

**NCFE Level 2 Certificate in Creating a Business Start-Up (603/3632/8)**

**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 Initial steps for a business start-up (D/617/2453)**

**Learning outcome 1**

**You will:** Understand how to develop business start-up ideas

You must:

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| **1.1 Identify a range of potential business start-up ideas** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |

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| --- | --- |
| **1.2 Explain the most appropriate idea for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Explain relevant skills needed to support the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the use of interpersonal skills** (T/617/0899) (cont’d)

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| **1.4 Describe the different products and/or services that make up the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 2**

**You will:** Understand the different types of business ownership

You must:

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| **2.1 Describe four types of business ownership** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 Explain the most appropriate type of ownership for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the use of interpersonal skills** (T/617/0899) (cont’d)

**Learning outcome 3**

**You will:** Understand resource requirements for business start-up  
You must:

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| **3.1 Describe the human resource(s)** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.2 Describe the physical resource(s)** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.3 Describe the technological resource(s)** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 01 Understanding the use of interpersonal skills** (T/617/0899) (cont’d)

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| **3.4 Identify the cost of the resource(s)** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Marketing for a business start-up (H/617/2454)**

**Learning outcome 1**

**You will:** Understand the market and market research

You must:

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| --- | --- |
| **1.1 Describe the target market of their business start up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Perform a SWOT analysis on the internal and external factors of the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Identify suitable market research methods for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Marketing for a business start-up (H/617/2454) (cont’d)**

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| **1.4 Perform relevant market research for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.5 Describe how market research findings support the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 2**

**You will:** Understand how to develop a brand for the business start-up

You must:

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| **2.1 Select and explain the business start-up name** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Marketing for a business start-up (H/617/2454) (cont’d)**

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| **2.2 Create a logo that represents the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.3 Explain the brand identity for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 3**

**You will:** Understand marketing strategies for business start-up

You must:

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| **3.1 Describe the promotional options available to the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Marketing for a business start-up (H/617/2454) (cont’d)**

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| **3.2 Explain the promotional option(s) chosen for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.3 Create promotional material for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.4 Describe the pricing strategies available to the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 02 Marketing for a business start-up (H/617/2454) (cont’d)**

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| **3.5 Create a medium term pricing plan for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.6 Describe the product(s)/service(s) features for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.7 Describe the location considerations for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455)**

**Learning outcome 1**

**You will:** Understand HMRC and tax requirements

You must:

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| **1.1 Describe self-employed and corporation tax requirements** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Identify the information and process required to register with HMRC** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Describe the consequences of not complying with HMRC and tax requirements** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455) (cont’d)**

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| **1.4 Identify VAT rates and conditions** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 2**

**You will:** Understand legislation for the business start-up

You must:

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| **2.1 Explain the requirements of employment legislation for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 Explain the requirements of health and safety legislation for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455) (cont’d)**

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| **2.3 Explain the requirements of data protection legislation for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.4 Explain the requirements of digital and copyright legislation for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Learning outcome 3**

**You will:** Understand cash, profit and cash flow

You must:

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| **3.1 Differentiate between cash, turnover and profit** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455) (cont’d)**

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| **3.2 Describe the structure of a cash flow forecast** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.3 Produce a completed cash flow forecast for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **3.4 Assess the cash flow for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455) (cont’d)**

**Learning outcome 4**

**You will:** Understand management of customers and suppliers

You must:

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| --- | --- |
| **4.1 Identify customer and supplier information required for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.2 Explain the importance of accurate invoices and payment receipts** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **4.3 Produce an invoice and payment receipt template for the business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 03 Legal and financial considerations for a business start-up (K/617/2455) (cont’d)**

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| **4.4 Describe options for making and receiving payments** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 04 Developing a business plan (M/617/2456)**

**Learning outcome 1**

**You will:** Understand the purpose of a business plan

You must:

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| --- | --- |
| **1.1 Explain what a business plan is used for** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.2 Identify the benefits of using a business plan** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **1.3 Explain the contents of a business plan and why these are important** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

**Unit 04 Developing a business plan (M/617/2456) (cont’d)**

**Learning outcome 2**

**You will:** Develop a business plan

You must:

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| --- | --- |
| **2.1 Create a business plan for your business start-up** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.2 Reflect on your created business plan** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
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| **IQA/EQA feedback** | |

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| **2.3 Describe a suitable contingency plan** | |
| **What have you done to show this** | Location of evidence (eg hyperlink/portfolio page number) |
|  |  |
| **IQA/EQA feedback** | |