

# Preparing for a business venture

Level 2 Award in Preparing for a Business Venture

Level 2 Certificate in Preparing for a Business Venture

Level 3 Award in Preparing for a Business Venture

Level 3 Certificate in Preparing for a Business Venture

Scheme codes 09896, 09897, 09898, 09899

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# 1 Introduction

This centre handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualifications.

<b>Title</b>	<b>OCR scheme code</b>	<b>Ofqual qualification number (QN)</b>
OCR Level 2 Award in Preparing for a Business Venture	09896	600/1120/8
OCR Level 2 Certificate in Preparing for a Business Venture	09897	600/1093/9
OCR Level 3 Award in Preparing for a Business Venture	09898	600/1094/0
OCR Level 3 Certificate in Preparing for a Business Venture	09899	600/1095/2

It is important that centre staff involved in the delivery of the above qualifications understand the requirements laid down in this handbook. Centres should therefore ensure that all staff involved in the delivery of these qualifications have access to this document.

## 1.1 The OCR Preparing for a Business Venture suite of qualifications

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The OCR Preparing for a Business Venture suite of qualifications provides candidates with high quality, nationally recognised qualifications. They are vocationally-related, credit-based qualifications that provide valuable opportunities for individuals to develop skills, gain underpinning knowledge and understanding or provide progression to other business enterprise qualifications. They support achievement of Key Skills/Functional Skills/Essential Skills and relate to National Occupational Standards (NOS).

The awarding body for these qualifications is Oxford Cambridge and RSA Examinations (OCR) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

These qualifications are regulated in the Qualifications and Credit Framework and appear on the Register of Regulated Qualifications. They are supported by SFEDI, the sector body for Business Enterprise.

## 1.2 Administration arrangements for these qualifications

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A separate publication, the *Admin guide: Vocational Qualifications (A850)*, provides details of the administration arrangements for these qualifications. The Admin Guide is available to download from our website: [www.ocr.org.uk](http://www.ocr.org.uk).

## 1.3 What is the Qualifications and Credit Framework (QCF)?

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The QCF is a unit and credit-based regulatory framework which replaces the National Qualifications Framework (NQF). It is a way of recognising skills and qualifications by awarding credit for qualifications and units achieved.

## 1.4 If centre staff have queries

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This Centre Handbook and the Admin Guide contain all the information needed to deliver and administer these qualifications. If centre staff have any queries about these qualifications that are not answered in these publications, they should refer to the section [Further support and information](#) for details of who to contact. Support is also available on the OCR webpages at [www.ocr.org.uk](http://www.ocr.org.uk).

## 1.5 Documentation updates

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The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification webpages at [www.ocr.org.uk](http://www.ocr.org.uk) for details regarding updates to these qualifications. The latest version of this handbook is available to download from the OCR website.

## 2 General information

### 2.1 Qualification profile

<b>Title</b>	OCR Level 2 Award in Preparing for a Business Venture			
<b>OCR code</b>	09896			
<b>Qualification Number (QN)</b>	600/1120/8			
<b>Level</b>	This is a regulated qualification in the Qualifications and Credit Framework (QCF) at Level 2			
<b>Qualification structure</b>	The credit required for this qualification is 9. To achieve this qualification, candidates must complete a total of 9 credits from 3 mandatory units.			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
	✓	✓	✓	✓
<b>This qualification is suitable for</b>	Candidates considering a potential business idea and thinking of setting up their own business to deliver/create a product or service			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff (eg teachers/tutors, support workers, carers, assessors) and externally moderated by OCR.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's Register of Regulated Qualifications <a href="http://register.ofqual.gov.uk/">http://register.ofqual.gov.uk/</a>			
<b>Last entry date*</b>				

\*OCR will inform centres of any change to this date. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current information.

<b>Title</b>	OCR Level 2 Certificate in Preparing for a Business Venture			
<b>OCR code</b>	09897			
<b>Qualification Number (QN)</b>	600/1093/9			
<b>Level</b>	This is a regulated qualification in the Qualifications and Credit Framework (QCF) at Level 2			
<b>Qualification structure</b>	The credit required for this qualification is 15. To achieve this qualification, candidates must complete a total of 15 credits made up of; 9 credits from 3 mandatory units and at least 6 credits from optional units.			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
	✓	✓	✓	✓
<b>This qualification is suitable for</b>	Candidates considering a potential business idea and are thinking of setting up their own business to deliver/create a product or service			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff (eg teachers/tutors, support workers, carers, assessors) and externally moderated by OCR.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's Register of Regulated Qualifications <a href="http://register.ofqual.gov.uk/">http://register.ofqual.gov.uk/</a>			
<b>Last entry date*</b>				

\*OCR will inform centres of any change to this date. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current information.

<b>Title</b>	OCR Level 3 Award in Preparing for a Business Venture			
<b>OCR code</b>	09898			
<b>Qualification Number (QN)</b>	600/1094/0			
<b>Level</b>	This is a regulated qualification in the Qualifications and Credit Framework (QCF) at Level 3			
<b>Qualification structure</b>	The credit required for this qualification is 8. To achieve this qualification, candidates must complete a total of 8 credits from 2 units.			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
		✓	✓	✓
<b>This qualification is suitable for</b>	Candidates considering setting up their own business or already in the process of setting up in business and wish to advance their skills and knowledge in a specific area of set up			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff (eg teachers/tutors, support workers, carers, assessors) and externally moderated by OCR.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's Register of Regulated Qualifications <a href="http://register.ofqual.gov.uk/">http://register.ofqual.gov.uk/</a>			
<b>Last entry date*</b>				

\*OCR will inform centres of any change to this date. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current information.



