

# Section 1:

## Qualification Overview

## Qualification Overview

### Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This Qualification Specification contains everything you need to know about these qualifications and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 1 Award in Exploring Enterprise Skills and the NCFE Level 1 Award in Demonstrating Enterprise Skills .

The NCFE Level 1 Awards in Enterprise Skills are ideal qualifications to provide learners with a basic knowledge of enterprise skills and characteristics. They allow learners to recognise their own skills in this area, in order to build the motivation and confidence to be enterprising in their everyday life.

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### About these qualifications

The NCFE Level 1 Award in Exploring Enterprise Skills (500/8446/X) and the NCFE Level 1 Award in Demonstrating Enterprise Skills (500/8444/6) have been accredited by the qualifications regulators for England, Wales and Northern Ireland<sup>1</sup>, and are part of the Qualifications and Credit Framework (QCF).

These qualifications are eligible for funding under the Learning and Skills Act 2000 under Sections 96 and 97. For further guidance on funding, please contact your local Learning and Skills Council (LSC).

NCFE is a Component Awarding Body (CAB) for the 14-19 Diploma.

These qualifications may be included in the Additional Specialist Learning (ASL) catalogues for Diplomas. For more information on Diplomas and the ASL catalogues please visit the NCFE website ([www.ncfe.org.uk/diplomas](http://www.ncfe.org.uk/diplomas)).

These qualifications are also part of the Foundation Learning catalogue. For more information please visit the NCFE website [www.ncfe.org.uk/fl](http://www.ncfe.org.uk/fl) .

<sup>1</sup>The qualifications regulators ('regulators') are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.

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## Geographical coverage

These qualifications have been accredited for use in England. We're able to provide the Qualification Specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

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## Things you need to know

- Qualification accreditation numbers: Exploring Enterprise Skills - 500/8446/X Demonstrating Enterprise Skills - 500/8444/6
- LSC learning aim code: Exploring Enterprise Skills - 5008446X Demonstrating Enterprise Skills - 50084446
- Guided learning hours (GLH): Exploring Enterprise Skills - 10 Demonstrating Enterprise Skills - 50
- QCF level: 1
- Qualification credit value: Exploring Enterprise Skills - 1 Demonstrating Enterprise Skills - 5
- Assessment requirements: Internally assessed portfolio

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## Objectives of these qualifications

These qualifications aim to provide an introduction to the enterprise skills and characteristics of enterprising individuals; and to the assessment of the learner's own enterprise skills.

The objectives of these qualifications are to help learners to:

- investigate the skills and characteristics of enterprising individuals
- perform a personal skills audit on the enterprise skills they use in their everyday life
- identify areas for personal development

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## Entry guidance

The NCFE Level 1 Award in Exploring Enterprise Skills and NCFE Level 1 Award in Demonstrating Enterprise Skills will primarily appeal to young people; however, they may also be appropriate for other learners as an introduction to enterprise

education.

There aren't any specific recommended prior learning requirements for these qualifications.

These qualifications are suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that these qualifications are appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy and health and safety aspects of these qualifications.

Learners registered on these qualifications shouldn't undertake another qualification at the same level with the same, or a similar title, as duplication of learning may affect funding levels.

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## Achieving these qualifications

The Level 1 Award in Exploring Enterprise Skills consists of 1 mandatory unit:

- Unit 01 Explore enterprise skills

The Level 1 Award in Demonstrating Enterprise Skills consists of 2 mandatory units:

- Unit 01 Explore enterprise skills
- Unit 02 Demonstrate enterprise skills and characteristics

Learning outcomes and assessment criteria for each unit are provided in Section 3 page 13.

To achieve the NCFE Level 1 Awards in Enterprise Skills, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria detailed in this Qualification Specification. Grades are not awarded.

Learners who aren't successful can resubmit work within the registration period; however, a charge may apply. A Credit and Unit Summary Certificate can be requested for learners who don't achieve the full certificate but who have achieved at least one whole unit.

