

QUALIFICATION SPECIFICATIONS

ILM LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE



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ILM LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE (QCF)

[Qualification No. – 500/3642/7]

Note: This qualification specification should always be read in conjunction with the “Supporting Notes for ILM VRQs” document which is downloadable from ILM website or it can be accessed via your Quality Manager/External Verifier or from the ILM Customer Services Team by emailing at customer@i-l-m.com

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QUALIFICATION OVERVIEW:

| ILM Level 2 Award in Exploring Business Enterprise | | |
|--|---|---------------------|
| Purpose of the qualification | Aims to offer individuals the opportunity to explore enterprise – its purpose, functions and operations, and recognise the basic personal knowledge and skills required to work effectively and successfully within an enterprise. | |
| Progression routes | The qualification provides opportunities for progression to other qualifications such as the: <ul style="list-style-type: none"> • ILM Level 2 Award or Certificate in Preparing for Business Enterprise • ILM Level 3 Award or Certificate in Starting Your Enterprise | |
| Credit Value | 6 | |
| Induction | 2 hours | |
| Tutorial Support | At least 2 hours | |
| Guided Learning Hours (GLH) – this range is based on the guide learning defined for each unit and includes any additional time for induction and tutorial support: | 34 hours | |
| To be completed within | 3 years | |
| Structure | Mandatory Units | Credit Value |
| | M2.21 Enterprise awareness | 3 credits |
| | E2.06 Implications of working within an enterprise | 3 credits |

OCCUPATIONAL COMPETENCY REQUIREMENTS FOR THE LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE

It is the centres responsibility to ensure that they have competent and suitably qualified staff involved in delivering, quality assuring and/or assessing qualifications.

The table below shows the occupational competence requirements of tutors, internal quality assurers and/or assessors. Given that occupational competence requirements will vary greatly between lower and higher level qualifications, this table will highlight if there is an additional requirement of any qualification specific occupational competency.

| Tutors Occupational Competence Requirements | Evidence Indicators |
|--|---|
| A thorough knowledge and understanding of the qualification(s). | <ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of information or documents prepared for learners such as a learner journey plan (SoW), lesson plan, learner guidance notes, tutorial support plan etc. for the ILM qualification. • Show evidence of participation in Continuing Professional Development (CPD) in relation to the relevant field and qualification requirements. |
| Relevant and credible experience in the field of the relevant qualification. | <ul style="list-style-type: none"> • Current (within the last 3 years) small business experience appropriate to the level(s), key roles and individual role concerned. • Be able to prove that they have current experience of delivering training appropriate to the level and subject area of the qualification |
| A qualification in support of assessment and internal quality assurance. | <ul style="list-style-type: none"> • Ideally hold a valid and recognised teaching/training qualification. |

| Internal Quality Assurers and/or Centre Assessors Occupational Competence Requirements | Evidence Indicators |
|--|--|
| A thorough knowledge and understanding of the relevant qualification(s). | <ul style="list-style-type: none"> • Have a relevant qualification in the subject area that must be at equal or higher level or have an equivalent qualification. • Show evidence of carrying out CPD in order to familiarise themselves with current standards for assessment/verification in the subject area of this qualification. |
| Relevant and credible experience in the field of the relevant qualification. | <ul style="list-style-type: none"> • Demonstrate clear evidence of current experience in quality assurance and/or assessment appropriate to the level and subject area of this qualification |
| A qualification in support of assessment and/or internal quality assurance. | <ul style="list-style-type: none"> • Ideally hold an assessment qualification (e.g. TAQA or equivalent) |
| Experience and a working knowledge of the operational and assessment processes for the relevant qualification. | <ul style="list-style-type: none"> • Demonstrate an understanding of the organisation's management centric policies, procedures and practices. • Demonstrate knowledge and understanding of ILM's quality assurance policy, procedures and requirements. |

ASSESSMENT GUIDANCE FOR THE LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE

A brief introduction on ILM's Assessment Strategy can be found in *Supporting notes for ILM VRQs*. For detailed information, centres are encouraged to refer to the various assessment guides that are available from the ILM Customer Services Team at customer@i-l-m.com or refer to the Centre Manual (www.i-l-m.com/centres.aspx). This segment gives you specific guidance around assessments for the Level 2 Award in Exploring Business Enterprise.