<b>Title</b>	OCR Level 3 Certificate in Preparing for a Business Venture			
<b>OCR code</b>	09899			
<b>Qualification Number (QN)</b>	600/1095/2			
<b>Level</b>	This is a regulated qualification in the Qualifications and Credit Framework (QCF) at Level 3			
<b>Qualification structure</b>	The credit required for this qualification is 20. To achieve this qualification, candidates must complete a total of 20 credits from 5 mandatory units			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
		✓	✓	✓
<b>This qualification is suitable for</b>	Candidates considering setting up their own business or already in the process of setting up in business and wish to advance their skills and knowledge in a specific area of set up			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff (eg teachers/tutors, support workers, carers, assessors) and externally moderated by OCR.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's Register of Regulated Qualifications <a href="http://register.ofqual.gov.uk/">http://register.ofqual.gov.uk/</a>			
<b>Last entry date*</b>				

\*OCR will inform centres of any change to this date. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current information.

## 2.2 Target market

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These level 2 qualifications are designed for individuals who may be considering self employment and wish to evaluate a potential business idea. They are suitable for anyone wishing to investigate the requirements of setting up a business and the implications. Candidates will often be interested in starting a relatively small business, with minimal employees.

These level 3 qualifications are designed for individuals who may be considering setting up their own business or are already in the process of setting up in business. They are suitable for anyone wishing to investigate and understand the high level requirements for setting up and running a successful business. Candidates are generally looking to start a small business with some employees.

## 2.3 Qualification aims

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The **OCR Level 2 Award in Preparing for a Business Venture** aims to:

Equip candidates with the ability to consider all aspects of setting up in business from a personal and practical perspective

Equip candidates to consider the potential of their business idea and their own personal needs as a business person working for themselves

Ensure candidates are able to identify any training or personal development that they may require to set up their own business

Equip candidates with the skills to investigate the business idea and start to define a market and customer base

### **In addition**

The **OCR Level 2 Certificate in Preparing for a Business Venture** aims to:

Ensure candidates have an understanding of some of the more in-depth requirements for setting up in business, such as: legal structures and their implications, methods of selling, financial requirements, knowledge of attracting and retaining customers

Provide candidates with the tools to draft the basis of a business plan

The **OCR Level 3 Award and Certificate in Preparing for a Business Venture** aims to:

Equip candidates with the ability to consider all aspects of setting up in business from a personal and practical perspective

Ensure candidates can investigate and understand the high level requirements for setting up and running a successful business, such as:

- attracting and retaining customers in a competitive market;
- financial planning and the maintenance of adequate accounts;
- setting realistic sales goals and formulation and application of strategic sales procedures;
- understanding the laws in place to protect the business owner and the customer
- the importance of having an up-to-date business plan when starting, operating, and developing a business

Provide candidates with the tools to draft critical components of a business plan

## 2.4 Entry requirements

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These qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

All centre staff involved in the assessment or delivery of these qualifications should understand the requirements of the qualification and match them to the needs and capabilities of individual candidates before entering them as candidates for one of these qualifications.

There are no formal requirements for entry to these qualifications.

## 2.5 Unique Learner Number (ULN)

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It is an Ofqual requirement that Awarding Bodies must capture the Unique Learner Number (ULN) for all candidates who have claimed certification for any of the qualification in the suite of Preparing for a Business Venture. Where a candidate has a ULN, you should enter their number in the ULN field of the entry form. For candidates who do not have a ULN, a claim will still be accepted if you leave this field blank but OCR will not be able to send these achievements to the Diploma Aggregation Service. Further information about this can be found in the *Admin guide: Vocational Qualifications (A850)* available to download from [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.6 Progression opportunities

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A candidate achieving an OCR qualification in Preparing for a Business Venture has the following progression routes available:

- Undertake further optional units at the same level which will allow for a greater breadth of understanding

- Undertake further business enterprise related qualifications eg OCR Level 3 Certificate in Preparing for a Business Venture, the OCR Level 3 Award in Business Enterprise

Alternatively, candidates will have some of the essential skills and knowledge to equip them to produce the basis of a business plan or to start their own business.

## 2.7 Supporting OCR candidates

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Centres should ensure that candidates are informed of the title and level of the qualification they have been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

Centre staff should provide guidance to candidates on the assessment process and help candidates prepare for assessment. Full details on how the units are assessed are in sections 3 and 6 of this centre handbook.

## 2.8 Wider issues

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These qualifications provide potential for centres to develop candidates' understanding of spiritual, moral, ethical, social and cultural issues and heighten candidates' awareness of environmental issues, health and safety considerations and European developments.

### Spiritual, moral, ethical, social and cultural issues

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Centre staff delivering a course that supports these qualifications would have opportunities to address spiritual, moral, ethical, social and cultural issues.

For example, candidates will need to understand issues such as individual responsibility, and business and social responsibilities. Some units will allow candidates to explore the individual's responsibility towards the customer.

Candidates will also need to consider issues such as confidentiality of information (clients), responsibility of honesty and accuracy in recording and providing information and the need to ensure security of information.

### Environmental issues, health and safety considerations and European developments

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Centre staff delivering a course that supports these qualifications may have opportunities to address environmental issues, health and safety considerations and European developments depending on the method of delivery/choice of teaching materials.

