



Oxford Cambridge and RSA

OCR Level 7 NVQ Diploma in Management – Unit 7

Unit Title:	Obtain additional finance for an organisation (E3)
OCR Unit Number:	7
Unit Number:	R/600/9699
Level:	7
Credit value:	10
Guided learning hours:	40

Unit purpose and aim

This unit will ensure that learners are able to identify finance requirements of an organisation and review different types and providers of finance against the needs of an organisation. The unit will also ensure learners are able to recommend appropriate types and providers of finance, obtain finance, and monitor and review financial agreements.

Learning Outcomes	Assessment Criteria	Exemplification
1 Be able to review the financial position of an organisation.	1.1 Analyse the financial requirements of a small, medium or large organisation. 1.2 Review the structure of finance currently employed by an organisation. 1.3 Identify additional financial needs of an organisation.	This may include: <ul style="list-style-type: none">• The vision, objectives and plans of the organisation• Trends and developments within the sector that could impact on an organisation's need for finance• The current types and providers of finance used by the organisation and the contractual commitments that exist• Needs and expectations of stakeholders and their attitudes to risk• The specialist financial expertise currently used by their organisation and other potential sources of expertise.
2 Be able to identify and evaluate sources of additional finance for an organisation.	2.1 Identify sources of financial expertise and how and when to make use of them. 2.2 Identify available types and providers of additional finance for a small, medium or large organisation.	This may include: <ul style="list-style-type: none">• Criteria for selecting types and providers of finance which are appropriate to organisational needs and culture• Different types and providers of finance and how to evaluate and

		compare these
Learning Outcomes	Assessment Criteria	Exemplification
	<p>2.3 Evaluate the costs, benefits and risks associated with potential types of additional finance.</p> <p>2.4 Evaluate the costs, benefits and risks associated with potential providers of additional finance.</p>	<ul style="list-style-type: none"> • How to work out the full cost of obtaining finance from providers • How to evaluate the costs, benefits and risks of different types and providers of finance • Methods of managing risk associated with obtaining finance • Guidelines, legislation and codes of practice in relation to sourcing finance in your sector.
3 Be able to obtain additional finance for an organisation.	<p>3.1 Select the type and provider of finance that most closely meets the needs of a small, medium or large organisation.</p> <p>3.2 Discuss proposals for obtaining additional finance with relevant individuals.</p> <p>3.3 Submit proposals, bids or applications to potential providers of finance.</p> <p>3.4 Put formal agreements in place with finance providers.</p> <p>3.5 Develop contingency plans to deal with problems in obtaining additional finance.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • The needs and expectations of the organisation's stakeholders and what will encourage them to support proposals, bids or applications for finance • Key factors which will influence the decisions of financial providers • Information that should be included in proposals, bids or applications for finance • Where to seek legal or other specialist advice • Contractual requirements • The importance of having a fall back position in the event that proposals, bids or applications for additional finance fail.
4 Be able to review procedures for obtaining additional finance.	<p>4.1 Identify improvements in the procedures used to obtain additional finance.</p>	<p>This may include:</p> <ul style="list-style-type: none"> • How to conduct a cost:benefit analysis • The factors to be taken into account when critically analysing the level of success of the process.

Assessment

This unit is centre assessed and externally verified. In order to achieve the unit you must produce a portfolio of evidence which will need to be made available to the OCR external verifier.

Portfolios of work must be produced independently and Centres must confirm to OCR that the evidence is authentic. Assessment must be based on naturally occurring evidence from the workplace.

Evidence requirements

In order to achieve this unit you must demonstrate that you have met all of the stated learning outcomes and assessment criteria. Your assessor must be able to observe you in the workplace or you must provide tangible evidence of your real work activities. Simulation is not allowed for this unit.

Guidance on assessment and evidence requirements

You should consult with your assessor to agree the most appropriate sources of evidence available to you in your environment. Examples of possible sources of evidence are shown below but this is not a definitive list nor are the examples shown mandatory:

- statistical information or reports you have compiled in respect of the finances of your organisation
- research you have done into sources of additional finance
- cost:benefit analyses
- minutes of meetings with stakeholders or providers
- proposals you have submitted for additional finance
- budgetary information demonstrating performance outcomes

Details of relationship between the unit and national occupational standards

This unit is based on the NOS produced by the Management Standards Centre (MSC)

Management and Leadership NOS unit E3, Obtain additional finance for the organisation

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

Resources

Stationery or a CD-rom.

Access to photocopier, PC and printer is desirable but not essential.

Access to sources of under-pinning knowledge such as websites, books, journals, etc, might be of help, but you are not expected to reproduce other people's written work. For example:

- Margaret May. FT Executive Briefing, *Transforming the Finance Function*. Pearson Education
- www.nimbuspartners.com

Additional information

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

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Evidence Record Sheet

Unit 7 Obtain additional finance for an organisation (E3)

I confirm that the evidence provided is a result of my own work.

Signature of candidate: _____ Date: _____

Evidence reference	Evidence title	Assessment method	LO1			LO2				LO3					LO4
			1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	3.3	3.4	3.5	4.1

I confirm that the candidate has demonstrated competence by satisfying all of the criteria for this unit.

Signature of assessor: _____ Name (in block capitals): _____ Date: _____

Countersignature of qualified assessor (if required) and date: _____

IV initials (if sampled) and date: _____ Countersignature of qualified IV (if required) and date: _____

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