

# Draft National Unit Specification



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**Unit title:** Influences on Business (Access 3)

**SCQF:** level 3 (9 SCQF credit points)

**Unit code:** to be advised

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## Unit outline

This general aim of this Unit is to give learners opportunities to participate in activities that develop a basic awareness of the effects that financial matters and other internal business influences can have on business. They will also develop awareness of the effects that a limited range of external influences can have on business. Learners will explore how the actions of stakeholders can affect business success.

Learners who complete this Unit will be able to:

- 1 Make decisions that address factors highlighted by the effects of basic internal influences on business
- 2 Make decisions that address factors highlighted by the effects of basic external influences on 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*.

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# Standards

## Outcomes and assessment standards

### Outcome 1

The learner will:

- 1 Make decisions that address factors highlighted by the effects of basic internal influences on business by:**
  - 1.1 Preparing a simple budget or cost statement
  - 1.2 Examining the budget or cost statement and deciding on a suitable course of action
  - 1.3 Deciding on a suitable method of recruitment or training for a new member of staff and stating a reason for the choice
  - 1.4 Making a decision that supports the interest of a key stakeholder in the business

### Outcome 2

The learner will:

- 2 Make decisions that address factors highlighted by the effects of basic external influences on business by:**
  - 2.1 Responding to the actions of a business competitor
  - 2.2 Responding to an economic or environmental issue on a business
  - 2.3 Responding to a change in business legislation
  - 2.4 Responding to a business social or ethical factor

## 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.

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

4.3 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



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**Published:** December 2011 (draft version 1.0)

**Superclass:** to be advised

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### History of changes

Version	Description of change	Authorised by	Date

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Note: readers are advised to check SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk) to ensure they are using the most up-to-date version of the Unit Specification.