Environmental issues could be explored through the way in which resources are selected and used and also through the disposal of waste products.

European developments may be explored in relation to the way in which enterprise activities may be affected by European rulings.

Health and safety issues may be covered as part of discussions regarding responsible disposal of products, or the responsibility to potential customers.

## 2.9 Guided learning hours

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Each of the units in these qualifications are allocated a number of guided learning hours (glh) which indicates the approximate number of hours for teacher supervised or directed study time and assessment. Information on unit glh for this qualification is given in section 6.

## 2.10 Funding

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These qualifications are published at Level 2 and 3 in the Qualifications and Credit Framework and are eligible for funding under Section 96 and/or Skills Funding Agency. For funding information you should refer to the following websites:

<http://www.dcsf.gov.uk/section96/>

<http://skillsfundingagency.bis.gov.uk/>

## 2.11 Mode of delivery

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OCR does not specify the mode of study or specify a time limit for the achievement of these qualifications other than the last entry date laid down by the regulatory authorities detailed in the qualification profiles.

Centres are free to deliver these qualifications using any mode of delivery that meets the needs of their candidates. Whatever mode of delivery is used, centres must ensure that candidates have appropriate access to the resources identified below.

Centres should consider the candidates' complete learning experience when designing learning programmes. This is particularly important in relation to candidates studying part time alongside real work commitments where candidates may bring with them a wealth of experience that should be utilised to maximum effect by centre staff.

## 2.12 Resources

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OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

In addition, each unit will contain guidance on the resources required. Staff conducting assessment must understand fully the requirements of these qualifications. Centres should ensure that appropriate physical resources are made available to candidates.

Centres will need to provide appropriate assessment facilities for candidates that comply with the regulations laid down by OCR in the *Admin guide: Vocational Qualifications (A850)* and the *JCQ Instructions for Conducting Examinations*, available on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

Centres will need to meet the above requirements when they seek centre approval from OCR.

## 2.13 Delivery in Wales and Northern Ireland

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The specification for these qualifications has only been approved by Ofqual for delivery in England/Wales/Northern Ireland during the life of the qualifications.

The specification for these qualifications has been approved by the Department for Children, Education, Lifelong Learning and Skills (DCELLS) for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

Candidates in Wales or Northern Ireland should not be disadvantaged by terms, legislation or aspects of government that are different from those in England. Where such situations might occur, including in the external assessment, the terms used have been selected as neutral so that candidates may apply whatever is appropriate to their own situation.

We will provide specifications, assessments and supporting documentation in English.

Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the OCR Customer Contact Centre: 024 76 851509.

## 2.14 Access arrangements and special consideration

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Adjustments to standard assessment arrangements are made on the basis of the individual needs of candidates.

It is important, therefore, that centres identify as early as possible whether candidates have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and select an appropriate qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is one which is shared between OCR and the centre. Centre staff should consult the Joint Council of Qualifications' (JCQ) booklet *Access Arrangements, Reasonable Adjustments and Special Consideration* [www.jcq.org.uk](http://www.jcq.org.uk).

This document should also be referred to for those candidates who may require a post examination adjustment, special consideration (to reflect temporary illness, indisposition or injury), at the time of the examination/assessment.

For further guidance on access arrangements and special consideration please refer to OCR's *Admin guide: Vocational Qualifications (A850)* on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.15 Results enquiries and appeals

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Please refer to the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.16 Centre malpractice guidance

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It is the responsibility of the Head of Centre\* to report (in writing) all cases of suspected malpractice involving centre staff or candidates, to the OCR Standards Division.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly, and report the outcomes to the OCR Standards Division.

Further information is contained in the JCQ publication: *Suspected Malpractice in Examinations and Assessments* which is available from [www.jcq.org.uk](http://www.jcq.org.uk) together with OCR's *Malpractice Procedures – A Guide for Centres*.

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\* The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, eg the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.

# 3 Assessment

## 3.1 Assessment: How it works

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In order for candidates to be able to effectively progress towards meeting the requirements of each assessment criterion, teachers/tutors must make sure that the supporting knowledge, understanding and skills requirements for each criterion are fully addressed. The identified knowledge, understanding and skills in the unit are not exhaustive and may be expanded upon or tailored to particular contexts to which the unit is being taught and the assessment criteria applied.

### Centre assessed unit(s) and OCR moderated

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All units are centre-assessed and externally moderated by OCR. OCR has produced assessments for use by centres that enable candidates to meet all of the assessment criteria.

Key features of the assessment for these qualifications are:

- Assessment of all units is assessed by means of an OCR-set on-demand assignment
- The assignments are provided in a separate booklet that is available to download
- Achievement at unit level is Pass or Fail.

Assessment of these qualifications will be conducted in accordance with the appropriate codes of practice approved and published by the regulatory authorities.

When candidates complete an assignment/activity, the centre assessor (usually the teacher/tutor) assesses their work. Centres will need to identify staff who will act as assessors. Assessors will need to have experience in making judgments about candidates' progress.

Assessors must:

- judge candidate work against the standard identified to meet the assessment criterion
- identify valid and sufficient evidence
- identify gaps in evidence
- give feedback to candidates
- liaise with other assessors in the centre to ensure standards are consistent
- verify candidate achievement by completing and signing OCR documentation (eg Witness Statement Forms,)
- maintain records of candidates' achievements.