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## Progression opportunities

Learners who achieve these qualifications could progress to:

- Level 2 Award and Certificate in Developing Enterprise Skills
- Level 2 Award and Certificate in Employability Skills

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## Credit Transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another, where the rules of combination allow. Learners wanting to progress from the Award to the Certificate can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

The units available for credit transfer are:

- unit 01 Explore enterprise skills

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## Accreditation and certification end dates

All qualifications on the QCF have accreditation and certification end dates to ensure that qualifications remain current and valid. The accreditation end date is the last date we can register learner(s) on a qualification, and the certification end date is the last date that learner(s) can be certificated.

Learner(s) have up to 2 years after the accreditation end date, to complete these qualifications and claim their certificate (unless the certification end date passes before the end of the 2-year period). For further information about accreditation and certification end dates please refer to the information about this qualification on our website [www.ncfe.org.uk](http://www.ncfe.org.uk) or alternatively you can check the information on the National Database of Accredited Qualifications (NDAQ) [www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

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## What happens at the end of an accreditation period?

We review qualifications that are near the end of their accreditation period, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'd apply to the regulators for an extension to the accreditation period. If an

accreditation period is extended the certification period will also change.

We'll post information relating to changes or extensions to qualifications on our website [www.ncfe.org.uk](http://www.ncfe.org.uk), and centres approved to offer the qualification will be kept updated.

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## Resource requirements

There aren't any specific resource requirements for this qualification.

For staffing resources required for this qualification, please refer to our Occupational Competence Guidelines, available on our website [www.ncfe.org.uk](http://www.ncfe.org.uk).

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## Support for centres

There are a number of documents available that you might find useful. These are available to download from our website [www.ncfe.org.uk](http://www.ncfe.org.uk), or can be requested from the Centre Support team on 0191 239 8000 or by emailing [info@ncfe.org.uk](mailto:info@ncfe.org.uk).

### Centre Support Guide

This explains everything you need to know, from how to apply to become an NCFE-approved centre, to registering your learners, claiming certificates for your learners and everything in between. Centres must seek approval to offer a qualification; only learners from approved centres can be certificated.

### Directory of Products and Services

This provides summary information about all of NCFE's qualifications and awards including mandatory and optional units, learner registration and certification fees and assessment information.

### Fees and Pricing

Published in the spring for the forthcoming academic year.

### Occupational Competence Guidelines

Provides details of qualifications and experience required for Assessors and Internal Moderators/Verifiers of NCFE

qualifications and awards.

### **Key Skills and Centre Support Packs**

Available from the Centre Support team or to download from [www.ncfe.org.uk](http://www.ncfe.org.uk). The packs contain unit specifications, tracking and guidance documents which are valuable to any centre running Key Skills.

### **Useful websites**

Please refer to [www.ncfe.org.uk](http://www.ncfe.org.uk) for a list of websites that you might find useful for materials and resources to assist with the delivery of qualifications.

### **Training and support**

We can provide training sessions for Assessors and Internal Moderators who may not hold the A1 and V1 Assessment and Verification units. Training is also available for portfolio building as well as bespoke subject specific training. For further information please contact our Quality Assurance team on 0191 239 8000.

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## **Support for learners**

### **Candidate Learning Log (CLL)**

This gives information about the qualification and can help learners keep track of their work. CLLs can be downloaded free of charge from [www.ncfe.org.uk](http://www.ncfe.org.uk). Learners don't have to use the CLL; instead you can devise your own materials.

Any materials you produce should allow learners to track their achievement against each required learning outcome and assessment criterion and include:

- information on the content, availability and location of NCFE's procedures and policies
- advice on support mechanisms for learners who are experiencing difficulties with their studies
- a mechanism for Assessors and Internal Moderators to authenticate evidence and achievement, for each unit.

