



Business Assignment (National 4)

SCQF: level 4 (6 SCQF credit points)

Unit code: H282 74

Unit outline

This is the Added Value Unit in the National 4 Business Course. The general aim of this Unit is to enable the learner to provide evidence of added value for the National 4 Business Course through the successful completion of an assignment which will allow the learner to demonstrate challenge and application.

Learners who complete this Unit will be able to:

- 1 Prepare a simple business proposal for an aspect of a small business, making use of appropriate technology where applicable

This Unit is a mandatory Unit of the National 4 Business Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Course Support Notes*, which provide advice and guidance on delivery and assessment approaches. Exemplification of the standards in this Unit is given in *Unit Assessment Support*.

Recommended entry

Entry to this Unit is at the discretion of the centre. It is recommended that the learner should be in the process of completing, or have completed, the following Units in the National 4 Business Course:

- ◆ Business in Action (National 4)
- ◆ Influences on Business (National 4)

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 *Course Support Notes*.

Standards

Outcomes and assessment standards

Outcome 1

The learner will:

- 1 Prepare a simple business proposal for an aspect of a small business, making use of appropriate technology where applicable by:**
 - 1.1 Choosing, with support, an aspect of a small business to consider
 - 1.2 Choosing and selecting appropriate information from sources relevant to the business aspect
 - 1.3 Preparing a simple business proposal, based on research findings and relating to the context of the business aspect
 - 1.4 Presenting the business proposal to others, using a method suitable for the context of the business aspect chosen
 - 1.5 Making comments relating to the likely outcome of the proposal

Evidence Requirements for the Unit

This Unit will be assessed through controlled assessment which meets the Evidence Requirements below.

The assessment method for this Unit will be an assignment in which the learner will carry out research and present the findings of this research on a theme drawn from the Course. The assignment will assess learners' skills in gathering, choosing, evaluating, and presenting appropriate information in the form of a plan that will assist the development of a new small business.

The assignment will be:

- ◆ set by centres within the SQA guidelines described below
- ◆ conducted under some supervision and control

Evidence will be internally marked by centre staff in line with SQA guidelines.

All assessment is subject to quality assurance by SQA.

Setting the assessment

The assignment will be set by centres within the following guidelines:

- ◆ The aspect of the business proposal for this assignment will be agreed between the learner and the teacher/lecturer. Examples of suitable business aspects include: business location; market research; pricing tactics; promotional tactics; staffing; operational or customer needs; or basic financial or economic aspects.
- ◆ The teacher/lecturer will provide overall guidelines for completing the assignment along with a list of questions/tasks/prompts which will lead learners through the assignment in a logical sequence.
- ◆ The teacher/lecturer will also determine the nature and amount of support required and may offer learners guidance to help them to progress through the stages of the assignment.

Conducting the assessment

The assignment will be conducted under some supervision and control.

- ◆ The learner should complete the assignment on an individual basis.
- ◆ Open book conditions will be permitted, which will enable learners to refer to previously completed work.
- ◆ The amount of time that learners can spend on the assignment should not exceed eight hours.
- ◆ The learner will be allowed time for:
 - planning how to address the assignment with the teacher/lecturer's guidance and support
 - preparing for the assignment tasks which may include considering exemplar materials and practising and integrating the required skills to complete the assignment

Judging the evidence

Evidence will be internally marked and verified by centre staff in line with SQA guidelines.

All assessment is subject to quality assurance by SQA.

- ◆ Assessment evidence should include:
 - a record of progress through the assignment, such as a checklist, informal log book, blog or short written response
 - a presentation of the findings using a method suitable for its purpose, context and audience
- ◆ The above assessment evidence may be supported by audio or video recordings of those aspects which will require collaboration and/or oral interaction with others.
- ◆ The tasks will be assessed by the teacher/lecturer on a pass/fail basis.

Re-assessment

In relation to Unit assessment, SQA's guidance on re-assessment for Units applies.

Further information is provided in the exemplification of assessment in *Unit Assessment Support*. Advice and guidance on possible approaches to assessment is provided in the *Course Support Notes*.

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

Please refer to the *Course Specification* for information about skills for learning, skills for life and skills for work.

Further mandatory information on Course coverage for the National 4 Business Course

The following gives details of mandatory skills, knowledge and understanding for the National 4 Business Course. Assessment of this Added Value Unit will involve selecting appropriate skills, knowledge and understanding from those listed below, in line with the Evidence Requirements above. This list of skills, knowledge and understanding also provides the basis for the assessment of all the Units in the Course.

Business in Action

Business start-up	Needs and wants, gap in the market, meeting customer needs, resource requirements, sources of help and advice
Entrepreneurship	Concept of entrepreneurship and the skills and attributes associated with entrepreneurs and their role
Business plan	Its importance and use when setting up a small business
Types of business and their aims	Sole trader, partnership, small franchises and non-profit making organisations
Sources of finance and advice	Appropriate to business type
Customer needs	Market research, product development, marketing mix, quality
Functional activities for small businesses	Marketing activities, human resources activities, operations activities, finance activities (integrated approach)

Influences on Business

Business location	Simple factors influencing location
Stakeholders	Owners, customers, employees, the bank, local community groups and support agencies such as Business Gateway and PSYBT
Financial information	Cash budget, break even chart, job costing statement
Employees	Motivation, appraisal, training, payment systems, perks and team building
External influences	Legislation, environmental, ethics, technology, competition, economic, external stakeholders

Administrative information

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Superclass: AE

History of changes to National Unit Specification

Version	Description of change	Authorised by	Date

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