

Draft National Unit Specification



Unit title: Business in Action (Access 3)

SCQF: level 3 (9 SCQF credit points)

Unit code: to be advised

Unit outline

The general aim of this Unit is to give learners opportunities to participate in activities that develop an awareness of the enterprising skills and personal attributes required to succeed in business. Learners will develop an understanding of the importance of meeting and satisfying customer needs. This Unit will also develop learners' awareness of the key functional activities that support business and will give them opportunities to demonstrate how the use of ICT supports these activities.

Learners who complete this Unit will be able to:

- 1 Research a small business and present the findings
- 2 Use ICT to produce information that supports the key functional activities of business

This Unit is a mandatory Unit of the Access 3 Business 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. However, learners would normally be expected to have attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

- ◆ Access 2 Business in Practice

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 Research a small business and present the findings by:

- 1.1 Outlining the type of business ownership and giving a brief description of what the business does
- 1.2 Identifying the skills and attributes of the business owner/owners
- 1.3 Giving a brief description of how the business makes sure it meets customers' needs
- 1.4 Identifying a way in which the business can get financial support or advice
- 1.5 Outlining an advantage and a disadvantage of the type of business

Outcome 2

The learner will:

2 Use ICT to produce information that supports the key functional activities of business by:

- 2.1 Outlining at least two ways that ICT supports the functional activities of business
- 2.2 Selecting and using ICT to produce information needed to support each of the functional activities of marketing, human resources, operations and finance

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.

Evidence can be drawn from a variety of sources and presented in a variety of formats. This can include short written responses, ICT printouts, presenting information to others and/or recorded oral evidence. The evidence can be gathered from a variety of tasks and assessments carried out during the Unit or Course. Where appropriate, learners should make use of real business examples.

In Outcome 2 learners should use at least two different types of software application.

Evidence may be provided for individual Outcomes or may be gathered for the Unit as a whole through integrating the evidence in one single activity. If the latter approach is used it must be clear how the evidence covers each Outcome.

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.

2 Numeracy

2.3 Information handling

4 Employability, enterprise and citizenship

4.1 Employability

4.2 Information and communication technology (ICT)

4.3 Enterprise

5 Thinking skills

5.2 Understanding

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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