

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number- 7197017

-Session-1997-98

-Superclass- HB

-Title- SKILLSTART ENTERPRISE ACTIVITY

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Developing the competence necessary to demonstrate the planning skills, interpersonal skills, initiative and self awareness required to undertake a simple enterprise activity successfully.

OUTCOMES

1. explain the objectives of the chosen enterprise activity;
2. carry out allocated tasks during the enterprise activity with support;
3. take account of the contribution of others to the whole activity;
4. identify the contribution of the enterprise activity to his/her personal and social development.

CREDIT VALUE: 1 NC Credit

ACCESS STATEMENT: There is no access statement for this unit.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 7197017**UNIT TITLE:** SKILLSTART ENTERPRISE ACTIVITY

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. EXPLAIN THE OBJECTIVES OF THE CHOSEN ENTERPRISE ACTIVITY

PERFORMANCE CRITERIA

- (a) An accurate initial assessment of personal circumstances, interests and abilities relevant to the enterprise activity is made.
- (b) An activity is selected which is relevant to the candidate's personal circumstances and new to the candidate.
- (c) The expected outcome of the activity is described clearly.
- (d) The relevance of the activity to the candidate's personal development is described clearly.

RANGE STATEMENT

The range for this outcome is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

In respect of Performance Criterion (a) the candidate should undertake an initial self assessment in order to demonstrate competence in identifying personal circumstances, interests and abilities relevant to the enterprise activity. The enterprise activity should form a new experience for the candidate. The activity should not be a repetition of activities in which the candidate has participated in the past.

In respect of Performance Criteria (b) - (d), the candidate should provide evidence of having considered a range of possible activities, select one activity and give reasons for the choice of activity.

The candidate should be allowed to provide evidence by the use of his or her normal mode of communication which may be verbal or non-verbal and may include one or more of the following: speech, writing, word processing, signing, lipreading, braille, computer-assisted communication.

OUTCOME

2. CARRY OUT ALLOCATED TASKS DURING THE ENTERPRISE ACTIVITY WITH SUPPORT

PERFORMANCE CRITERIA

- (a) The planning of the activity from research to completion of the plan is undertaken with guidance and support.
- (b) The action plan clearly shows a logical sequence of events and methods proposed to undertake the activity.
- (c) The identification of potential problems is made with guidance and support and appropriate and realistic alternative actions are proposed.
- (d) The tasks are carried out to a previously agreed standard and an effective log is maintained.

RANGE STATEMENT

The range for this outcome is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Evidence for each Performance Criterion should be gathered from observation of the candidate while undertaking a new experience. The activity should not be a repetition of activities in which the candidate has participated in the past.

In respect of Performance Criterion (b) the action plan should include a timescale and provide evidence of the candidate's ability to produce a sequential and feasible plan. The action plan should contain a sequence of at least five events and outline methods for undertaking these events successfully.

In respect of Performance Criterion (d) the candidate should undertake at least five tasks relevant to the events detailed in his or her action plan. The candidate should maintain an accurate log recording the tasks by means of his or her normal mode of communication.

OUTCOME

3. TAKE ACCOUNT OF THE CONTRIBUTION OF OTHERS TO THE WHOLE ACTIVITY

PERFORMANCE CRITERIA

- (a) The identification of sources of information/documentation is accurate.
- (b) Assistance is sought from others in an appropriate manner.
- (c) Assistance is accepted positively and account is taken of suggestions/information.

- (d) Assistance given by others is evaluated accurately in terms of its effectiveness.

RANGE STATEMENT

The range for this outcome is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Evidence for each Performance Criterion should be gathered from direct observation of the candidate in the learning or training environment, while undertaking a new experience. The activity should not be a repetition of activities in which the candidate has participated in the past.

In respect of Performance Criterion (a) the candidate should identify at least three sources of information/documentation.

The candidate should be allowed to provide evidence by the use of his or her normal mode of communication which may be verbal or non-verbal and may include one or more of the following: speech, writing, word processing, signing, lipreading, braille, word processing, computer-assisted communication.

