

**NCFE Level 2 Certificate in Business and Enterprise (601/0048/5)**

**Statement of authenticity**

Learner name:

Centre number:

Centre name:

**Signatures**

Learner: Date:

Tutor/Assessor: Date:

Internal Quality Assurer (IQA)\*: Date:

External Quality Assurer (EQA)\*: Date:

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

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You will:

1. Understand different types of businesses

You can:

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| --- | --- | --- | --- | --- |
| **1.1 Identify characteristics of the different business types** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

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| **1.2 Identify 3 different types of local business** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| --- | --- | --- | --- | --- |
| **1.3 Describe what each business identified in 1.2 is about, showing:**   * **what it does** * **how it is owned** * **the type of people it employs and the skills needed to work there** * **the types of customer it has** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **1.4 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You will:

2. Understand the characteristics of an entrepreneur

You can:

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| **2.1 Describe the skills and characteristics of an entrepreneur** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **2.2 Identify 3 different entrepreneurs including at least one based locally** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| **2.3 Compare the enterprise skills and characteristics of the 3 entrepreneurs identified in 2.2** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **2.4 Research the target market of each entrepreneur/ business identified in 2.2** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| **2.5 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You will:

3. Know about risks and rewards in business and enterprise

You can:

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| **3.1 Describe 3 possible risks for a new business or enterprise** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **3.2 Describe 3 possible rewards for a new business or enterprise** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| **3.3 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You will:

4. Understand how to plan a business or enterprise project

You can:

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| **4.1 Define what a project is** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **4.2 Investigate 3 different project ideas** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| **4.3 Explain the importance of a project plan** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **4.4 Explain what must be included in a project plan** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 01 Introduction to business and enterprise (J/505/2815)**

You can:

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| **4.5 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You will:

1. Understand sources of business funding

You can:

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| --- | --- | --- | --- | --- |
| **1.1 Research different sources of funding** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **1.2 Identify and explain a minimum of 3 different sources of funding for a new business or enterprise** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You can:

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| **1.3 Compare the different sources of funding identifying the positive and negative points of each** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **1.4 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You will:

2. Be able to produce a financial plan for a new business or enterprise

You can:

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| **2.1 Describe the differences between fixed and variable costs** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **2.2 Produce a cash flow and budget forecast** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You can:

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| **2.3 Create a profit and loss account** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **2.4 Explain the break-even point** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You can:

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| **2.5 Assess the impact of an increase or decrease in sales on cash flow, profit and loss, or break-even point** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **2.6 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You will:

3. Understand responsibilities regarding tax and National Insurance liabilities in the UK

You can:

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| **3.1 Research the current guidelines regarding tax, National Insurance and Value Added Tax (VAT) liabilities** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **3.2 Present findings in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 03 Finance for business and enterprise (L/505/2816)**

You will:

4. Understand financial record keeping

You can:

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| --- | --- | --- | --- | --- |
| **4.1 Describe the importance of keeping up to date financial records** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You will:

1. Be able to identify and research a project

You can:

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| --- | --- | --- | --- | --- |
| **1.1 Select an appropriate project** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **1.2 Identify aims and objectives of the project** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You can:

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| --- | --- | --- | --- | --- |
| **1.3 Conduct appropriate market research for your project** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

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| **1.4 Assess findings against the aims and objectives, amending if required** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You will:

2. Be able to develop a project plan

You can:

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| **2.1 Develop a project plan to include:**   * **aims and objectives** * **summary of research** * **marketing plan** * **financial plan** * **production/service plan** * **the balance of potential risks against potential rewards** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You will:

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| **2.2 Present the plan in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You will:

3. Be able to participate in a project

You can:

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| **3.1 Participate in the project as planned** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **3.2 Demonstrate effective communication skills** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You can:

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| **3.3 Demonstrate effective working relationships with others** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |

**Unit 04 Plan, develop and participate in a business or enterprise project (Y/505/2818)**

You will:

4. Be able to evaluate your business or enterprise project

You can:

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| **4.1 Evaluate the success of the project against the aims and objectives** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

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| **4.2 Assess the strengths and areas for development of your contribution to the project** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
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| **IQA/EQA feedback** | | | | |

**Learning outcome 04 (cont’d)**

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| **4.3 Present the evaluation in a clear and appropriate way** | | | | |
| **Not Yet Achieved** | **Pass** | **Merit** | **Distinction** | **Location of evidence (eg hyperlink/portfolio page number and type)** |
|  |  |  |  |  |
| **IQA/EQA feedback** | | | | |