Appendix B in this document outlines the assessments and mark sheets for the units in this qualification. Centres should use the prescribed assessments. However some flexibility is permitted. In exceptional circumstances and to meet a specific need a centre may deviate from the prescribed assessment subject to prior written approval from ILM. Equal opportunities issues are relevant to all units of study and these aspects should be explicitly addressed in the delivery and assessment of this programme. The table below gives a brief overview of the units and assessment(s):

| Units | Assessment |
|--|-----------------------|
| M2.21 Enterprise awareness | Work-Based Assignment |
| E2.06 Implications of working within an enterprise | Reflective Log |

Learners are likely to come from a variety of backgrounds, in that they will have had different training and work experiences, differing ambitions and opportunities, centres therefore can encourage learners to select topics for assessment in their own organisation and/or area of work, (or within another organisation if they are currently unemployed or self employed). They should ensure learners are able to present their work as simple and clearly as possible. An approximate word count is given for each assessment. This should only be seen as a guide to help achieve a balanced piece of work.

Centres must ensure that learners adequately complete all sections of the assessment. To ensure all learning outcomes are assessed, section passes have been provided in the assessments. To assist this practice, ILM normally applies a pass mark of 50% in each section as reflecting a minimum pass. Centres must note that compensation between learning outcomes is not allowed in any QCF unit.

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A P P E N D I X - A

UNIT SPECIFICATIONS FOR THE LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE

| | | |
|---|--|---|
| Title: | Enterprise awareness (M2.21) | |
| Level: | 2 | |
| Credit value: | 3 | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) |
| 1 | Understand the enterprise environment | 1.1 Identify an organisation 1.2 Briefly describe the type of organisation, its size and what it does 1.3 Briefly explain the significant external influences (such as competitive and legal factors) on their chosen enterprise |
| 2 | Understand finance and enterprise | 2.1 Briefly explain what is meant by cash flow and why it is important for their chosen enterprise to control its cash flow |
| 3 | Understand resources within enterprise | 3.1 Choose <u>one</u> physical resource and explain why it is important for their chosen enterprise to manage the use of this particular resource effectively 3.2 Briefly explain <u>one</u> of the organisation's main legal responsibilities to its people |
| 4 | Understand customer focus | 4.1 Describe their chosen enterprise's main product or service 4.2 State the main customer or market for this service/product 4.3 Briefly describe how the organisation promotes its products and services |
| 5 | Understand internal and external communication methods | 5.1 Explain methods that could be used for internal communication and methods that could be used for external communication and state why they would use these methods |
| Additional information about the unit | | |
| Unit purpose and aim(s) | | To provide practising or potential team or cell leaders with the opportunity to demonstrate their awareness of the world of enterprise. |
| Unit review date | | 31/12/2014 |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | Links to SFEDI 2006 NOS: UE3/7, LG1, MN1/4, BS1/2, BD2, LG3/4, OP3, WB1/2/3/4/10 |