OUTCOME

4. IDENTIFY THE CONTRIBUTION OF THE ENTERPRISE ACTIVITY TO HIS/HER PERSONAL AND SOCIAL DEVELOPMENT

PERFORMANCE CRITERIA

- (a) The candidate's personal contribution to the activity is accurately identified.
- (b) Changes in the original action plan are accurately identified and their effectiveness described.
- (c) The skills used in completing the activity are accurately identified.
- (d) The identification of lessons learned from the activity is accurate.

RANGE STATEMENT

The range for this outcome is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Evidence for each Performance Criterion should be gathered from the candidate's answers to questions. The candidate should be allowed to provide evidence by the use of his or her normal mode of communication which may be verbal or non-verbal and may include one or more of the following: speech, writing, word processing, signing, lipreading, braille, computer-assisted communication.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 7197017

UNIT TITLE: SKILLSTART ENTERPRISE ACTIVITY

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This unit is designed to help the candidate understand the range of roles needed to undertake a simple enterprise and to introduce the candidate to the development of planning skills, interpersonal skills, initiative and self awareness.

The unit forms part of the National Certificate Skillstart 1 award. It could also be used as a free standing unit or as an introduction to Enterprise Activity 1.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

This unit will introduce you to the different skills needed to undertake a simple enterprise activity and help you to develop initiative and self awareness. On completion of the unit you will be able to explain the objectives of the chosen activity, carry out tasks with support, and identify your own and others' contribution to the activity.

CONTENT/CONTEXT The unit should be seen in the context of the wide range of skills needed for achievement of the National Certificate Skillstart 1 award and should be integrated into practical activities in the learning or training environment.

Any appropriate local authority or centre regulations should be taken into account with regard to supervision of candidates when outside the boundaries of the centre.

Corresponding to outcomes:

1. Individual candidates, with support from the tutor/trainer, should identify their interests, qualities and skills in relation to enterprise activity. It is important that the activity which is selected by the candidate is a new experience to him or her and is not a repetition of activities in which he or she has participated in the past. It is also important to ensure that the activity is directly relevant to the candidate's personal and social development.

The tutor/trainer should assist the candidate in the selection of the activity and should assess the suitability of the activity in accordance with the candidate's capabilities.

Examples of activities may be as follows:

- (i) submitting applications, eg. for entry to a course or college, for employment or training, for local authority housing, for benefit payments, etc. This activity should include researching document availability, through to submitting completed form to the correct address;
 - (ii) advertising products or services, eg. marketing a product or services in a small way such as newsletters, posters or leafletting externally. The whole activity may include research, design, evaluation and market research;
 - (iii) budgeting - this activity may be personal to the candidate or work-related, based on a task within a training programme or employment;
 - (iv) local knowledge/interest - this activity may be directly related to either the candidate's personal or working life. Examples might include planning the most cost-effective method of travel for a specified journey, compiling an article for a newsletter or talking newspaper concerning a local event, or undertaking a project on investigating local leisure/recreation facilities.
2. The contexts for undertaking enterprise activity are very wide-ranging. It is essential, therefore, that the candidate receives adequate supervision and support to enable him or her to be clear about the tasks which are to be performed, the timescale involved and the appropriate health, safety and hygiene requirements related to the activity.

It is important that the practical exercises undertaken are directly relevant to the individual in order to provide motivation and a sense of purpose. The activity should be in response to a direct need of the candidate in relation to a new learning experience and should enable the candidate to demonstrate initiative. For example, planning an efficient and cost-effective route to and from a place of work or training in a new location may be relevant to a candidate who is not confident in journeying outwith his or her own home area, but this activity would not be relevant as a new experience to a candidate who has already attended that location for (eg.) several weeks, or who has previous proven travel abilities.