Full details of the administration arrangements associated with these qualifications are included in the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

### Internal standardisation

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Internal standardisation is an important part of the local assessment process. Centres are required to demonstrate that a system is in place which ensures that all assessment is being carried out in a similar way and to an equivalent standard across all teachers/tutors acting as assessors. OCR will require evidence of this process. Centres are required to keep evidence of standardisation and records of any decisions/issues for a minimum of one year.



In order to maintain a consistent approach to internal standardisation, a centre co-ordinator should be nominated. The centre co-ordinator will be responsible for:

- maintaining a list of current assessors
- ensuring that all current assessors are working to the same standard
- arranging regular meetings
- ensuring cross-moderation of work between assessors
- maintaining records of the outcome of cross-moderation activities
- regularly sampling the assessment of all assessors and documenting the outcome
- advising assessors of any discrepancies in assessment and suggesting ways in which assessment may be brought into line with the work of other assessors
- completing the relevant centre standardisation document.

## External moderation

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External moderation ensures centres' internal assessments meet the national requirements of these qualifications.

OCR Examiner-moderators are allocated by OCR to moderate centre assessment decisions.

OCR requires centres to submit only the appropriate documentation for specific units for moderation. OCR does not require centres to submit for moderation additional evidence produced by the candidate in the course of an activity. OCR, however, anticipates that centres will wish to create programmes of learning for candidates towards the completion of these units that will generate additional items of evidence. Centres are free to do this, but OCR does not require these items for certification of unit achievement.

OCR requires that all Evidence Checklists submitted in support of achievement are signed by the teachers/tutor prior to submission for moderation.

Teachers/tutors must check that each criterion has been successfully met by the candidate before work is signed and sent for external moderation.

Centres must use candidates' Submission Cover Sheet to send to their OCR Examiner-moderator only those items required as evidence for the unit concerned.

External moderation of a centre's assessment decisions is achieved through systematic sampling. The assessment decisions of each assessor submitting work will be sampled. The outcomes of moderation will apply to all work submitted in each batch for moderation. No substitution of candidates' work will be allowed unless prior agreement of the OCR Examiner-moderator has been obtained.

The Examiner-moderator will complete a Centre Feedback Report Form (eNQF6) for the batch. If the centre assessment is satisfactory, arrangements will be made for certification.

If an Examiner-moderator disagrees with an assessor's assessment decision; the claims from that assessor will be rejected. The Examiner-moderator will record the information on the Centre Feedback Report Form (eNQF6).

Examiner-moderators are not empowered to enter into direct contact with centres. In no circumstances must centres attempt to contact their Examiner-moderator in any way other than through posting candidate work to the address provided to them by OCR. Any queries concerning the units or assessment must be directed to OCR, Coventry.

# 4 Assessor and Internal Verifier Requirements

## 4.1 Assessment Centre Requirements

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The Assessment Centre must:

- Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register
- Ensure that there are a sufficient number of people either trained or qualified to internally verify for the number of candidates and assessors
- Put verification systems and internal verifiers in place to ensure that all assessments are valid, reliable, authentic and sufficient and provide quality assured training for those people identified as being responsible for verification
- Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair
- Ensure that those undertaking the roles of verification and assessment maintain their skills, knowledge and understanding regarding assessment and verification and the associated qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

## 4.2 Assessors

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Assessment is an activity that can be performed by a dedicated individual or as part of an individual's wider role e.g. Supervisor, manager, tutor.

The Assessment centre must ensure that those making assessment decisions have the necessary expertise to do so, which may include Assessors having, or be working towards, appropriate qualifications, these would include D32/33, A1/ QCF Award in Assessing Competence in the Work Environment.

Where Centres use trained assessors they must provide evidence of the training undertaken to OCR.

All assessors must:

- have the role of assessor identified within their role profile, where assessment forms part of an individual's role
- be occupationally competent in the unit they are assessing. This means that each assessor must, according to current sector practice, be competent in the functions covered by the units they are assessing. Assessors must be able to demonstrate consistent application of the skills and the current supporting knowledge and understanding in the context of a recent role directly related to the units they are assessing as a practitioner, trainer or manager

- be familiar with the units that relate to the qualification and must be able to interpret and make judgements on current working practices and technologies within the area of work.

## 4.3 Internal verifiers

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Internal Verification is an activity that can be performed by a dedicated individual or as part of an individual's wider role. All Internal verifiers must:

- be either qualified as a verifier (V1, D34 or QCF Award in the Internal Quality Assurance of Assessment Processes and Practice). Where Centres use trained verifiers, they must provide evidence of the training undertaken to OCR
- be occupationally knowledgeable across the range of units for which they are responsible prior to commencing the role. IVs must also sample the assessment process and resolve differences and conflicts on assessment decisions
- ensure that assessment has been carried out by persons who are occupationally competent within the area they are assessing
- maintain their occupational knowledge by actively engaging in continuous professional development activities in order to keep up-to-date with developments within the sector.

# 5 Certification

Candidates who achieve the full qualification will receive:

- a certificate listing the unit achieved with their related credit value, and
- a certificate giving the full qualification title

**OCR Level 2 Award in Preparing for a Business Venture**

**OCR Level 2 Certificate in Preparing for a Business Venture**

**OCR Level 3 Award in Preparing for a Business Venture**

**OCR Level 3 Certificate in Preparing for a Business Venture**

Candidates achieving one or more units but who do not meet the credit requirements for a full qualification will receive a certificate listing the units they have achieved along with their credit value.

## 5.1 Claiming certificates

---

Certificates will be issued directly to the centre for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Admin guide: Vocational Qualifications (A850)* for full details.

