

**NCFE Level 1 Technical Award in Business and Enterprise (603/0835/7)**

**Statement of authenticity**

Learner name:

Learner number:

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

**About this qualification**

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| **Unit title and number** | **Mandatory/optional** | **Assessment** |
| Unit 01 Starting a business or enterprise (T/615/3925) | Mandatory  | Internally and externally assessed |
| Unit 02 Market research and analysis (A/615/3926) | Mandatory | Internally and externally assessed |
| Unit 03 People, operations and recruitment (L/615/3929) | Mandatory | Internally and externally assessed |
| Unit 04 Finance for business and enterprise (F/615/3930) | Mandatory | Internally and externally assessed |
| Unit 05 Produce a business plan for a business or enterprise (J/615/3931) | Mandatory | Internally assessed |
| Unit 06 Evaluate a business plan (L/615/3932) | Mandatory | Internally assessed |

To be awarded the **NCFE Level 1 Technical Award in Business and Enterprise (603/0835/7),** you are required to successfully achieve **6 mandatory units**. Learners must also achieve a minimum of a Pass in the external assessment.

**Planning and tracking your assessment**

This 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 (eg illustration, table, written work) and the portfolio page number.

It will also help your Teacher/Assessor, Internal and External Quality Assurers 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 tracker, to show that they’re satisfied you’ve completed it correctly.

**Unit 01 Starting a business or enterprise (T/615/3925)**

**Learning outcome 1**

You will:

Understand how businesses and enterprises are started

You must know about:

* business aims and objectives
* business legal structures
* business stakeholders
* entrepreneurial characteristics and skills

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| business aims and objectives | . |  |
| business legal structures |  |  |
| business stakeholders |  |  |
| entrepreneurial characteristics and skills |  |  |

**Unit 01 Starting a business or enterprise (T/615/3925) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 01 Starting a business or enterprise (T/615/3925) (cont’d)**

**Learning outcome 2**

You will:

Understand what should be included in a business plan

You must know about:

* the purpose of a business plan
* the sections of a business plan

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| the purpose of a business plan |  |  |
| the sections of a business plan |  |  |

**Unit 01 Starting a business or enterprise (T/615/3925) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 02 Market research and analysis (A/615/3926)**

**Learning outcome 1**

You will:

Understand how businesses conduct research

You must know about:

* research methods
* data collection methods
* orientation types
* market types
* characteristics of target markets

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| research methods |  |  |
| data collection methods |  |  |
| orientation types |  |  |
| market types |  |  |
| characteristics of target markets |  |  |

**Unit 02 Market research and analysis (A/615/3926) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 02 Market research and analysis (A/615/3926) (cont’d)**

**Learning outcome 2**

You will:

Understand the competitive environment, costs and the marketing mix

You must know about:

* the competitive environment
* costs
* the marketing mix

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| the competitive environment |  |  |
| costs |  |  |
| the marketing mix |  |  |

**Unit 02 Market research and analysis (A/615/3926) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 03 People, operations and recruitment (L/615/3929)**

**Learning outcome 1**

You will:

Understand how businesses are organised

You must know about:

* organisational structures
* organisational features
* leadership styles
* operational considerations
* motivation

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| organisational structures | . |  |
| organisational features |  |  |
| leadership styles |  |  |
| operational considerations |  |  |
| motivation |  |  |

**Unit 03 People, operations and recruitment (L/615/3929) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 03 People, operations and recruitment (L/615/3929) (cont’d)**

**Learning outcome 2**

You will:

Understand types of employment and methods of remuneration

You must know about:

* types of employment
* methods of remuneration

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| types of employment |  |  |
| methods of remuneration |  |  |

**Unit 03 People, operations and recruitment (L/615/3929) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 03 People, operations and recruitment (L/615/3929) (cont’d)**

**Learning outcome 3**

You will:

Understand recruitment and selection

You must know about:

* stages of recruitment
* methods for selecting candidates

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| stages of recruitment  |  |  |
| methods for selecting candidates |  |  |

