



<b>Unit title</b>	Business Concepts
<b>SQA code</b>	H8RA 04
<b>SCQF level</b>	8
<b>SCQF credit points</b>	11
<b>SSC ref</b>	N/A

## History of changes

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<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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Title		Business Concepts	
Learning Outcomes		Assessment Criteria	
The candidate will:		The candidate can:	
1	Understand the relationship between business objectives and structures.	1.1	Analyse the impact of change on an organisation.
		1.2	Assess how an organisation structure contributes to its objectives.
		1.3	Evaluate how an organisation's structure affects its internal operation.
		1.4	Explain how organisations demonstrate social responsibility
		1.5	Analyse the relationship between an organisation's business strategy and a department's operation.
		1.6	Determine the departmental key performance indicators (KPIs) from a business plan.
		1.7	Communicate organisational vision to others.
2	Understand how the external environment affects business models.	2.1	Explain the relationship between supply and demand in a business environment.
		2.2	Analyse the relationship between revenue and profit in an organisation.
		2.3	Evaluate an organisation's competitive advantage.
		2.4	Evaluate the impact of the external environment on an organisation's business model.
3	Be able to lead a team.	3.1	Explain the difference between management, leadership and supervision.
		3.2	Explain the difference between responsibility and accountability.
		3.3	Analyse the relationship between the workplace and management style.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The candidate will:</b>	<b>The candidate can:</b>
	<p>3.4 Explain how different leadership styles affect team members.</p> <p>3.5 Demonstrate leadership in a personal area of responsibility.</p>
<p>4 Understand how finance affects a business operation.</p>	<p>4.1 Assess the sources of finance available for different business requirements.</p> <p>4.2 Explain how budgets are developed.</p> <p>4.3 Forecast departmental income and expenditure.</p> <p>4.4 Assess departmental performance against a budget.</p> <p>4.5 Recommend a budget for a project.</p>

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<p>This Unit is designed to develop candidates knowledge and understanding of business concepts, such as management and leadership, budgeting and finance, business structures and the impact of the external environment on an organisation's business models.</p> <p>They will also be required to lead a team, demonstrating leadership in a personal area of responsibility.</p>
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
N/A
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
N/A

## Assessment (evidence) Requirements

This Unit is designed to assess the knowledge and understanding of candidates in the workplace and can be assessed on or off-the-job. Candidates must cover all the Learning Outcomes and Assessment Criteria.

Candidates may be able to prove their occupational knowledge and understanding through performance in the workplace. In addition to performance, questioning may be used to:

- ◆ confirm knowledge and understanding where it is not apparent from performance
- ◆ address gaps in knowledge and understanding in performance
- ◆ authenticate evidence by asking candidates to explain part of the evidence and/or describe the process of producing it

Evidence is likely to be presented in the form of a portfolio.

## Guidance on Instruments of Assessment

Appropriate Instruments of Assessment for assessing candidates' underpinning knowledge and understanding include:

- ◆ Oral questions
- ◆ Written questions
- ◆ Multiple-choice questions
- ◆ Case studies
- ◆ Assignments
- ◆ Professional discussion
- ◆ Observation
- ◆ Product evidence
- ◆ Witness testimony
- ◆ Personal statement

The choice of method should reflect any special assessment requirements candidates may have. For example, some candidates do not respond well to written questions — in any case, it is important to ensure that the appropriate reading level is used.

SQA's Guide to Assessment provides further information on appropriate Instruments of Assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website [www.sqa.org.uk](http://www.sqa.org.uk).