

|  |
| --- |
| Learner Name:  Learner Number:  Centre Name: |

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Internal Moderator (signature and date)** | **External Moderator (signature and date)** |
| * Unit 01 Introduction to business and enterprise (H/505/3826) |  |  |
| * Unit 02 Marketing for business and enterprise (K/505/3827) |  |  |
| * Unit 03 Finance for business and enterprise (M/505/3828) |  |  |
| * Unit 04 Plan, outline and take part in a business or enterprise project (T/505/3829) |  |  |

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

**Overview**

During your course your Teacher/Assessor will ask you to carry out work either in the classroom or at home, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your Teacher/Assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

* written work or class notes
* products or samples of practical work
* case studies
* simulated activities or role play
* learning logs
* video or audio recordings
* other appropriate formats suggested by your Teacher/Assessor.

When all your evidence is gathered together in a file or folder this becomes your portfolio.

Your centre and Teacher/Assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (eg using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets the learning outcomes and assessment criteria.

**Information about this qualification**

|  |  |  |
| --- | --- | --- |
| **Unit number and title** | **Mandatory/optional** | **Assessment** |
| * Unit 01 Introduction to business and enterprise (H/505/3826) | Mandatory | Internally assessed portfolio of evidence |
| * Unit 02 Marketing for business and enterprise (K/505/3827) | Mandatory | Internally assessed portfolio of evidence |
| * Unit 03 Finance for business and enterprise (M/505/3828) | Mandatory | Internally assessed portfolio of evidence |
| * Unit 04 Plan, outline and take part in a business or enterprise project (T/505/3829) | Mandatory | Internally assessed portfolio of evidence |

To be awarded the **NCFE Level 1 Certificate in Business and Enterprise**, you are required to successfully achieve **4 mandatory units.**

**Planning and tracking your assessment**

The tracker will help you to record the work you’ve done and the work you still need to do to finish your portfolio. You need to complete this tracker for each mandatory unit. In the evidence section, you should include the type of work you have produced (ie illustration, table, written work) and the portfolio page number.

It will also help your Teacher/Assessor, Internal and External Moderators find their way around your portfolio so they can check it. Your Teacher/Assessor will make sure you’re completing your tracker correctly.

You and your Teacher/Assessor and/or an independent witness must sign and date the individual pieces of work in your portfolio. Once you’ve completed each unit, you must sign to say that the work is your own, or that you have referenced it if it is someone else’s work. Your Teacher/Assessor will then grade and sign the declaration, to show that they’re satisfied you’ve completed it correctly.

**Unit 01 Introduction to business and enterprise (H/505/3826)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify characteristics of the business types |  |  |  |  |  |
| * 1. Identify 2 types of local business |  |  |  |  |  |
| * 1. State what each business   identified in 1.2 is about, showing:   * what it does * how it is owned * the type of people it employs |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |
| * 1. Identify the skills or characteristics of an entrepreneur |  |  |  |  |  |
| * 1. Identify an entrepreneur(s) |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 01 Introduction to business and enterprise (H/505/3826) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify the enterprise skills and/or characteristics of the entrepreneur identified in 2.2 |  |  |  |  |  |
| * 1. Research the target market of an entrepreneur/business |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |
| * 1. Identify a possible risk(s) for a new business or enterprise |  |  |  |  |  |
| * 1. Identify a possible reward(s) for a new business or enterprise |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 01 Introduction to business and enterprise (H/505/3826) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. State what a project is |  |  |  |  |  |
| * 1. Outline a project idea |  |  |  |  |  |
| * 1. State the need to plan |  |  |  |  |  |
| * 1. Give a basic outline of what could be included in a plan for a business or enterprise project |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 01 Introduction to business and enterprise (H/505/3826) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 02 Marketing for business and enterprise (K/505/3827)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Define marketing |  |  |  |  |  |
| * 1. Define mass and niche marketing |  |  |  |  |  |
| * 1. Define product and market orientated marketing |  |  |  |  |  |
| * 1. Identify target markets |  |  |  |  |  |
| * 1. State the target market for 2 different types of business or enterprise |  |  |  |  |  |
| * 1. Define primary and secondary market research |  |  |  |  |  |
| * 1. State what research methods a business or enterprise would use to identify its target market |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 02 Marketing for business and enterprise (K/505/3827) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Outline the marketing mix |  |  |  |  |  |
| * 1. Give examples of how a business or enterprise can use social media and the internet for promotion |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 02 Marketing for business and enterprise (K/505/3827) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 03 Finance for business and enterprise (M/505/3828)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Identify at least 2 different sources of business funding |  |  |  |  |  |
| * 1. List the positive and negative aspects of at least 2 different sources of business funding |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |
| * 1. Define fixed and variable costs |  |  |  |  |  |
| * 1. Define cash flow |  |  |  |  |  |
| * 1. Define what a budget is |  |  |  |  |  |
| * 1. Define a break-even point |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 03 Finance for business and enterprise (M/505/3828) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Define profit and loss |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |
| * 1. Research either income tax, National Insurance or value added tax (VAT) |  |  |  |  |  |
| * 1. Present findings |  |  |  |  |  |
| * 1. Outline the need to keep up-to-date financial records |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 03 Finance for business and enterprise (M/505/3828) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Unit 04 Plan, outline and take part in a business or enterprise project (T/505/3829)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Select an appropriate project |  |  |  |  |  |
| * 1. Identify an aim and an objective of the project |  |  |  |  |  |
| * 1. Conduct basic primary or secondary market research for the project |  |  |  |  |  |
| * 1. Outline a basic project plan to include: * the aim and objective * research * marketing * finance * risk or reward |  |  |  |  |  |
| * 1. Present the plan |  |  |  |  |  |
| * 1. Take part in a project |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 04 Plan, outline and take part in a business or enterprise project (T/505/3829) (cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The learner can:** | **NYA** | **P** | **M** | **D** | **Evidence (including portfolio page number and type)** |
| * 1. Demonstrate basic communication skills |  |  |  |  |  |
| * 1. Demonstrate basic working relationships with others |  |  |  |  |  |
| * 1. Review the success of a project |  |  |  |  |  |
| * 1. Review their contribution to a project |  |  |  |  |  |
| * 1. Present the review |  |  |  |  |  |