## 5.2 Replacement certificates

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If a replacement certificate is required a request must be made to the OCR Operations Division on 024 76 470033, or in writing to the Coventry office, and an application form with further instructions will be sent. A charge will be made for a replacement certificate.

# 6 Qualification structure and units

## 6.1 Qualification structure

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Candidates do not have to achieve units in any particular order and teachers/tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt a holistic approach to the delivery of these qualifications and identify opportunities to link the units.

If a candidate is not able to complete the full qualification, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

### **OCR Level 2 Award in Preparing for a business venture**

#### **(Qualification Number 600/1120/8)**

To achieve this qualification, candidates must achieve a total of 9 credits from the 3 mandatory units.

The following table contains the mandatory units.

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Mandatory units</b>					
<b>1</b>	Considering a business idea	T/502/9949	3	2	23
<b>2</b>	Identifying personal development needs to start a business venture	K/502/9947	3	2	23
<b>3</b>	Identifying the resources and location for a business venture	M/502/9948	3	2	23

**OCR Level 2 Certificate in Preparing for a business venture****(Qualification Number 600/1093/9)**

To achieve this qualification, candidates must achieve a total of 15 credits made up as follows:  
9 credits from the 3 mandatory units at least 6 credits from the optional units.

The following table contains the mandatory and optional units.

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Mandatory units</b>					
<b>1</b>	Considering a business idea	T/502/9949	3	2	23
<b>2</b>	Identifying personal development needs to start a business venture	K/502/9947	3	2	23
<b>3</b>	Identifying the resources and location for a business venture	M/502/9948	3	2	23
<b>Optional units</b>					
<b>4</b>	Attracting customers through marketing	K/502/9950	4	2	33
<b>5</b>	Investigating legal issues relating to a business venture	M/502/9951	3	2	28
<b>6</b>	Planning the financial management of a business venture	L/502/9956	4	2	33
<b>7</b>	Understanding selling within a business venture	Y/502/9958	3	2	28
<b>8</b>	Importance of business plans	A/502/9967	3	2	28

**OCR Level 3 Award in Preparing for a business venture****(Qualification Number 600/1094/0)**

To achieve this qualification, candidates must achieve a total of 8 credits from any 2 optional units.

The following table contain the optional units.

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Optional units</b>					
<b>1</b>	Attracting customers through marketing	T/502/9966	4	3	38
<b>2</b>	Adhering to business legislation	Y/503/0057	4	3	38
<b>3</b>	Planning the financial management of a business venture	R/503/0073	4	3	38
<b>4</b>	Understanding how to sell a product/service	Y/503/0060	4	3	38
<b>5</b>	Producing business plans for business ventures	H/503/0062	4	3	38

**OCR Level 3 Certificate in Preparing for a business venture****(Qualification Number 600/1095/2)**

To achieve this qualification, candidates must achieve a total of 20 credits, all units are mandatory.

The following table contain the mandatory units.

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Mandatory units</b>					
<b>1</b>	Attracting customers through marketing	T/502/9966	4	3	38
<b>2</b>	Adhering to business legislation	Y/503/0057	4	3	38
<b>3</b>	Planning the financial management of a business venture	R/503/0073	4	3	38
<b>4</b>	Understanding how to sell a product/service	Y/503/0060	4	3	38
<b>5</b>	Producing business plans for business ventures	H/503/0062	4	3	38

## 6.2 Unit format

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The format of OCR's units is detailed below.

### Unit title

---

This is a summary of the content of the unit.

### OCR Unit number

---

This is the unit number allocated by OCR.

### Unit reference number

---

This is reference number allocated to the unit in the Register of Regulated Qualifications.

### Level

---

This is the QCF level of the unit.

### Credit value

---

This advises how many credits the candidate will achieve for successful achievement of the unit.

### Guided learning hours (glh)

---

This specifies the amount of time that the average candidate would be expected to take to complete all requirements of the unit.

### Unit purpose and aim

---

This section specifies the overall purpose and aim of the unit.

### Learning outcomes

---

These set out what the candidate is expected to know, understand or be able to do as a result of the learning process.

### Assessment criteria

---

These detail the requirements that the candidate will be assessed against in order to evidence the learning outcomes.

### Knowledge, understanding and skills

---

This details the underpinning knowledge, understanding and skills which candidates will need in order to be able to undertake the assessment for the unit and to meet the requirements of the assessment criteria.



## Assessment

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This section details how the assessment criteria will be assessed.

## Evidence requirements

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These provide specific detail to amplify the knowledge or understanding required to meet the assessment criteria.

## Guidance on assessment and evidence requirements

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This provides guidance on how the assessment could be carried out and how the evidence requirements could be met.

## National Occupational Standards (NOS) mapping/signposting

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This section provides signposting to the relevant National Occupational Standards.

## Functional skills signposting

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This section provides signposting to functional skills.

## Resources

---

This section contains details of any specific resources that must be available to the candidate or suggested resource material that will support learning.

## Exemptions

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This section contains details of any exemptions for the unit that are based on certificated achievement outside the QCF; deemed to be of equivalent value to a QCF unit.

## Equivalencies

---

This section contains details any opportunities to count credits from unit(s) achieved from other qualifications within the QCF.

## Additional information

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This section contains further information such as sector support and unit classification.

