

Unit Title:	Identifying the resources and location for a business venture
OCR unit number	3
Ofqual reference number	M/502/9948
Level:	2
Credit value:	3
Guided learning hours:	23

Unit purpose and aim

The learner will be able to consider the needs of a new business. This unit will prepare the learner by getting them to consider what is required to start their new business.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1 Be able to plan resources required by business ventures to start up</p>	<p>The Learner can:</p> <p>1.1 Assess external support and advice required at business start-up</p> <p>1.2 Identify capital equipment and materials needed for a specific start-up business venture</p>	<ul style="list-style-type: none"> External support available to set-up the business The need and relevance of this support Capital equipment and materials required to set up your business and the cost, eg premises, staff, raw materials, marketing
<p>2 Understand the cost of items and resources that businesses require on an ongoing basis</p>	<p>2.1 Identify items and resources required by a specific start-up business venture on an ongoing basis</p> <p>2.2 Identify the costs a specific start-up business venture could incur on an ongoing basis</p>	<ul style="list-style-type: none"> Items and resources the business will need to pay for and regularly purchase e.g. raw materials, stationery, utility bills, business rates, etc The cost of these regular outgoings
<p>3 Be able to select locations for businesses</p>	<p>3.1 Evaluate possible locations for a specific start-up business venture</p> <p>3.2 Select the location of a specific start-up business venture</p> <p>3.3 Justify the selection of location for a specific start-up business venture</p>	<ul style="list-style-type: none"> Possible locations for your business, eg town, country, business park, home The advantages and disadvantages of these locations, eg cost, passing trade, transport

Assessment

This element is assessed by OCR set assignments that are centre assessed and externally moderated by OCR.

The candidate must demonstrate a clear understanding of the resources required to start a business.

Some tasks may require the additional completion of a witness statement. Where this is the case, a form has been provided in the assignment booklet. This should be completed by the tutor/assessor.

Candidates must complete the tasks for all assessment criteria contained within the unit.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Candidates must complete the templates provided or where indicated either produce continuous prose in line with the indicated word limit or use another appropriate format.

In Learning Outcomes 1 and 2, candidates must demonstrate that they have given careful thought to a range of possible items. All important items must be included or an explanation offered as to why not e.g. if setting up using a parent's house then some costs might be paid for wholly or in part by the parent.

In Learning Outcome 3, it is important that candidates recognise that there may be several possible locations, can analyse these and then show why they have made their selection.

Guidance on assessment and evidence requirements

Assessment will take the form of an OCR template assignment, which allows the candidate to evidence each assessment criteria. For each assessment criteria, OCR will also supply templates to aid centres in confirming that all aspects of the assessment have been completed and that relevant evidence is available.

A breakdown of the expected actions is provided in the candidate section of the assignments. Tutors should ensure that the knowledge, understanding and skills section is sufficiently covered, according to the criteria provided.

All aspects of the task, as laid out in the candidate section, should be completed before the work is submitted to OCR for moderation. Witness Statement Forms have been provided where required. The tasks should be assessed in the centre before the candidate's portfolio is presented to the OCR-appointed examiner-moderator.

You should refer to the '*Admin Guide: Vocational Qualifications (A850)*' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
SFEDI	BL1	Decide on a business location
SFEDI	BL2	Choose a business premises
SFEDI	BI1	Create the infrastructure your business needs
SFEDI	BD1	Check the likely success of a business idea

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Candidates who wish to present their work electronically will require access to a computer with word processing software.

Additional information

In order for the candidate to achieve this unit the candidate must demonstrate an understanding of a new business's needs. The candidate will create elements of important information that can be added and developed into a business plan.

Further guidance is provided in the Notes for Tutors section of the assignment booklet.

For further information regarding administration for this qualification, please refer to the OCR document 'Admin Guide: Vocational Qualifications' (A850) on the OCR website www.ocr.org.uk.