Please note: If there is no grading descriptor for a particular assessment criteria please write n/a in the grid above.

**Unit 4 Plan, outline and take part in a business or enterprise project (T/505/3829) (cont’d)**

**I confirm this is all my own work.**

Candidate signature:

|  |
| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) |

**I confirm I have graded this work against the grading descriptors for the qualification.**

Overall unit grade: Date submitted on the Portal:

Teacher/Assessor Name: Signature: Date:

**Additional information**

NCFE is a leading provider of nationally recognised qualifications and is committed to delivering exceptional customer service. We’re based in Newcastle upon Tyne. If you’d like to know more about us please visit our website at [www.ncfe.org.uk](http://www.ncfe.org.uk).

**Additional support requirements**

NCFE recognises that you might require additional support in order to achieve your qualification. This might be if you’ve a permanent or temporary disability, medical condition or specific learning need.

Your Teacher/Assessor will discuss the most appropriate method of support to meet your needs and may need to notify NCFE of the support they’re going to give you. This could be facilities to support reading or writing needs, hearing, visual or physical impairment; facilities to support a medical condition or temporary injury; or facilities to support you if your first language isn’t English.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Reasonable Adjustments and Special Considerations Policy, or you can download it from [www.ncfe.org.u](http://www.ncfe.org.uk)k.

**Appeals or complaints**

If you’ve any queries or problems with your qualification you should first talk to your Teacher/Assessor, the Internal Moderator or another member of staff at your centre. If you’ve got a complaint about the way your work has been assessed, or the support you’ve been given, use your centre’s own appeals or grievance policy (ask your Teacher/Assessor for a copy).

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Appeals and Enquiries about Results Policy, or you can download it from [www.ncfe.org.uk.](http://www.ncfe.org.uk)

**Malpractice**

‘Malpractice’ is used to describe something a person does when they intentionally mislead somebody. An example may be copying somebody else’s work and passing it off as your own. Whenever we’re notified about a suspected or actual case of malpractice, we‘ll work with the centre to find out if and why malpractice happened and what we can do to sort it out.

If your centre suspects you’ve been involved in malpractice, we won’t be able to issue your certificate during the investigation. If we prove that malpractice has happened, you may have part of your assessment disallowed or, in serious cases, your final results may be void. This means you won’t receive a certificate or, if we’ve already issued you one, we’ll ask that you return it straight away.

For more information your Teacher/Assessor will be able to provide you with a full copy of NCFE’s Malpractice Policy, or you can download it from [www.ncfe.org.uk](http://www.ncfe.org.uk).

**Equal Opportunities**

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE’s Equal Opportunities Policy is available on request.

**Data protection**

NCFE is registered under the Data Protection Act and is committed to maintaining the highest possible standards when handling personal information.

**Contact us**

NCFE

Q6

Quorum Business Park

Benton Lane

Newcastle upon Tyne

NE12 8BT

Tel: 0191 239 8000\*

Fax: 0191 239 8001

Email: service@ncfe.org.uk

Website: [www.ncfe.org.uk](http://www.ncfe.org.uk/)

© NCFE Issue 1 July 2014

Information in this qualification specification is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

All the material in this publication is copyright.

\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes