



National Unit specification: general information

Unit title: Working for Yourself

Unit code: FM28 10

Superclass: AE

Publication date: May 2011

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit is intended for candidates who have an interest in, or are considering self-employment as a career option. The Unit aims to provide candidates with a basic knowledge and understanding of the requirements of setting up in business. It also covers implications of self-employment and the factors involved in setting up in business. Candidates will have the opportunity to develop an agreed business idea and gain an understanding of the necessary stages leading to starting and maintaining a small business.

The Unit is suitable for candidates who are currently studying business opportunities at school or college, and will also be suitable for those adults who have been away from work, or thinking of a change of career, and are considering working for themselves.

Outcomes

- 1 Demonstrate knowledge and understanding of the skills, qualities and attributes for self-employment.
- 2 Investigate an agreed business idea.
- 3 Identify ownership and legal factors involved in self-employment.
- 4 Investigate the factors to be considered when working for home and selecting business premises.

Recommended entry

Entry is at the discretion of the centre.

General information (cont)

Unit title: Working for Yourself

Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

National Unit specification: statement of standards

Unit title: Working for Yourself

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

Outcome 1

Demonstrate knowledge and understanding of the required skills, qualities and attributes for self-employment.

Performance Criteria

- (a) Identify and describe a range of skills, qualities and attributes required by an entrepreneur.
- (b) Identify and describe advantages and disadvantages of self-employment.

Outcome 2

Investigate an agreed business idea.

Performance Criteria

- (a) Identify and describe an agreed business idea.
- (b) Identify the resources required for the agreed business idea.
- (c) Explain ways in which customer service can contribute to maintaining the agreed business idea.

Outcome 3

Identify and describe ownership and legal factors involved in self-employment.

Performance Criteria

- (a) Identify and describe types of ownership to self employment.
- (b) Describe advantages and disadvantages of business ownership.
- (c) Identify the most suitable type of ownership appropriate to the agreed business idea and explain why this is appropriate.
- (d) Identify and describe legal factors relevant to an agreed business idea.

Outcome 4

Investigate the factors to be considered when working from home and selecting business premises.

Performance Criteria

- (a) Identify factors involved in the selection of business premises.
- (b) Identify and describe advantages and disadvantages of working from home.

National Unit specification: statement of standards (cont)

Unit title: Working for Yourself

Evidence Requirements for this Unit

Written and/or oral evidence must be produced to demonstrate that the candidate has achieved all of the Outcomes and Performance Criteria.

Candidates will use an identified business idea of their own or an idea provided for them to generate the necessary evidence. The business idea should be agreed with the candidate's assessor.

Candidates are required to produce a folio of evidence. Where evidence is oral in nature this must be supported by an appropriate assessor checklist.

A holistic approach is recommended for assessment of this Unit.

Outcome 1 — Written and/or oral evidence

In the context of an agreed business idea candidates must provide evidence that they can:

- (a) Identify and describe **three** skills, **three** qualities and **two** attributes required for self-employment.
- (b) Identify and describe **three** advantages and **three** disadvantages of self-employment.

Outcome 2 — Written and/or oral evidence

In the context of an agreed business idea candidates must provide evidence that they can:

- (a) Identify and describe an agreed business idea.
- (b) Identify a minimum of **three** resources required for setting up the agreed business idea.
- (c) Explain **one** positive and **one** negative way in which customer service contributes to maintaining the agreed business idea.

Outcome 3 — Written and/or oral evidence

Candidates must be able to give a short description of **three** Business Ownerships and describe **one** advantage and **one** disadvantage of each. The Business Ownerships must be selected from the list below:

- ◆ Sole Trader
- ◆ Partnership
- ◆ Limited Company
- ◆ Public Limited Company
- ◆ Franchise

Candidates must then identify a suitable type of ownership for the agreed business idea and explain why it is appropriate.

National Unit specification: statement of standards (cont)

Unit title: Working for Yourself

Outcome 3 (cont)

Candidates are required to identify and describe a minimum of **two** legal factors relevant to the agreed business idea. The factors must be selected from the list below:

- ◆ Liability insurance
- ◆ Health and Safety
- ◆ Relevant licences
- ◆ Copyright
- ◆ Registering with Inland Revenue

Outcome 4 — Written and/or oral evidence

Candidates must identify **two** key factors to be considered when selecting business premises for the agreed business idea.

Candidates must identify and describe **two** advantages and **two** disadvantages of working from home.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

National Unit specification: support notes

Unit title: Working for Yourself

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is an optional Unit within the National Progression Award in Enterprise and Employability at SCQF level 4 but can also be taken as a free-standing Unit.

This Unit is designed to provide candidates with the knowledge and understanding of the requirements of self employment. It will also help candidates to identify the personal qualities needed to be successful in self-employment. It is suitable for a variety of learning environments including school, college and the workplace.