3. Interpersonal skills are important in undertaking an enterprise activity. The candidate should work co-operatively with others, seeking advice and help when required, making suggestions appropriate to the ongoing activity and adapting behaviour as appropriate to meet the needs of different situations. These skills and behaviour should be actively encouraged by the tutor/trainer and opportunities given for the candidate to acquire or improve them. The tutor/trainer may require to give specific instructions on the interpersonal skills involved which are not familiar to the candidate, eg. those interpersonal skills involved in market research, marketing a product/service, or a community venture.
4. The candidate should be given the opportunity to assess personal skills and qualities identified in the undertaking of the activity. The opportunity will also be given to the candidate to discuss the content of his or her folders of assessment evidence in self-assessment, planning and recording the activity. The candidate should be encouraged to review the experience of undertaking the activity and to consider the effect on his or her personal development.

APPROACHES TO GENERATING EVIDENCE Involving the candidate in the decisions which affect him or her is valuable for personal development. At this level, the candidate should be given a significant amount of support on such matters as selection of activity, roles to be undertaken within the activity and location and timing of the activity. However, this should not preclude the involvement of the candidate in helping to decide on these issues.

It is envisaged that the unit will be delivered in a real-life situation, with the planning and evaluation being undertaken at the candidate's usual place of training. It may therefore be appropriate to integrate the unit with other parts of the candidate's training programme as this will give added flexibility to the candidate in the identification of the appropriate activity.

Outcome 1 of the unit could be undertaken at an early stage in the candidate's training programme. This would form a valuable part of the candidate's induction to a training programme.

Considerable support and guidance should be given by the tutor/trainer in a detailed period of planning and preparation for the activity. Support should also be given on an ongoing basis as the candidate undertakes the activity, but encouragement should also be given to the candidate to use his or her own initiative.

ASSESSMENT PROCEDURES Centres may use the Instruments of Assessment which are considered by tutors/trainers to be most appropriate. Examples of Instruments of Assessment which could be used are Practical Exercises and Personal Interviews. Where appropriate, the candidate should be allowed to use his or her normal mode of communication. It is the responsibility of the centre to ensure that an accurate record of the candidate's responses is retained as evidence of the candidate's competence.

In the Practical Exercises, the candidate would be required to plan and undertake an enterprise activity during which he or she should assemble a folder of assessment evidence in relation to the Outcomes, as suggested below.

Personal Interviews are central to the assessment and should be used to explore the candidate's experience and development. Interviews should take place on an ongoing basis throughout the unit. The interviews should focus on the performance criteria for each outcome and should draw on the following assessment evidence from the candidate's folder.

Outcome 1 Self Assessment Sheet
 Planning Sheet

Outcome 2 Practical Exercises
 Planning Sheet
 Log Book

Outcome 3 Self Assessment Sheet
 Planning Sheet

Outcome 4 Self Assessment Sheet
 Log Book

Outcome 1: The Personal Interview should focus on the performance criteria and draw on evidence from the Self Assessment Sheet and Planning Sheet. A range of possible activities should be discussed, the activity chosen and reasons for the choice of activity given.

Outcome 2: The Personal Interview should focus on the performance criteria and draw on evidence from the Planning Sheet and Log Book. The action plan should be examined for sequence and feasibility as a means to complete the chosen activity. Discussion should also take place on possible problems and proposed remedial action, as well as comparisons with other methods which the candidate has examined. Support should be given to the candidate where necessary in cases of problems arising during the process of the activity which the candidate might not be able to resolve himself or herself.

Outcome 3: The Personal Interview should focus on the performance criteria and draw on evidence from the Self Assessment Sheet and Planning Sheet.

Outcome 4: The Personal Interview should focus on the performance criteria and draw on evidence from the Self Assessment Sheet and Log Book.

PROGRESSION This unit forms part of the National Certificate Skillstart 1 award. Successful completion of the award will facilitate the candidate's progress to National Certificate Skillstart 2 and to Scottish Vocational Qualifications (SVQs) and General Scottish Vocational Qualifications (GSVQs).

RECOGNITION Many SQA NC units are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised Groupings of National Certificate Modules'.

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

A support pack for this unit is available from SQA. Please call our Sales and Despatch section on 0141-242 2168 to check availability and cost. Quote product code B076.

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