

Business Enterprise

10313 – Business Enterprise Level 2 Award

10314 – Business Enterprise Level 3 Award

Key features

- Learners can gain sector-relevant skills
- Training can be delivered in 'bite-sized chunks' to suit individual needs
- The qualifications are accredited onto the Qualifications and Credit Framework
- All units have been reviewed for an accurate credit value and level
- There is an opportunity for both full award and unit certification
- The qualifications are centre assessed and externally verified, making assessment current and accessible.

Introduction

The **OCR Awards in Business Enterprise** qualifications are vocationally-related, credit-based qualifications, designed to expand general knowledge, understanding and skills related to setting up a business. Whether candidates have already set their business up or are just starting out, the qualifications will provide essential experience.

The accessible nature of the units means that training can be delivered in bite-sized chunks, providing a flexible approach to assessment. Candidates will compile a portfolio of evidence, which is centre assessed and externally verified in the same way as NVQs, providing opportunity for the holistic assessment of candidates.

Target audience

The qualifications are designed for individuals who are running, or setting up, their own business. The Level 2 qualifications are ideal for those who need or wish to:

- gain some of the crucial skills, knowledge and understanding required to set up their own business
- gain the basic enterprising essentials identified as critical to any potential entrepreneur

The Level 3 qualifications are suited better to those who need or wish to achieve advanced skills in relation to those at Level 2.

Qualification content

The qualifications are supported by SFEDI (In relation with CfA as part of the pan-sector agreement), lead body for the enterprise sector and owners of the national occupational standards, meaning that learners will gain sector-relevant knowledge essential to successful business.

Each individual unit has had the level and credit value reviewed to ensure it accurately reflects the complexity and demands of the qualification. Learners can either achieve certification for each individual unit or the Award as a full qualification.

OCR Level 2 Award in Business Enterprise

QAN 600/5584/4

Candidates must achieve a minimum of 7 credits.

A total of 2 credits are required from the mandatory unit at Level 2, with a minimum additional 3 credits from the optional Level 2 units.

The remaining 2 credits required for the full qualification can be achieved from the optional units at Level 2 or 3.

OCR Level 3 Award in Business Enterprise

QAN 600/5439/6

Candidates must achieve a minimum of 9 credits.

A total of 2 credits are required from the mandatory unit at Level 3, with a minimum additional 5 credits from the optional Level 3 units.

The remaining 2 credits required for the full qualification can be achieved from the optional units at Level 2 or 3.

There are no equivalencies or exemptions for these qualifications.

Barred combinations are units where the credits achieved cannot be counted together as part of the rule of combination for these qualifications. These are generally units with the same title at different levels, however please refer to the handbook for these qualifications for full details.

Level 2 units

OCR Unit No.	Sector Unit No.	Unit Title	Unit Ref No.	Credit value	Level	GLH
1 *	UR35	Create the vision and values for business	A/503/8880	2	2	16
2	UR31	Assess personal abilities to run a business	T/503/8876	2	2	16
3	UR33	Build and maintain business relationships	F/503/8878	2	2	16
4	UR34	Comply with business legal requirements	J/503/8879	1	2	8
5	UR27	Estimate financial needs for a business	Y/503/8871	2	2	16
6	UR37	Make cash flow forecasts for own business	J/503/8882	3	2	24
7	UR26	Negotiation in business	R/503/8870	2	2	16
8	UR24	Plan to sell a product or service	Y/503/8868	2	2	16
9	UR22	Prepare a plan for a business	L/503/8866	2	2	16
10	UR23	Produce and implement a business plan for a business	R/503/8867	2	2	16

* Mandatory unit at Level 2

Level 3 units

OCR Unit No.	Sector Unit No.	Unit Title	Unit Ref No.	Credit value	Level	GLH
11**	UR32	Assess personal abilities to run a business	A/503/8877	2	3	16
12	UR29	Build and maintain business relationships	H/503/8873	2	3	16
13	UR30	Comply with business legal requirements	M/503/8875	2	3	16
14	UR36	Estimate financial needs for a business	F/503/8881	3	3	24
15	UR25	Make cash flow forecasts for own business	D/503/8869	3	3	24
16	UR20	Negotiation in business	F/503/8864	2	3	16
17	UR21	Plan to sell a product or service	J/503/8865	2	3	16
18	UR38	Prepare a plan for a business	J/503/8963	2	3	16
19	UR39	Produce and implement a business plan	F/503/8962	2	3	16

** Mandatory unit at Level 3

Assessment

The qualifications are centre assessed and externally verified, in the same way as NVQs (competence based qualifications). Candidates compile a portfolio of evidence to demonstrate that they meet the assessment criteria.

The unit templates provide suggestions for the required knowledge, understanding and skills, guidance on evidence requirements and ways in which the assessment may be structured for holistic assessment.

Progression opportunities

Candidates have the opportunity to progress from the Level 2, to the Level 3 qualification within the suite. Alternatively, candidates may wish to progress onto other business enterprise qualifications or more generic qualifications such as OCR's qualifications in Management or Retail.

Certification

Candidates can gain either unit or full Award certification. The full Award certificate will detail the qualification title and the Ofqual accreditation information.

The unit certificate will detail the unit title and the credit value of the unit achieved.

Qualification support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The *Centre Handbook* can also be downloaded from this web page. If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509** or at vocational.qualifications@ocr.org.uk.

What to do next?

To seek approval to offer the qualification(s), please apply online following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact centre, OCR, Coventry Office, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our *Admin Guide for Vocational Qualifications* (publication ref. code: A850). Our *Fees Booklet* (publications ref. code: A250) lists the charges for centre evaluation, candidate entries and certification. Both publications are available to download from our website www.ocr.org.uk

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored.
© OCR 2012 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.
Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

