

Starting a New Business Enterprise Level 3 Developing an Established Business Enterprise Level 4

Scheme Codes 04646, 04648

What is an NVQ?

An NVQ (National Vocational Qualification) is a qualification which assesses someone's competence (that is the skills, knowledge and understanding they have) in a work situation. NVQs are based on national occupational standards. The standards describe the level and breadth of performance that is expected of anyone working in the industry or sector which the NVQ covers. These NVQs are based on the national occupational standards developed by the Small Firms Enterprise Development Initiative (SFEDI). They are the government approved body who set the standards for the business enterprise sector.

This qualification has been accepted by the Qualifications and Curriculum Development Authority (QCDA) for inclusion in the National Qualifications Framework (NQF).

Who are these NVQs for?

The NVQ at Level 3 is designed to reflect the work of candidates who are considering setting up their own business or are in the process of setting up their own business. The NVQ at Level 4 is designed to reflect the work of candidates who are considering or are in the process of developing an already established business.

These NVQs are not intended for use in programmes that are exploring enterprise as a career option or pre-enterprise programmes that stop short of the candidate actually starting a business.

These NVQs are open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning.

What is their purpose?

OCR Level 3 NVQ in Starting a New Business Enterprise

This qualification aims to reflect the essential knowledge, understanding and competence needed to set up and run a small business and allow candidates to progress personal and professional development.

OCR Level 4 NVQ in Developing an Established Business Enterprise

This qualification aims to reflect the essential knowledge, understanding and competence needed to develop an already established business and allow candidates to progress personal and professional development.

The standards described in the Enterprising Essentials (EE) units cover the essential enterprising abilities needed to be successful in Business Enterprise.

What are the benefits of these NVQs?

The National Occupational Standards not only provide the knowledge, understanding and competence needed to set up, run and develop a small business but also a benchmark for good practice and personal development.

The mandatory Enterprising Essentials (EE) units are applicable to all small/medium sized businesses and cover the development of skills critical to the success of business enterprise.

A wide range of optional and additional units is available and allows candidates to cover competences needed by them and their business.

What is the structure of these NVQs?

OCR Level 3 NVQ in Starting a New Business Enterprise

To achieve this qualification, candidates must achieve **seven** mandatory units.

OCR Level 4 NVQ in Developing an Established Business Enterprise

To achieve this qualification candidates must achieve a total of **eight** units consisting of **five** mandatory units and **three** optional units.

NVQ Units of Competence

OCR Level 3 NVQ in Starting a New Business Enterprise

- EE1 Achieve the goals for your business – new business¹
- EE2 Win and keep customers¹
- EE5 Build relationships to build your business¹
- BD1 Check the likely success of a business idea
- MN1 Decide on the financial needs of your business
- YS2 Check your ability to run your business
- WB3 Plan how you will sell your products or services

OCR Level 4 NVQ in Developing an Established Business Enterprise

- EE1a Achieve the goals for your business – established business¹
- EE2 Win and keep customers¹
- EE3 Make deals to take your business forward
- EE4 Find innovative ways to improve the business
- EE5 Build relationships to build your business*

Optional Units

- BD3 Plan where your business is going
- BD4 Carry out a review of your business
- BD5 Carry out the plans for your business
- BD7 Improve the quality of products or services
- BS2 Monitor the quality and use of supplies and equipment in your business
- WB5 Sell your products or services
- MN2 Set and monitor financial targets for your business
- LG2 Keep up to date with current legislation affecting your business
- MN4 Manage cash flow in your business
- LG4 Conduct an assessment of risks in the workplace²
- OP1 Review the skills your business needs
- OP5 Make sure people in your business can do their work

Other units

- BD3 Plan where your business is going
- BI1 Create the infrastructure your business needs
- MN4 Manage cash flow in your business
- LG1 Chose a legal format that suits your business
- WB1 Check what customers need from your business
- LG4 Conduct an assessment of risks in the workplace²
- YS1 Explore your own business motives
- YS3 Improve your business skills
- OP3 Recruit people for your business
- BL1 Decide on a business location
- BL2 Choose a business premises
- BS1 Identify needs and suppliers for your business

¹ Units EE1, EE2 and EE5 appear in both qualifications. The evidence requirements have been contextualised and **therefore differ between each level**. Assessors and internal verifiers must ensure candidates have met the appropriate evidence requirements for the level in order to satisfactorily achieve the unit.

² This unit has been imported from the National Occupational Standards for Health and Safety managed by ENTO (Unit G). SFEDI has developed other units to support business enterprise. Candidates may take these units as appropriate to support their enterprise. The units are not required to complete the qualifications. Centres are requested to contact OCR prior to commencing these.

Who is involved in the delivery of this NVQ?

Assessment Centre

Any organisation, whether it is a place of employment, college or private training organisation can be approved to offer these qualifications, as long as it meets the criteria set out in the OCR publication '*National Vocational Qualifications and Other verified qualifications – Centre Guidelines*' (reference code L526). This includes being able to provide suitable assessors and internal verifiers.