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## **Mapping to**

National Occupational Standards (NOS) are owned by a Sector

## National Occupational Standards

Skills Council (SSC) or Standard Setting Body (SSB) and describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The NCFE Level 1 Award in Demonstrating Enterprise Skills and NCFE Level 1 Award in Exploring Enterprise Skills have been mapped against the SFEDI Standards for Business Enterprise NOS. More detailed mapping is provided in Section 5 page 27.

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## Links to National Skills Standards

These qualifications are mapped to the 2004 Key Skills standards. The complete standards and guidance documents are available from QCDA (<http://www.qcda.gov.uk/6455.aspx>). We've also highlighted where learning opportunities for the Functional Skills qualifications may be found.

This qualification can be used to develop learners':

- Communication/literacy/English skills
- Application of Number/Numeracy/Maths skills
- Information and Communication Technology skills

The activities learners carry out whilst completing this qualification could help prepare them for their Basic Skills or Functional Skills assessments.

Section 4 page 22 shows how evidence can be generated for Key Skills through this qualification. The aim has been to target Level 1 Key Skills although work can be designed for other levels, depending on the needs of individual learners or groups.

It's not a mandatory requirement of the NCFE Level 1 Award in Demonstrating Enterprise Skills and NCFE Level 1 Award in Exploring Enterprise Skills to complete a Key Skills portfolio. However, while completing this qualification, learners will generate portfolio evidence which could be used towards certain components of a Key Skills qualification.

If a learner wishes to be assessed for a Key Skills qualification, they must complete a portfolio of evidence, as well as achieve

the relevant Key Skills external assessment paper before applying for certification.

Once a whole qualification has been assessed and achieved, certification can then be requested.

If a learner wishes to gain a Basic Skills or Functional Skills qualification, they must successfully pass the relevant Basic Skills or Functional Skills assessment.

This section indicates where, within this qualification, opportunities exist to generate evidence for a Key Skills portfolio, indicating where each piece of evidence is intrinsic or requires some further activity.

The NCFE Key Skills Centre Support Pack is available on a CD from our Centre Support team or can be downloaded from [www.ncfe.org.uk](http://www.ncfe.org.uk). This pack contains unit specifications, tracking and guidance documents which will be invaluable to any centre running Key Skills.

NB The information in section 4 indicates where evidence is likely to occur. It is the Assessor's role to assess the Key Skills evidence against the criteria.

# Section 2:

## Assessment and Moderation

## Assessment and Moderation

### How the qualification is assessed?

Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The NCFE Level 1 Award in Exploring Enterprise Skills and the NCFE Level 1 Award in Demonstrating Enterprise Skills are internally assessed.

Each candidate is required to create a portfolio of evidence which demonstrates achievement of all learning outcomes associated with each unit. Learning outcomes specify what each candidate has to achieve and are included within Section 3 of this Qualification Specification.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists and related action plans
- witness testimony
- candidate product
- worksheets
- assignments/projects/reports
- professional discussion
- record of oral and written questioning
- candidate and peer reports
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning (APL)

Evidence may be drawn from actual or simulated situations, where appropriate.

Assessment guidance is provided for each unit. Assessors can use other methods of assessment as long as they're valid, reliable and maintain the integrity of the assessment and of the standards required of the qualification. Acceptable methods of assessment could be drawn from the list above.

Assessors must be satisfied that candidates have achieved all

learning outcomes related to the unit being assessed prior to deciding whether candidates have been successful. Assessors are also responsible for supporting candidates through the assessment process.

For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team on 0191 239 8000.

The assessment arrangements for this qualification are in accordance with the criteria set out by the regulatory authorities.

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## How does moderation work?

### What is Moderation?

Moderation is the process by which we confirm that assessment decisions in centres are:

- made by competent and qualified Assessors
- the product of sound and fair assessment practice
- recorded accurately and appropriately

We do this by:

- internal moderation - which you carry out
- external moderation - which we carry out through our External Moderators who, by supporting you, will make sure that assessments meet nationally agreed standards and that your quality assurance systems continue to meet our centre approval criteria.

