

The learner would need to manage the project, preparing and planning a range of project stages, time frames and resources, evaluating some of their approaches, skills and accomplishments. The learner needs to provide a mostly relevant evaluation of the project.

Marking Guide

/ word missing **sp** spelling **p** punctuation **gr** grammar

ex poor expression **T** wrong tense **?** meaning unclear

Cp capital letter **//** new paragraph **!** not sure what this is—incoherent

Overall Grade

Using the grading calculator on NCFE's website and the grades allocated the overall grade is below:

AO1 – Band 2

AO2 – Band 2

AO3 – Band 2

AO4 – Band 2

AO5 – Band 1

Overall grade = Level 2 Pass

SAMPLE