

Please read the instructions printed at the end of this form. One of these sheets, suitably completed, should be attached to the assessed work of each candidate.										
Unit Title	Setting up and running an enterprise				Unit Code	R063	Series	Jan / June	Year	2 0
Centre Name							Centre Number			
Candidate Name							Candidate Number			
Marking Criteria							Teacher Comments	Mark	Page No.	
LO1: Be able to select viable enterprise activities										
MB1: 1 – 4 marks		MB2: 5 – 7 marks		MB3: 8 – 9 marks						
<p>Describes some of the factors that might influence the viability of an enterprise activity. Describes factors with some accuracy. Gives a limited explanation of the implications for running own enterprise activity.</p> <p>Generates a few original ideas. Identifies strengths, weaknesses, opportunities or threats of limited relevance to the activity.</p> <p>Makes a limited contribution to selection of an enterprise activity.</p> <p style="text-align: right;">[1 2 3 4]</p>		<p>Describes many of the factors that might influence the viability of an enterprise activity. Describes factors in a clear and mostly accurate way. Gives a sound explanation of the implications for running own enterprise activity.</p> <p>Generates some original ideas. Identifies strengths, weakness, opportunities and threats which are mostly relevant to the activity.</p> <p>Makes a competent contribution to selection of an enterprise activity.</p> <p style="text-align: right;">[5 6 7]</p>		<p>Describes most of the factors that might influence the viability of an enterprise activity. Describes factors thoroughly and accurately. Gives a thorough explanation of the implications for running own enterprise activity.</p> <p>Generates many original ideas. Identifies strengths, weakness, opportunities or threats which are wholly relevant to the activity.</p> <p>Makes a highly effective contribution to selection of an enterprise activity.</p> <p style="text-align: right;">[8 9]</p>						
LO2: Be able to plan enterprise activities										
MB1: 1 – 6 marks		MB2: 7 – 10 marks		MB3: 11 – 15 marks						
<p>Contributes to some of the elements of the business planning process, providing a limited contribution to the overall business plan.</p> <p>Draws upon limited skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[1 2 3 4 5 6]</p>		<p>Contributes to many of the elements of the business planning process, providing some relevant contributions to the overall business plan.</p> <p>Draws upon some relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[7 8 9 10]</p>		<p>Contributes to most elements of the business planning process, providing many relevant, clear and reasoned contributions to the overall business plan.</p> <p>Clearly draws upon relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[11 12 13 14 15]</p>						

Marking Criteria			Teacher Comments	Mark	Page No.
LO3: Be able to implement enterprise activity plans					
MB1: 1 – 6 marks	MB2: 7 – 10 marks	MB3: 11 – 15 marks			
<p>Contributions to the organisation and running of formal and informal meetings, with limited involvement and effectiveness.</p> <p>Uses written, verbal and remote communication methods used within business, demonstrating a basic understanding of when it is appropriate to use each method. Demonstrates basic competency in the use of verbal and remote communication skills for specific business purposes.</p> <p>Produces business documents using some of the basic structural formats and conventions. There may be errors in spelling, punctuation and grammar which are intrusive and likely to impact on the meaning. Makes use of specialist terminology, with limited appropriateness of usage.</p> <p>Produces a basic project plan with limited relevant application to the activity. Applies basic project planning tools and techniques with limited effectiveness.</p> <p style="text-align: right;">[1 2 3 4 5 6]</p>	<p>Contributions to the organisation and running of formal and informal meetings, in a way that is generally effective.</p> <p>Uses written, verbal and remote communication methods used within business, demonstrating a sound understanding of when it is appropriate to use each method. Demonstrates competent use of verbal and remote communication skills for specific business purposes.</p> <p>Produces business documents which mostly use appropriate structural formats and conventions. Occasional errors in spelling, punctuation and grammar will not affect the overall meaning. Uses specialist terminology in broadly appropriate ways.</p> <p>Produces a sound project plan of a broadly appropriate nature, outlining most facets of the activity. Applies sound project planning tools and techniques with mostly effective results.</p> <p style="text-align: right;">[7 8 9 10]</p>	<p>Contributes to the organisation and running of meetings in a way that is highly effective and provides support to others.</p> <p>Uses written, verbal and remote communication methods used within business, demonstrating a thorough understanding of when it is appropriate to use each method. Demonstrates fluent verbal skills and effective remote communication skills for specific business purposes.</p> <p>Produces business documents which use appropriate structural formats and conventions. Contains few, if any, errors in spelling, punctuation and grammar. Uses specialist terminology appropriately and accurately.</p> <p>Produces a comprehensive and appropriate project plan, which clearly outlines the key phases and responsibilities within the activity. Applies the most appropriate project planning tools and techniques effectively and efficiently.</p> <p style="text-align: right;">[11 12 13 14 15]</p>			