The Internal Moderator provides the vital link between the Assessors and the External Moderator and acts as the centre's quality assurance agent.

If you'd like to know more about the responsibilities of Assessors, Internal and External Moderators please refer to our Centre Support Guide.

# Section 3:

## Structure and Content

## Structure and Content

This section provides details of the structure and content of this qualification.

The unit summary provides an overview of each unit including:

- the unit title
- the unit overview
- guided learning hours
- an indication of whether the unit is mandatory or optional
- credit value
- level

Following the unit summary there's detailed information for each unit containing:

- the unit number and title
- learning outcomes (the learner will) and assessment criteria (the learner can)
- suggested types of evidence for internal assessment

The regulators' accredited unit number is indicated in brackets for each unit (eg M/100/7116). However to make cross-referencing assessment and moderation easier, we've used a sequential numbering system in this document.

For further information or guidance about the qualification please contact our Research and Product Development team on 0191 239 8000.

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## Unit Summaries

### Unit 01

#### Explore enterprise skills

(regulators' accredited unit No. H/600/5284)

In this unit learners will explore enterprise skills and characteristics, looking at different enterprising individuals and identifying what makes them enterprising. They will also have the opportunity to undertake a personal skills audit to recognise their own enterprise skills and identify areas for personal development, and to demonstrate that they can be enterprising in their everyday life. Learners will then have an opportunity to use some of the skills in a simulated project.

Guided learning hours: 10

Credit value: 1

Level: 1

This unit is **mandatory**

### Unit 02

#### Demonstrate enterprise skills and characteristics

(regulators' accredited unit No. K/600/5285)

In this unit learners will demonstrate their enterprise skills through taking part in an enterprising mini project, reflecting on the skills they used and how effective they were in the activity. They will also revisit their personal development areas and identify how these could be developed further. Wherever possible the mini project should be a real life project but where this is not possible simulation may be used.

Guided learning hours: 40

Credit value: 4

Level: 1

This unit is **mandatory for the Level 1 Award in Demonstrating Enterprise Skills**

## Unit 01 Explore enterprise skills

### The learner will:

1 Be able to identify a range of enterprise skills and characteristics

### The learner can:

1.1 Define enterprise

1.2 Carry out an individual and group enterprise skills and characteristics audit

### The learner will:

2 Be able to investigate examples of local enterprising individuals

### The learner can:

2.1 Identify 2 enterprising individuals in their local area and describe what they do

2.2 List the enterprise skills and characteristics of these people

2.3 Outline how the individuals have made use of their enterprise skills

### The learner will:

3 Be able to demonstrate enterprise skills and characteristics

### The learner can:

3.1 Take part in a group or individual simulated activity to explore enterprise skills

3.2 Give an example of how they have demonstrated the skills referred to in the enterprise skills and characteristics audit during the simulated activity

3.3 Highlight enterprise skills and characteristics that need to be developed and give examples of how this could be achieved

## Assessment Guidance – Unit 01

### Poster

**Type of evidence:** Written document or poster

**Assessment criteria:** 1.1

**Additional information:** this could include social, environment, personal and/or business

### Skills audit

**Type of evidence:** Skills audit

**Assessment criteria:** 2.1, 3.1-3.3

**Additional information:** Candidates could produce an enterprise skills audit to include peer assessment about the individual's contribution to the simulated activity. The skills audit could include: communication; creativity; negotiation; risk awareness and management; time management; managing money; problem solving; research and information gathering; networking; team working; understanding need; initiative; identifying opportunity; any other enterprising skill or characteristic relevant to learners.

### Annotated digital photographs

**Type of evidence:** Poster or annotated digital photographs

**Assessment criteria:** 2.1

**Additional information:** Candidates could produce a poster or provide photographs of chosen individuals with a written document to explain what they do.