| | |
|---|--|
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | |
| Support for the unit from a sector skills council or other appropriate body (if required) | SFEDI for Business Enterprise Management & Leadership NOS (Council for Administration (CfA)) for Team Leading |
| Location of the unit within the subject/sector classification system | Business Management |
| Name of the organisation submitting the unit | Institute of Leadership & Management |
| Availability for use | Restricted to ILM |
| Units available from | 01/01/2008 |
| Unit guided learning hours | 24 |
| Additional Guidance about the Unit | |
| Indicative Content: | |
| 1 | <ul style="list-style-type: none"> An outline of enterprise structures including franchises and those in the public and voluntary sectors Stakeholders Operational functions and structures such as marketing, finance, production, etc Simple outline of the impact of competitors and the law on enterprise Support services for enterprise (such as business links, local council and regional development agency) |
| 2 | <ul style="list-style-type: none"> Difference between income and expenditure Significance of cash and credit Simple treatment of the concepts of cash flow and cash flow forecasting The importance of controlling credit and creditors to ensure the survival of the organisation The importance of keeping financial and other records (and monitoring the financial status) |
| 3 | <ul style="list-style-type: none"> Acquisition, maintenance and protection of premises, tools and equipment Effective use and control of materials and energy within an enterprise Legal responsibilities of enterprise to employees (including health and safety, and diversity) |
| 4 | <ul style="list-style-type: none"> Customer as the focus for enterprise and the importance of meeting customer requirements Basic outline of market research, customer service, quality management Basic concepts of sales and promotion Cost calculation and price determination |
| 5 | <ul style="list-style-type: none"> Need for information in the organisation |

- | | |
|--|---|
| | <ul style="list-style-type: none">• Alternative means of communication, both external and internal to the enterprise information systems; manual and computer-based |
|--|---|

| | | |
|---|---|---|
| Title: | Implications of working within an enterprise (E2.06) | |
| Level: | 2 | |
| Credit value: | 3 | |
| Learning outcomes (the learner will) | | Assessment criteria (the learner can) |
| 1 | Understand the rights and responsibilities of individuals working within enterprise | 1.1 Describe the rights of individuals when contracting with an enterprise 1.2 Outline the responsibility of individuals within an enterprise to behave lawfully, ethically and respect diversity |
| 2 | Understand options within enterprise | 2.1 Briefly discuss the different types of enterprise within own country 2.2 Explain the implications for the individual of employment, self-employment, contractual and voluntary work 2.3 Briefly examine own attitude to various types of enterprise |
| 3 | Examine own skills relevant to working in enterprise | 3.1 Identify own strengths and weakness in relation to problem solving, coping and interpersonal skills within an enterprise 3.2 Explain ways to improve own problem solving, coping and interpersonal skills |
| 4 | Make a clear case for choice of own career pathway | 4.1 Provide a clear case for choice of own career pathway |
| Additional information about the unit | | |
| Unit purpose and aim(s) | | To explore the implications of working within enterprise, together with the skills required to effectively work in an enterprise. |
| Unit review date | | 31/12/2014 |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | Links to SFEDI 2006 NOS: PE1, PE2, UE1, UE2, BD1, BD3, LG1, LG2, YS1, YS3 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | SFEDI |

| | |
|--|---|
| Location of the unit within the subject/sector classification system | Business Management |
| Name of the organisation submitting the unit | Institute of Leadership & Management |
| Availability for use | Restricted to ILM |
| Units available from | 01/01/2008 |
| Unit guided learning hours | 6 |
| Additional Guidance about the Unit | |
| Indicative Content: | |
| 1 | <ul style="list-style-type: none"> • Rights of individuals when contracting with enterprise (including employment rights, law of contract) • Legal responsibilities (including those for health and safety) of individuals within an enterprise • Personal ethics/values in enterprise, including respect for diversity • Personal obligations to the enterprise (including effectiveness and efficiency, the work ethic, reporting and accountability) • Individual responsibility for self development |
| 2 | <ul style="list-style-type: none"> • Public, private and voluntary sectors (or as appropriate to learners own country) • Implications (including opportunities and threats) for the individual of employment, self-employment, franchise, contractual status and voluntary work • Individual attitudes to the above; attitude to risk • Decision making in a career context |
| 3 | <ul style="list-style-type: none"> • Simple ways to recognise, investigate and analyse problems • Objective setting in relation to problem • Brainstorming and creative thinking techniques • How to evaluate options • Simple decision making techniques • Effective presentation of a case – i.e. providing facts and evidence, not just opinion • Monitoring and review techniques to evaluate outcomes of problem solving activities • The importance of the balance between work and other commitments and how to maintain it • Techniques to identify personal strengths and weaknesses • Time management techniques • Stress recognition and management techniques • The nature of formal and informal working relationships • Personal style and its workplace impact • Range of internal and external contacts • Differences between people, and the effects on relationship building • Differences in organisational culture, and the effects on relationship building at work • Social skills appropriate to the workplace • Range of behaviours which develop, maintain and destroy trust at work • The importance of maintaining confidentiality in the workplace |
| 4 | <ul style="list-style-type: none"> • The choice of enterprise (employment, self-employment, franchise, contractual and voluntary work) |

