



Qualification Specification for:

OCN NI Level 3 Award in Business Development Skills

➤ **Qualification No: 600/8907/6**

Qualification Regulation Information

Qualification Number: 600/8907/6
Operational start date: 01 May 2013
Operational end date: 30 April 2029
Certification end date: 30 April 2034

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk

Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 3 Award in Business Development Skills**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

About Regulation	5
OCN NI	5
Qualification Summary	6
Qualification Target Group.....	6
Progression Opportunities	6
Sector Subject Area.....	6
Entry Requirements.....	6
Grading.....	6
Qualification Support	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification.....	8
Centre Recognition and Qualification Approval	8
Centre Staffing.....	8
Tutors	8
Assessors	8
Internal Verification	9
Structure and Content	10
Unit Details	11
Quality Assurance of Centre Performance.....	14
External Verification.....	14
Standardisation.....	14
Registration	15
Certification.....	15
Charges	15
Equality, Fairness and Inclusion	15
Retention of Evidence.....	15

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

For further information about the RQF see:

<https://www.ocnni.org.uk/blog/regulated-qualifications-framework-rqf/>

Qualification Summary

Entrepreneurship is increasingly recognised as an important driver of economic growth, productivity, innovation and employment and, therefore, should be a viable career or change of career option for learners. The OCN NI Level 3 Award in Business Development Skills qualification has been designed to provide learners with the opportunity to prepare for enterprise by developing entrepreneurial and business planning skills, and gain a nationally recognised vocationally specific qualification.

Qualification Target Group

The qualification is targeted at young people/adults wishing to follow a career in business enterprise.

Progression Opportunities

The OCN NI Level 3 Award in Business Development Skills Qualification enables progression into further learning in this area or into employment or self employment.

Sector Subject Area

15.3 Business management

Entry Requirements

Learners do not require previous business learning but it is expected that they should be at least 16 years of age and have adequate literacy skills to complete a level 3 qualification. The learner should also receive appropriate advice and guidance regarding the suitability of the qualification.

Grading

Grading for this qualification is pass/fail.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's experience in business development.

Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of one year's relevant experience in business development
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

The table below summarises the structure of this qualification. In order to achieve the qualification learners must successfully complete all 3 mandatory credits.

The qualification consists of the following units:

Total Qualification Time (TQT) for this qualification: 30 hours
 Guided Learning Hours (GLH) for this qualification: 18 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	Level
A/504/8535	CAX047	Create Your Business Idea	10	1	Three
T/504/8534	CAX045	Assess Your Potential to Run a Business	10	1	Three
M/504/8533	CAX046	Create a Plan for Your Business	10	1	Three

Unit Details

Title	Create Your Business Idea	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAX047	
Unit Reference No	A/504/8535	
<i>Unit purpose and aim(s):</i> This unit will assist learners in evaluating a business idea and how to assess the market for it.		
Learning Outcomes		Assessment Criteria
1. Understand how to evaluate your business idea.	1.1. Critically compare the strengths, weaknesses, opportunities and threats of your business idea. 1.2. Explain what it is about your business idea (e.g. uniqueness, difference or new approach) which makes it likely to succeed when compared with other similar businesses. 1.3. Describe how the product or service might be presented and explain how the presentation will help secure business success.	
2. Demonstrate how to assess the market for your business idea.	2.1. Analyse the potential for your business idea in the market, for example, possible market size, market segments etc. 2.2. Undertake a provisional assessment of the impact of existing competitors on your business idea. 2.3. Explain how market and business trends might influence the success of your business idea.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Assess Your Potential to Run a Business	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAX045	
Unit Reference No	T/504/8534	
<i>Unit purpose and aim(s):</i> This unit will assess the learner's ability to run a business.		
Learning Outcomes		
Assessment Criteria		
1. Understand how to assess the skills and abilities needed for running your business.	1.1. Explain the skills and abilities that might be needed to run all aspects of your business in the short and longer term. 1.2. Evaluate your skills and abilities in relation to those needed and assess your strengths and weaknesses.	
2. Understand how to judge your and other people's ability to deal with potential changes to the business.	2.1. Identify and explain potential changes, opportunities and threats to your business and evaluate your and other people's skills and abilities to deal with them. 2.2. Obtain and assess a range of information from colleagues and other professionals about your performance. 2.3. Analyse findings and plan which of your skills and abilities to improve in order to meet your future business needs. 2.4. Critically compare whether or not other people or organisations might be needed to help meet your future business needs.	
3. Understand how to set and monitor your own performance targets.	3.1. Set your own performance targets to meet predicted business needs. 3.2. Plan what information or feedback to use to assess your progress against performance targets. 3.3. Plan review dates and measures to assess whether your own skills and abilities continue to meet your business needs.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Title	Create a Plan for Your Business	
Level	Three	
Credit Value	1	
Guided Learning Hours (GLH)	6	
OCN NI Unit Code	CAX046	
Unit Reference No	M/504/8533	
<i>Unit purpose and aim(s):</i> This unit will enable learners to develop the skills, knowledge and understanding in creating a plan for a business.		
Learning Outcomes		Assessment Criteria
1. Understand how to produce and present a plan for your business.	1.1. Produce a draft plan which demonstrates basic operational and financial planning. 1.2. Develop an Action Plan to illustrate clearly how your operational and financial targets can be met. 1.3. Present your business plan to others.	
2. Understand how to use the business plan to support the continuing success of your business plan.	2.1. Design a system to review and monitor your business plan for all parts of the business. 2.2. Communicate the business plan to others. 2.3. Explain how you will ensure continual compliance with relevant laws and regulations.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

OCN NI Level 3 Award in Business Development Skills

Qualification Number: 600/8907/6

Operational start date: 01 May 2013
Operational end date: 30 April 2029
Certification end date: 30 April 2034

Open College Network Northern Ireland (OCN NI)
Sirius House
10 Heron Road
Belfast
BT3 9LE

Phone: 028 90463990
Web: www.ocnni.org.uk