## 6.3 Units

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Units can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

[http://www.ocr.org.uk/qualifications/type/qcf/bus\\_ent/index.html](http://www.ocr.org.uk/qualifications/type/qcf/bus_ent/index.html)

# 7 Administration arrangements

This section provides an overview of the administration arrangements operating for these qualifications. Please refer to the *Admin guide: Vocational Qualifications (A850)* for further information.

## 7.1 Overview of full process

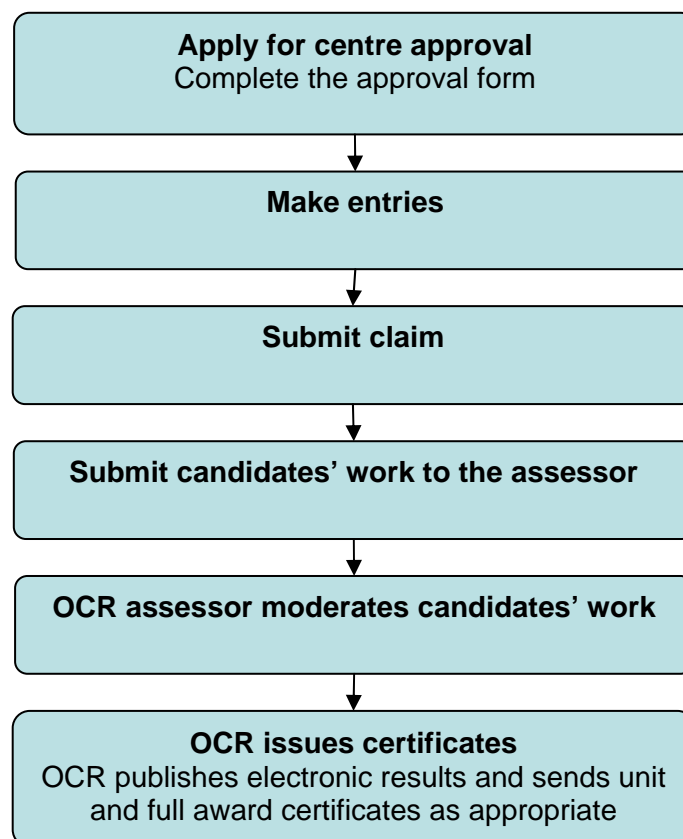
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For detailed information on these qualifications centres must refer to OCR's Admin guide: Vocational Qualifications (A850).

The following flow chart provides a brief summary of how these qualifications are delivered.

### Administration flow chart for on demand/postal moderation

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# 8 Guidance For Candidates

## 8.1 What are the Preparing for a Business Venture qualifications?

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These level 2 qualifications are designed for individuals who may be considering self employment and wish to evaluate a potential business idea. They are suitable for anyone wishing to investigate the requirements of setting up a business and the implications. Candidates will often be interested in starting a relatively small business, with minimal employees.

These level 2 qualifications aim to:

- Equip candidates with the ability to consider all aspects of setting up in business from a personal and practical perspective
- Equip candidates with the skills to investigate the business idea and start to define a market and customer base
- Ensure candidates have an understanding of some of the more in-depth requirements for setting up in business, such as: legal structures and their implications, methods of selling, financial requirements, knowledge of attracting and retaining customers

These level 3 qualifications are designed for individuals who may be considering setting up their own business or are already in the process of setting up in business. They are suitable for anyone wishing to investigate and understand the high level requirements for setting up and running a successful business. Candidates are generally looking to start a small business with some employees.

These level 3 qualifications aim to:

- Ensure candidates can investigate and understand the high level requirements for setting up and running a successful business
- Ensure candidates are able to identify any training or personal development that they may require to run their own business
- Provide candidates with the tools to draft a business plan

## 8.2 What do I have to do to achieve these qualifications?

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To achieve these qualifications you must achieve the required combination of units from those listed below.

### OCR Level 2 Award in Preparing for a business venture

To achieve this qualification you must achieve a total of 9 credits from the 3 mandatory units.

The following table contains the mandatory units.

OCR Unit No	Unit title	Unit Reference No (URN)	Credit value	Level	GLH
<b>Mandatory units</b>					
1	Considering a business idea	T/502/9949	3	2	23
2	Identifying personal development needs to start a business venture	K/502/9947	3	2	23
3	Identifying the resources and location for a business venture	M/502/9948	3	2	23

### OCR Level 2 Certificate in Preparing for a business venture

To achieve this qualification, you must achieve a total of 15 credits made up as follows: 9 credits from the 3 mandatory units at least 6 credits from the optional units.

The following table contains the mandatory and optional units.

OCR Unit No	Unit title	Unit Reference No (URN)	Credit value	Level	GLH
<b>Mandatory units</b>					
1	Considering a business idea	T/502/9949	3	2	23
2	Identifying personal development needs to start a business venture	K/502/9947	3	2	23
3	Identifying the resources and location for a business venture	M/502/9948	3	2	23

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Optional units</b>					
<b>4</b>	Attracting customers through marketing	K/502/9950	4	2	33
<b>5</b>	Investigating legal issues relating to a business venture	M/502/9951	3	2	28
<b>6</b>	Planning the financial management of a business venture	L/502/9956	4	2	33
<b>7</b>	Understanding selling within a business venture	Y/502/9958	3	2	28
<b>8</b>	Importance of business plans	A/502/9967	3	2	28

**OCR Level 3 Award in Preparing for a business venture**

To achieve this qualification you must achieve a total of 8 credits from any 2 optional units.

The following table contain the optional units.