### Interview notes and discussion

**Type of evidence:** Interview notes and discussion

**Assessment criteria:** 2.1-2.3

**Additional information:** Candidates could submit a recording of an interview with their chosen individuals with written notes to support what they think their enterprise skills and characteristics are.

**Video evidence of individual talk**

**Type of evidence:** Video evidence of individual talk about their enterprising individuals

**Assessment criteria:** 2.1-2.3

**Additional information:** Candidates could submit a recording of an interview with their chosen individuals with written notes to support what they think their enterprise skills and characteristics are.

**Witness statement**

**Type of evidence:** Witness statement from group discussion

**Assessment criteria:** 1.1, 1.2 and 3.1

**Additional information:** Candidates could take part in a group discussion and the witness testimony could evidence the content of the discussions and cross reference it to the specific learning outcomes covered.

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The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

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## Unit 02 Demonstrate enterprise skills and characteristics

### The learner will:

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- 1 Be able to use enterprise skills and characteristics

### The learner can:

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- 1.1 Take part in an enterprising mini project
  - 1.2 Identify enterprise skills and characteristics used
  - 1.3 Describe how these skills and characteristics were useful in the activity
  - 1.4 Update their skills audit to reflect the enterprise skills used within the mini project
  - 1.5 Highlight their enterprise strengths and weaknesses demonstrated in the mini project
  - 1.6 Give examples of how their weaknesses could be improved
  - 1.7 Describe how these enterprise skills can be used in the future
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## Assessment Guidance Unit 02

**Candidate Report**    **Type of evidence:** Diary, notebook or blog

**Assessment criteria:** 1.1

**Additional information:** the candidate could use a variety of evidence forms to show individual contribution to the enterprising mini project. The project could be based around social, environmental, personal and/or business enterprise.

Examples of projects undertaken have been:

- Organising an exhibition
- Running a charity shop
- Sure Start awareness day
- Designing a new school uniform
- Non-uniform day
- Arranging a concert
- Designing a poster
- Computer game challenge
- Website design
- Green activities, re-cycling
- Day trip/outdoor activities planning
- Sponsorship search
- Planning a gap year
- Anti-bullying campaign
- Buddying system

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**Diary, notebook  
or blog**

**Type of evidence:** Diary, notebook or blog

**Learning outcome:** 1.1 - 1.4

**Additional Information:** The candidate could use a variety of evidence forms to show individual contribution to the enterprising mini project

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<b>Skills audit</b>	<p><b>Type of evidence:</b> Skills audit</p> <p><b>Learning outcome:</b> 1.1 - 1.4</p> <p><b>Additional Information:</b> The candidate could update their enterprise skills audit to include peer assessment about the individual's contribution to the mini project</p>
<b>Video</b>	<p><b>Type of evidence:</b> Video</p> <p><b>Learning outcome:</b> 1.1 - 1.7</p> <p><b>Additional Information:</b> Video evidence could be used to show individual contribution to the enterprising mini project</p>
<b>Annotated digital photographs</b>	<p><b>Type of evidence :</b> Annotated digital photographs</p> <p><b>Learning outcome:</b> 1.1 - 1.7</p> <p><b>Additional Information:</b> Annotated digital photographs could be used to show individual contribution to the enterprising mini project</p>
<b>Witness testimony</b>	<p><b>Type of evidence:</b> Witness testimony/witness statement from group discussion</p> <p><b>Learning outcome:</b> 1.1 - 1.7</p> <p><b>Additional Information:</b> Candidates could take part in a group discussion and the witness testimony could evidence the content of the discussions and cross reference it to the specific learning outcomes covered.</p>

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The types of evidence listed above are for guidance purposes only. Within candidates' portfolios, other types of evidence are acceptable if all learning outcomes and assessment criteria are covered and if the evidence generated can be internally and externally moderated. For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team at NCFE.