- | |
|---|
| <ul style="list-style-type: none">• Own feelings about various types of enterprise• Own problem solving, coping and interpersonal skills in relation to a selected enterprise option |
|---|

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A P P E N D I X - B

ASSESSMENTS FOR THE LEVEL 2 AWARD IN EXPLORING BUSINESS ENTERPRISE

WORK BASED ASSIGNMENT: M2.21

| | |
|---|---|
| Centre Number: | Centre Name: |
| Learner Registration No: | Learner Name: |
| <p>TASK</p> <p>To complete this assignment you need to demonstrate your knowledge of an organisation with which you are familiar. The organisation may be the organisation in which you are employed or it could be an organisation where you act as a volunteer either on a waged or unwaged basis. To complete this assignment you will need to describe the organisation in terms of its size, how it controls its cash flow, how it manages its resources, its legal responsibilities, its product/services and how the organisation promotes that product or service, and the communication methods that could be used.</p> <p>You might expect to complete this assignment in around 800 words, expected range 750 to 1000 words</p> | |
| <i>Please use the headings shown below when writing up your assignment</i> | Assessment Criteria |
| <p>Understand the enterprise environment</p> <ul style="list-style-type: none"> Identify by name the organisation you have chosen to describe. Briefly describe what type of organisation it is. Briefly describe the size of the organisation and what it does. Briefly explain the significant external influences (competitive and legal factors) that may affect the organisation. <p><i>(min 13 marks required from 26 available)</i></p> | <ul style="list-style-type: none"> An organisation is identified The type of organisation, its size, and what it does is briefly described Significant external influences (such as competitive and legal factors) are briefly explained |
| <p>Understand finance and the enterprise</p> <ul style="list-style-type: none"> Briefly explain what is meant by cash flow. Briefly explain why it is important for your chosen organisation to control its cash flow. <p><i>(min 7 marks required from 14 available)</i></p> | <ul style="list-style-type: none"> Cash flow is briefly explained The importance of controlling cash flow is briefly explained |

| | |
|---|---|
| <p>Understand resources within the enterprise</p> <ul style="list-style-type: none"> Choose <u>one</u> physical resource and briefly explain why it is important that your chosen organisation effectively manages the physical resource you have chosen. Briefly explain <u>one</u> of the organisation's main legal responsibilities to its people <p><i>(min 10 marks required from 20 available)</i></p> | <ul style="list-style-type: none"> <u>One</u> physical resource is chosen and the importance of managing this resource effectively is briefly explained <u>One</u> of the organisation's main legal responsibilities to its people is briefly explained |
| <p>Understand customer focus</p> <ul style="list-style-type: none"> Briefly describe the main product or service of your chosen organisation. State the main customer or market for this product or service. Briefly describe how the organisation promotes its product or service. <p><i>(min 10 marks required from 20 available)</i></p> | <ul style="list-style-type: none"> The enterprise's main product or service is described The main customer or market for the product or service is stated The way in which the organisation promotes its product or service is briefly described |
| <p>Understand internal and external communication methods</p> <ul style="list-style-type: none"> Briefly explain one method of external communication that the organisation could use and state why the organisation would use this method. Briefly explain one method of internal communication that the organisation could use and state why the organisation would use this method. <p><i>(min 10 marks required from 20 available)</i></p> | <ul style="list-style-type: none"> Methods of external and internal communication that can be used are explained Why these methods of external and internal communication are used is stated |
| <p>By submitting I confirm that this assessment is my own work</p> | |