<b>OCR Unit No</b>	<b>Unit title</b>	<b>Unit Reference No (URN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>Optional units</b>					
<b>1</b>	Attracting customers through marketing	T/502/9966	4	3	38
<b>2</b>	Adhering to business legislation	Y/503/0057	4	3	38
<b>3</b>	Planning the financial management of a business venture	R/503/0073	4	3	38
<b>4</b>	Understanding how to sell a product/service	Y/503/0060	4	3	38
<b>5</b>	Producing business plans for business ventures	H/503/0062	4	3	38

## OCR Level 3 Certificate in Preparing for a business venture

To achieve this qualification, you must achieve a total of 20 credits, all units are mandatory.

The following table contain the mandatory units.

OCR Unit No	Unit title	Unit Reference No (URN)	Credit value	Level	GLH
<b>Mandatory units</b>					
1	Attracting customers through marketing	T/502/9966	4	3	38
2	Adhering to business legislation	Y/503/0057	4	3	38
3	Planning the financial management of a business venture	R/503/0073	4	3	38
4	Understanding how to sell a product/service	Y/503/0060	4	3	38
5	Producing business plans for business ventures	H/503/0062	4	3	38

### 8.3 What if I cannot gain enough credits for a full qualification?

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These qualifications are very flexible and allow you to achieve recognition for what you have already achieved even if you do not finish the full qualification. OCR has systems in place which allow you to be awarded a certificate listing the unit (or units) you have achieved even if you are unable to complete the full qualification.

### 8.4 How do I know that these qualifications are right for me?

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These qualifications are designed for candidates who may be considering a potential business idea and are thinking of setting up their own business to deliver/create a product or service.

These qualifications may also form a progression route to other business enterprise qualifications such as the OCR Level 3 Award in Business Enterprise.

Alternatively, you will gain some of the essential skills and knowledge to equip you to produce the business plan or to start your own business.

### 8.5 How are the units assessed?

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All of the units are assessed by OCR-set on-demand assignments which allow you to build a portfolio of evidence. These will be internally-assessed and externally-moderated by an OCR-appointed Examiner-moderator. Achievement at unit level is Pass or Fail.

Assessment of these qualifications will be conducted in accordance with the appropriate codes of practice approved and published by the regulatory authorities.

## 8.6 Do I need to pass all of the units?

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The units that need to be passed in order to achieve a full qualification in Preparing for a Business Venture are detailed in section 8.2. However, each unit represents a worthwhile achievement in its own right, and certification is also available at unit level.

## 8.7 Can my work for these qualifications prepare me for my Functional Skills?

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The work that you do for these qualifications may help to prepare you for the functional skills assessment.

**OCR wishes you every success in your achievement of these qualifications.**



# 9 Mapping and Signposting

## 9.1 National Occupational Standards (NOS) Mapping

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These qualifications provide a key progression route between education and employment (or further study/training leading to employment). They are directly relevant to the needs of employers and relate to National Occupational Standards (NOS) in Business Enterprise.

Each unit contains details of the signposting to the NOS.

## 9.2 Functional skills signposting

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Training provided for Preparing for a Business Venture may help to prepare candidates for the functional skills assessment (eg report writing may be good preparation for English). It is likely however that further training would be needed to fully prepare candidates for functional skills assessment.

Each unit contains details of the signposting to functional skills.

# 10 Further Support and Information

## 10.1 Enquiries

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For enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509  
Fax: 024 76 851633  
Email: vocational.qualifications@ocr.org.uk

Alternatively, you could visit OCR's website at [www.ocr.org.uk](http://www.ocr.org.uk) for further information on OCR qualifications.

## 10.2 Results enquiries

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For information about result enquiries please refer to the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk).

## 10.3 Customer feedback

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We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The OCR Qualification Manager  
Preparing for a Business Venture  
Qualifications and Curriculum Division  
OCR  
Coventry Office  
Westwood Way  
Coventry  
CV4 8JQ

## 10.4 OCR Training Events

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Information on OCR's training events for centres can be found on the OCR website by going to [www.ocr.org.uk](http://www.ocr.org.uk), or by contacting:

OCR Training  
Customer Support Division  
Progress House  
Westwood Way  
Coventry CV4 8JQ

Telephone: 02476 496 398  
Fax: 02476 496 399  
Email: [training@ocr.org.uk](mailto:training@ocr.org.uk)

## 10.5 OCR Publications

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The OCR Publications Service offers support to OCR customers, centres, parents and candidates. It offers a wide range of up-to-date materials for sale which relate to our key qualifications. These materials include specifications, past papers, mark schemes and a range of support materials.

The OCR Publications Catalogue holds the full list of materials currently available to order. To obtain a copy of this and to order publications, please go to <http://publications.ocr.org.uk> or call our dedicated order line on 0870 770 6622.

Orders can also be emailed to [publications@ocr.org.uk](mailto:publications@ocr.org.uk) or posted to the address on the order form printed in the OCR Publications Catalogue.

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from [support.materials@ocr.org.uk](mailto:support.materials@ocr.org.uk).