**Unit 03 People, operations and recruitment (L/615/3929) (cont’d)**

**Learning outcome 3 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 04 Finance for business and enterprise (F/615/3930)**

**Learning outcome 1**

You will:

Understand the role of finance in business

You must know about:

* sources of finance
* revenue
* start-up and running costs
* cash flow management
* break-even point
* essential financial record-keeping

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| sources of finance |  |  |
| revenue |  |  |
| start-up and running costs |  |  |
| cash flow management |  |  |
| break-even point |  |  |
| essential financial record-keeping |  |  |

**Unit 04 Finance for business and enterprise (F/615/3930) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 04 Finance for business and enterprise (F/615/3930) (cont’d)**

**Learning outcome 2**

You will:

Understand financial data to include in a business plan

You must know how to:

* calculate
* costs
* revenue
* profit
* break-even level of output using the contribution method
* create
* a labelled break-even chart
* cash flow forecast

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| **You must know how to:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| calculate* costs
* revenue
* profit
* break-even level of output using the contribution method
 | . |  |
| create* a labelled break-even chart
* cash flow forecast
 |  |  |

**Unit 04 Finance for business and enterprise (F/615/3930) (cont’d)**

**Learning outcome 2 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 04 Finance for business and enterprise (F/615/3930) (cont’d)**

**Learning outcome 3**

You will:

Understand how internal and external influences can affect the ability of a business/enterprise to meet its objectives

You must know about:

* internal influences
* external influences
* the impact of internal and external influences on a business/enterprise

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| **You must know about:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| internal influences  | .  |  |
| external influences  |  |  |
| the impact of internal and external influences on a business/enterprise |  |  |

**Unit 04 Finance for business and enterprise (F/615/3930) (cont’d)**

**Learning outcome 3 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 05 Produce a business plan for a business or enterprise (J/615/3931)**

**Learning outcome 1**

You will:

Produce a business plan for an idea

You must demonstrate:

* the selection of a business/enterprise idea
* the selection of aims and objectives for a business/enterprise
* research skills
* analysis skills
* the collection of data
* the calculation and interpretation of financial data

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| **You must demonstrate:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| the selection of a business/enterprise idea  | .  |  |
| the selection of aims and objectives for a business/enterprise |  |  |
| research skills |  |  |
| analysis skills |  |  |
| the collection of data |  |  |
| the calculation and interpretation of financial data |  |  |

**Unit 05 Produce a business plan for a business or enterprise (J/615/3931) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

**Unit 06 Evaluate a business plan (L/615/3932)**

**Learning outcome 1**

You will:

Review a business plan

You must evaluate:

* strengths and weaknesses of the market research methodology
* application of appropriate business theories and techniques
* feasibility of the idea
* the presentation of the business plan

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| **You must evaluate:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
| strengths and weaknesses of the market research methodology | .  |  |
| application of appropriate business theories and techniques  |  |  |
| feasibility of the idea |  |  |
| the presentation of the business plan |  |  |

**Unit 06 Evaluate a business plan (L/615/3932) (cont’d)**

**Learning outcome 1 (cont’d)**

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| **Grading Descriptors** |
| **NYA** | **Pass** | **Merit** | **Distinction** |
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| **IQA/EQA feedback**  |

Please use the below blank templates if you have made any revisions to your work following External Quality Assurance. (Copy and paste additional if required.)

**Unit:**

**Learning outcome:**

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| **You must know about/know how to/demonstrate:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
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**Unit:**

**Learning outcome:**

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**Unit:**

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**Unit:**

**Learning outcome:**

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| **You must know about/know how to/demonstrate:** | **Location of evidence (eg hyperlink/portfolio page number and type)** | **Link your assessment task here** |
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| **IQA/EQA feedback**  |

**Declaration**

Sign this statement **only** if you have made revisions to your work after External Quality Assurance.

I confirm that the revisions I have made to this unit are all my own work.

**Candidate signature:**

**Date:**

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| --- |
| Teacher/Assessor comments: (please continue overleaf if necessary) If appropriate, please comment on any work which has been revised/redrafted.  |

**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:**