Marking Criteria			Teacher Comments	Mark	Page No.
LO4: Be able to contribute to the running of enterprise activities					
MB1: 1 – 5 marks	MB2: 6 – 9 marks	MB3: 10 – 12 marks			
<p>Collaborates with others in a limited way, performing a few tasks competently under instruction.</p> <p>Monitors progress of activities against plans from time to time, advising others when deviation from planned activities occur.</p> <p>Addresses some issues as they arise, with the support of others. Demonstrates a basic understanding of the issues involved.</p> <p style="text-align: right;">[1 2 3 4 5]</p>	<p>Collaborates with others where appropriate, performing some tasks independently and able to give brief advice.</p> <p>Monitors progress of activities against plans on a regular basis, recognising and reporting when deviation from planned activities may cause an issue.</p> <p>Addresses many issues as they arise, demonstrating a sound understanding of the issues involved.</p> <p style="text-align: right;">[6 7 8 9]</p>	<p>Collaborates with others where appropriate and advises others clearly when necessary. Performs many tasks independently, working effectively and efficiently with others where required.</p> <p>Regularly monitors progress of activities against plans throughout the duration of the overall activity, recognising and reacting effectively when deviation from planned activities may cause an issue.</p> <p>Addresses most issues as they arise, demonstrating a comprehensive understanding of the issues involved.</p> <p style="text-align: right;">[10 11 12]</p>			
LO5: Be able to review the success of enterprise activities					
MB1: 1 – 4 marks	MB2: 5 – 7 marks	MB3: 8 – 9 marks			
<p>Carries out a basic review of the implementation and running of the activity, using a limited range of evidence to justify findings.</p> <p>Compares activity outcomes to activity objectives in a basic way, demonstrating a limited understanding of the implications of findings. Identifies and sets a few basic targets for improvement, with limited justification based on the findings of own review.</p> <p>Assesses own contribution to the success of the activity in a basic way, using limited evidence to support this.</p> <p style="text-align: right;">[1 2 3 4]</p>	<p>Carries out a sound review of the implementation and running of the activity, using a range of evidence to justify findings.</p> <p>Compares activity outcomes to activity objectives in a reasoned way, demonstrating a sound understanding of the implications of findings. Identifies and sets some relevant targets for improvement, most of which are justified based on the findings of own review.</p> <p>Assesses own contribution to the success of the activity in a reasoned way, based on evidence which is mostly appropriate and relevant.</p> <p style="text-align: right;">[5 6 7]</p>	<p>Carries out a comprehensive and detailed review of the implementation and running of the activity, using a wide and varied range of evidence to justify findings.</p> <p>Compares activity outcomes to activity objectives in a comprehensive way, demonstrating a thorough understanding of the implications of findings. Identifies and sets a range of appropriate targets for improvement, all of which are justified clearly by the findings of own review and by SMART principles.</p> <p>Assesses own contribution to the success of the activity in a critical and considered way, based on detailed, appropriate and relevant evidence.</p> <p style="text-align: right;">[8 9]</p>			
			Total/60		

If this is a re-sit, please tick		Series and Year of previous submission	Jan / June	2	0			Please tick to indicate this work has been standardised internally	
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Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on completion of this form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the assessment task, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the Mark column.
- 5 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.