## 10.6 Documents related to these qualifications

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OCR's *Admin guide: Vocational Qualifications (A850)*

JCQ publications:

- *Access Arrangements, Reasonable Adjustments and Special Consideration;*
- Suspected Malpractice in Examinations and Assessments

# 11 Glossary

<b>Analyse</b>	to examine in detail in order to discover meaning, essential features, etc
<b>Apply</b>	to devote oneself with diligence to bring into operation or use to put to practical use; utilise; employ
<b>Assess</b>	to judge the worth, importance, etc, of; evaluate
<b>Calculate</b>	to solve (one or more problems) by a mathematical procedure; compute
<b>Carry out</b>	to perform or cause to be implemented
<b>Chart</b>	to plot or outline the course of to make a detailed plan of to make a chart of
<b>Classify</b>	to arrange or order by classes; categorise
<b>Collect</b>	to gather together or be gathered together
<b>Communicate</b>	to impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures, etc
<b>Compare</b>	to regard or represent as analogous or similar; liken
<b>Compile</b>	to make or compose from other materials or sources
<b>Complete</b>	to make whole or perfect to end; finish
<b>Conduct</b>	to do or carry out
<b>Contrast</b>	to distinguish by comparison of unlike or opposite qualities
<b>Contribute</b>	to give (support, money, etc) for a common purpose or fund to supply (ideas, opinions, etc) as part of a debate or discussion
<b>Cook</b>	to prepare (food) by the action of heat, as by boiling, baking, etc, or (of food) to become ready for eating through such a process
<b>Define</b>	to state precisely the meaning of (words, terms, etc)
<b>Deliver</b>	to carry (goods, etc) to a destination, esp. to carry and distribute (goods, mail, etc) to several places to hand over, transfer, or surrender to produce or perform something promised or expected
<b>Demonstrate</b>	to show, manifest, or prove, esp. by reasoning, evidence, etc
<b>Describe</b>	to give an account or representation of in words
<b>Design</b>	to work out the structure or form of (something)
<b>Detail</b>	to list or relate fully to include all or most particulars
<b>Develop</b>	to come or bring to a later or more advanced or expanded stage; grow or cause to grow gradually
<b>Devise</b>	to work out, contrive, or plan (something) in one's mind
<b>Discuss</b>	to have a conversation about; consider by talking over; debate to treat (a subject) in speech or writing
<b>Estimate</b>	to form an approximate idea of (distance, size, cost, etc); calculate roughly; gauge

<b>Evaluate</b>	to ascertain or set the amount or value of to judge or assess the worth of; appraise
<b>Examine</b>	to look at, inspect, or scrutinise carefully, or in detail; investigate
<b>Explain</b>	to make (something) comprehensible, esp. by giving a clear and detailed account of the relevant structure, operation, surrounding circumstances, etc
<b>Explore</b>	to examine or investigate, esp. systematically
<b>Generate</b>	to produce or bring into being; create
<b>Give</b>	to present or deliver voluntarily (something that is one's own) to the permanent possession of another or others to impart or communicate
<b>Identify</b>	to prove or recognise as being a certain person or thing; determine the identity of
<b>Illustrate</b>	to clarify or explain by use of examples, analogy, etc
<b>Implement</b>	to carry out; put into action; perform
<b>Interact</b>	to act on or in close relation with each other
<b>Interpret</b>	to clarify or explain the meaning of; elucidate
<b>Investigate</b>	to inquire into (a situation or problem) thoroughly; examine systematically, especially in order to discover the truth
<b>Justify</b>	to prove or see to be just or valid; vindicate to show to be reasonable; warrant or substantiate
<b>Keep</b>	to have or retain possession of
<b>Lead</b>	to show the way to (an individual or a group) by going with or ahead to guide or be guided by holding, pulling, etc to phrase a question to (a witness) that tends to suggest the desired answer
<b>Measure</b>	to determine the size, amount, etc, of by measurement
<b>Monitor</b>	to observe or record (the activity or performance) of (an engine or other device)
<b>Organise</b>	to form (parts or elements of something) into a structured whole; co ordinate
<b>Outline</b>	to give the main features or general idea of
<b>Participate</b>	to take part, be or become actively involved, or share (in)
<b>Perform</b>	to carry out or do (an action)
<b>Plan</b>	to have in mind as a purpose to make a plan of (a building)
<b>Prepare</b>	to make ready or suitable in advance for a particular purpose or for some use, event etc to put together using parts or ingredients; compose or construct to equip or outfit
<b>Present</b>	to show, exhibit to put forward; submit to bring or suggest to the mind
<b>Produce</b>	to bring (something) into existence; yield to bring forth (a product) by physical or mental effort; make
<b>Profile</b>	to draw, write or make a profile of
<b>Promote</b>	to further or encourage the progress or existence of to raise to a higher rank, status degree etc to urge the adoption of; work for to encourage the sale of (a product) by advertising or securing financial support

<b>Propose</b>	<b>to put forward (a plan, motion, etc) for consideration or action</b>
<b>Provide</b>	to put at the disposal of; furnish or supply
<b>Recognise</b>	to perceive (a person, creature, or thing) to be the same as or belong to the same class as something previously seen or known; know again
<b>Recommend</b>	to advise as the best course or choice; counsel
<b>Research</b>	to carry out investigations into (a subject, problem etc)
<b>Review</b>	to look at or examine again to look back upon
<b>Select</b>	to choose (someone or something) in preference to another or others
<b>Serve</b>	to render or be of service to (a person, cause, etc); help to distribute or provide
<b>Show</b>	to make, be, or become visible or noticeable to indicate or explain; prove
<b>Suggest</b>	to put forward (a plan, idea, etc) for consideration
<b>Summarise</b>	to make or be a summary of; express concisely
<b>Understand</b>	to know and comprehend the nature or meaning of
<b>Undertake</b>	to contract to or commit oneself to (something) or to do (something)
<b>Use</b>	to put into service or action; employ for a given purpose