Once approved, an **Assessment Centre** will register candidates for the NVQ and allocate each candidate an **assessor** or **assessors**.

Trainer

The trainer will develop a candidate's knowledge, understanding and skills in relation to the NVQ that is being undertaken.

Trainers will:

- provide opportunities for learning
- provide ongoing mentoring to the candidate, including review and feedback on learning experiences and development of competence
- provide opportunities for a candidate to practice what they have learnt in a realistic, but safe and protected, working environment or, where this is not appropriate, in a simulated environment.

Assessor

The assessor will judge the evidence of a candidate's performance, knowledge and understanding against the units of competence in order to decide whether the candidate has demonstrated competence.

All assessors must:

- be independent of the outcome of the assessment
- be qualified with D32 or D33, or A1 or A2 or working towards accreditation within a period that meets the requirements of the relevant regulatory authority
- have enough experience and occupational competence to make a valid judgement about competence in the area they will be assessing, normally through demonstrating that their own practice meets the standards.

New assessors should have a clear action plan for achieving A1 within 18 months of beginning assessment.

Assessment decisions by assessors who are still working towards certification of A1 must be supported by someone who has gained these units. Support for trainee assessors' decisions should be recorded by the qualified assessor. This can be achieved by counter-signing assessment decisions (in CARs or in the centre's internal assessment and verification records).

The roles of trainer and assessor are inextricably linked and may be carried out by the same person, however, training activities must be clearly separated from assessment and only assessed evidence of competence should be presented as evidence towards the NVQ.

Internal verifier

Each assessor's work must be checked and confirmed by an internal verifier. The internal verifier checks and standardises assessment decisions made by the assessors in the Centre.

Internal Verifiers must:

- be fully trained and qualified to units D33 and 034 or V1 or working towards accreditation within a period that meets the requirements of the relevant regulatory authority
- have enough experience and occupational competence to enable them to make a valid judgement about a demonstration of competence in the area they will be verifying
- be in regular contact with the assessors and in a position that enables them to carry out the full scope of the verification role.

New internal verifiers should have a clear action plan for achieving Unit V1 within 18 months of beginning internal verification.

External Verifier

The external verifier checks the assessment and internal verification decisions and processes made in the Centre and authorises the claims for certificates. OCR appoints the external verifier.

How are these NVQs assessed?

Like all NVQs, these qualifications are **competence-based**. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

To gain these NVQs candidates must achieve the level of competence described in the NVQ units of competence. The units of competence contain the national occupational standards for Business Enterprise at Level 3 and Level 4.

Each unit contains:

- A brief **summary** of the unit content and the values that underpin the whole unit
- **Performance criteria:** this details what tasks and activities the candidate must demonstrate their performance against
- **Knowledge and understanding:** what you need to know and understand
- **Evidence requirements:** these specify the amount and possible type of evidence needed to show competence.

Where do Key Skill units fit in?

These NVQs have been signposted to Key Skills. Signposting has been provided for each unit and is designed to help candidates to identify opportunities to:

- develop Key Skills within the context of developing occupational competence
- collect evidence of achievement of Key Skills along with evidence for the NVQ being assessed.

For more information on offering the Key Skills units contact the OCR Customer Contact Centre on **(024) 76 851509**; email **vocational.qualifications@ocr.org.uk**

What to do next?

To seek approval to offer the qualification(s), please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our **Customer Contact Centre** by phone: **(024 7685 1509)**; email: **vocational.qualifications@ocr.org.uk**; or in writing: **OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.**

A summary of how the approval process works is provided in our **Admin Guide for Vocational Qualifications** (publication ref. code: A850). Our **Fees List** contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website **www.ocr.org.uk**

- The OCR fees booklet (A250), which includes charges for Centre evaluation, candidate registration and certification, may be downloaded from the OCR website
- A Centre Handbook containing the standards and guidance on implementation of the NVQ will be available to download from the OCR website
- The leaflet *Becoming an NVQ Centre: Steps to Implementation (N61)* will be useful to organisations considering applying to OCR to become a Centre.
- Full details of how to apply are given in *National Vocational Qualifications and Other Verified Qualifications - Centre Guidance (L526)* which is included in the Centre Approval Pack, which is available from the Customer Contact Centre in Coventry. This publication may also be downloaded from the OCR Website.

What other related OCR qualifications are available?

OCR offers a range of qualifications relevant to owners and/or managers:

OCR Level 3 Award in Starting a Business Venture

OCR Level 3 Certificate in Starting a Business Venture

OCR Level 3 NVQ in Management

OCR Level 4 NVQ in Management

OCR Level 5 NVQ in Management

OCR Level 3 NVQ in Customer Service

OCR Level 4 NVQ in Customer Service

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

General qualifications

Telephone 01223 553998

Facsimile 01223 552627

Email general.qualifications@ocr.org.uk

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1 Hills Road, Cambridge CB1 2EU

Telephone 01223 552552

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