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# Section 4:

## Links to National Skills Standards

## Links to National Skills Standards

The information below shows where evidence for Key Skills can be gained.

We've also highlighted where learning opportunities for the Key Skills/Basic Skills/Functional Skills qualifications may be found. The activities learners carry out whilst completing this qualification could help prepare them for their Basic Skills or Functional Skills assessments.

We've also highlighted which of the PLTS link into the units of the qualifications

The mapping is only at the level of the unit eg Level 1. For further information please contact a member of the Research and Product Development team

<b>Communication /English</b>	Unit 01 and Unit 02
<b>Application of Number/Maths</b>	No explicit opportunities to develop this skill
<b>ICT</b>	No explicit opportunities to develop this skill
<b>Working with others</b>	Unit 01 and Unit 02
<b>Improving own learning and performance</b>	Unit 01 and Unit 02
<b>Problem solving</b>	Unit 01 and Unit 02
<b>PLTS Independent enquirers</b>	No explicit opportunities to develop this skill
<b>PLTS Creative</b>	Unit 01 and Unit 02

## thinkers

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**PLTS Reflective learners** Unit 01 and Unit 02

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**PLTS Team workers** Unit 01 and Unit 02

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**PLTS Self-managers** Unit 01 and Unit 02

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**PLTS Effective participators** Unit 01 and Unit 02

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These qualifications have been mapped to the relevant standards in the Work Related Learning (WRL) Framework. The information below illustrates which of the WRL Framework standards the NCFE Level 1 Awards in Exploring and Demonstrating Enterprise Skills map to.

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**Recognise, develop and apply their skills for enterprise and employability** Unit 01 and Unit 02

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**Relate their own abilities, attributes and achievements to career intentions, and make informed choices based on an understanding of** Unit 02

## available options

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**Develop awareness of the extent and diversity of opportunities in learning and work** No explicit opportunities to develop this skill

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**Use their experiences of work to extend their understanding of careers and work** Unit 02

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**Learn from contact with people who work** No explicit opportunities to develop this skill

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**Learn about how and why businesses operate** Unit 01 and Unit 02

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**Learn about working practices and environments** No explicit opportunities to develop this skill

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**Undertake tasks and activities set** No explicit opportunities to develop this skill

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## in work contexts

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Summary of changes from previous qualifications: NCFE Level 1 Award in Exploring Enterprise Capabilities (500/3127/2) and NCFE Level 1 Certificate in Exploring Enterprise Capabilities (500/3126/0)

1.1 - Unchanged

1.2 - Unchanged

1.3 - Unit 1, 2.1

1.4 - Unit 1, 2.2

1.5 - Unit 1, 2.3

1.6 - Unit 1, 3.1

1.7 - Unit 1, 3.2

1.8 - Unit 1, 3.3

2.1 - Unit 2, 1.1

2.2 - Unit 2, 1.2

2.3 - Covered by Unit 2, 1.5-1.7

2.4 - Covered by Unit 2, 1.5-1.7

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# Section 5:

## Links to National Occupational Standards

## Links to National Occupational Standards

These qualifications have been mapped against the National Occupational Standards (NOS) in Business Enterprise. This means that by studying these qualifications learners may be able to gather evidence which can be used towards the knowledge requirements of a particular NVQ/SVQ or other qualification as appropriate.

***NB Accreditation of Prior Learning is entirely at the discretion of the NVQ/SVQ awarding centre which must be satisfied that the evidence meets the requirements of the NVQ/SVQ. Where APL is to be used extensively (ie for a whole unit or more) centres must ensure that advice is given by a qualified APL Advisor.***

### SFEDI Standards for Business Enterprise standards

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#### Unit 01 Explore enterprise skills

Element of NOS - YS3, OP1, OP6, BD9

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#### Unit 02 Demonstrate enterprise skills and characteristics

Element of NOS - BD1, OP6, YS3, YS2, YS4

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