

Draft National Unit Specification



Unit title: Business in Practice: Taking Part in a Business Enterprise
(Access 2)

SCQF: level 2 (6 SCQF credit points)

Unit code: to be advised

Unit outline

The general aim of this Unit is to enable learners to develop the skills, knowledge and understanding required to take part in a small enterprise activity. Examples of activities may be wide-ranging and could include activities such as: marketing of a product or service, working within a community café, or working for a charity or other non-profit organisation. The Unit will also enable learners to develop interpersonal skills and skills for work by working with others. The Unit offers opportunities for personalisation and choice of enterprise activities.

Learners who complete this Unit will be able to:

- 1 Take part in a business enterprise
- 2 Identify basic business concepts

This Unit is a mandatory Unit of the Access 2 Business in Practice Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Unit Support Notes* which provide advice and guidance on delivery, assessment approaches and development of skills for learning, skills for life and skills for work. Exemplification of the standards in this Unit is given in the *National Assessment Resource*.

Recommended entry

Entry to this Unit is at the discretion of the centre. In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Unit. Further information on relevant experiences and outcomes will be given in the *Unit Support Notes*.

Equality and inclusion

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information please refer to the *Unit Support Notes*.

Standards

Outcomes and assessment standards

Outcome 1

The learner will:

1 Take part in a business enterprise by:

- 1.1 Identifying an appropriate small business activity
- 1.2 Planning an appropriate small business activity in a very basic way
- 1.3 Contributing to the small business activity
- 1.4 Reflecting on their contribution to the small business activity

Outcome 2

The learner will:

2 Identify basic business concepts by:

- 2.1 Identifying the basic business concepts of the small business activity
- 2.2 Making use of these basic concepts in the context of the chosen business activity

Evidence Requirements for the Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners, to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

It is expected that learners will receive support throughout the delivery of this Unit.

In this Unit, Evidence Requirements are as follows.

Evidence is required of a learner's contribution to a business activity, identifying the basic business concepts of the small business activity, and using these basic concepts in the chosen business activity. Evidence could be presented in the form of logs, checklists, written or oral responses, photographic evidence, video evidence or their equivalent. The business activity can be undertaken individually or as a group task.

Exemplification of assessment will be provided in the *National Assessment Resource*. Advice and guidance on possible approaches to assessment is provided in the *Unit Support Notes*.

Development of skills for learning, skills for life and skills for work

It is expected that learners will develop broad, generic skills through this Unit. The skills that learners will be expected to improve on and develop through the Unit are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Unit where there are appropriate opportunities.

1 Literacy

1.3 Listening and talking

2 Numeracy

2.3 Information handling

3 Health and wellbeing

3.5 Relationships

4 Employability, enterprise and citizenship

4.1 Employability

4.4 Enterprise

5 Thinking skills

5.3 Applying

Amplification of these is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills should be at the same SCQF level of the Unit and be consistent with the SCQF level descriptor. Further information on building in skills for learning, skills for life and skills for work is given in the *Unit Support Notes*.

Administrative information



Published: December 2011 (draft version 1.0)

Superclass: to be advised

History of changes

Version	Description of change	Authorised by	Date

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