Evidence for all Outcomes can be presented in a variety of ways including:

- ◆ Oral
- ◆ Pictorial
- ◆ Written
- ◆ IT Presentation
- ◆ Notes/mind maps/tutor notes
- ◆ Research information
- ◆ Film/voice recordings
- ◆ Assessor observation checklists

Outcome 1

Candidates should be aware of the differences of skills, qualities and attributes for self-employment. These differences could include:

Skills:

- ◆ Technical skills
- ◆ Administrative skills
- ◆ I.T. skills
- ◆ Communication skills
- ◆ Marketing skills
- ◆ Accounting skills
- ◆ Customer service skills

Qualities:

- ◆ Motivation
- ◆ Self driven
- ◆ Confidence
- ◆ Hard working
- ◆ Ability to sell
- ◆ Personal commitment

National Unit specification: support notes (cont)

Unit title: Working for Yourself

Attributes:

- ◆ Assertiveness
- ◆ Attention to detail
- ◆ Conscientious
- ◆ Team leader
- ◆ Imaginative
- ◆ Innovative
- ◆ Logical
- ◆ Persistent
- ◆ Persuasive
- ◆ Realistic

Candidates should identify and describe three of advantages and three disadvantages of self-employment. This may also include the effects self-employment may have on an entrepreneur's personal life. Possible advantages and disadvantages may include:

Advantages:

- ◆ Flexibility
- ◆ Greater earning potential
- ◆ Higher self-esteem
- ◆ Greater job satisfaction
- ◆ Control of own working life
- ◆ No need to report to a manager

Disadvantages:

- ◆ Greater responsibilities
- ◆ Rely heavily on your skills and finances to make the business a success
- ◆ Lack of support if you're unwell
- ◆ No salary when ill
- ◆ Unlimited liability for any claims against your business — any debts must be paid by selling your other (personal) assets, like the family home or car.

Outcome 2

Candidates should identify the resources required for setting up the identified business idea. The resources may include the following:

- ◆ Equipment
- ◆ People
- ◆ Premises
- ◆ Supplies/stock

National Unit specification: support notes (cont)

Unit title: Working for Yourself

Outcome 3

Candidates must be able to give a short description of three Business Ownerships explaining one advantage and one disadvantage of each. This may include:

- ◆ Sole trader-No legal formalities for setting up, keep all profits and make all decisions, isolation, and long hours.
- ◆ Partnerships-No legal formalities for setting up, however may wish to have a 'deed of partnership' set up by a lawyer to set out business details.
- ◆ Limited Company-limited liability, must register with companies house.
- ◆ Public Limited Company-Show yearly reports, shared profits.
- ◆ Franchise-Use of brand name and product/service.

Outcome 4

The key factors of Premises selection could include the following:

- ◆ Size
- ◆ Cost
- ◆ Location
- ◆ Rent
- ◆ Lease
- ◆ Purchase

Candidates must identify two advantages and two disadvantages of working from home. These may include:

Advantages:

- ◆ Less overheads
- ◆ No travelling
- ◆ Work own hours

Disadvantages:

- ◆ Isolation
- ◆ Family distractions
- ◆ May not be suitable for meeting clients
- ◆ May work longer hours

Guidance on learning and teaching approaches for this Unit

This Unit is intended to allow a range of evidence to be gathered in a variety of ways including practical activities as well as traditional classroom delivery.

It is likely that candidates will benefit from a range of sources of information in various formats from organisations such as Business Gateway, Scottish Enterprise, and Skills Development Scotland. Candidates should also be encouraged to visit any events/exhibitions, which focus on self-employment. Information for these sources may be annotated and used as evidence in the candidate's folio.

National Unit specification: support notes (cont)

Unit title: See Unit writer brief

Theoretical aspects should be delivered via a mixture of teacher/lecturer input, group discussion, visiting speakers and the use of the internet and appropriate publications for research.

Guidance on approaches to assessment for this Unit

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

A holistic approach is recommended for assessment of all Outcomes of this Unit. Assessment is likely to be conducted on an ongoing basis and could include activity exercises completed by the candidate as part of his/her course of study, eg, a question and answer session (written and/or oral) could be combined with assessment of a candidate's folio of evidence. A project/assignment approach would also be appropriate for this Unit.

A written/oral record that demonstrates the candidate's knowledge and understanding of each Outcome will support evidence generated through a practical exercise.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

In this Unit candidates will investigate different self-employment options and look at the implications of these. They will also develop a knowledge and understanding of the requirements for setting up a business and investigate a business idea. Within this Unit there are opportunities for developing aspects of Core Skills in:

- ◆ *Communications*
- ◆ *Problem Solving*
- ◆ *Information and Communication Technology*

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority [year]

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.