MARK SHEET - M2.21

| Centre Number: | | Centre Name: | | |
|---|-----------|--|-------------------|---------|
| Learner Registration No: | | 1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/> | | |
| Criteria | Strengths | Areas for Improvement | Assr mark | QA mark |
| Understand the enterprise <ul style="list-style-type: none"> An organisation is identified The type of organisation, its size, and what it does is briefly described Significant external influences (such as competitive and legal factors) are briefly explained | | | /26 marks (min13) | |
| Understand finance within the enterprise <ul style="list-style-type: none"> Cash flow is briefly explained The importance of controlling cash flow is briefly explained | | | /14 marks (min 7) | |
| Understand resources within the enterprise <ul style="list-style-type: none"> <u>One</u> physical resource is chosen and the importance of managing this resource effectively is briefly explained <u>One</u> of the organisation's main legal responsibilities to its people is briefly explained | | | /20 marks (min10) | |
| Understand customer focus <ul style="list-style-type: none"> The enterprise's main product or service is described The main customer or market for the product or service is stated The way in which the organisation promotes its product or service is briefly described | | | /20 Marks (min10) | |

| | | | | | |
|--|---|--|---|-----------------------|--|
| Understand internal and external communication methods | | | | | |
| <ul style="list-style-type: none"> • Methods of external and internal communication that can be used are explained • Why these methods of external and internal communication are used is stated | | | | /20 marks (min 10) | |
| Assessor's decision | | | Quality assurance use | | |
| Total marks | Outcome (circle as applicable) | Total marks | Outcome (circle as applicable) | | |
| Total 50 + overall, AND minimum in each section | PASS/REFERRAL | Total 50 + overall, AND minimum in each section | PASS/REFERRAL | | |
| Section referral if applicable: | | Date of IQA check: | | | |
| Name of assessor: | | Name of IQA: | | | |
| Assessor signature and date: | | IQA signature: | | | |
| ILM EV signature: | | Date externally verified (where applicable): | | | |

REFLECTIVE LOG: E2.06

| | |
|--|---|
| Centre Number: | Centre Name: |
| Learner Registration No: | Learner Name: |
| <p>TASK</p> <p>The purpose of this task is to encourage you to consider</p> <ul style="list-style-type: none"> the rights and responsibilities of individuals working within enterprise; options available within enterprise; own problem solving, coping and interpersonal skills relevant to working in enterprise; and making a reasoned case for your choice of your own career pathway. <p>You should take full advantage of the support provided by your tutor and you should expect to spend several hours working through the task. Although this is not essential, you may wish to speak to other people that are in a position to help you. Examples might include your family, friends, work colleagues, business advisor or people who are already self employed. The nominal work count for this task is 300 words. The suggested range is between 250 to 500 words.</p> | |
| <i>Please use the headings shown below when writing up your assignment</i> | Assessment Criteria |
| <p>Rights and responsibilities of working in enterprise</p> <p>If you were to enter into a contract with an enterprise:</p> <ul style="list-style-type: none"> What rights would you have? What responsibilities would you have in terms of the law, ethics and respect for diversity? <p><i>(min 12 marks from 24 available)</i></p> | <ul style="list-style-type: none"> The rights of individuals when contracting with enterprise are described The responsibility of individuals within an enterprise to behave lawfully, ethically and respect diversity is outlined |
| <p>Various options within enterprise</p> <p>Briefly discuss the different types of enterprise in your country</p> <p>Explain what the implications would be for you of employment, self-employment, contract and voluntary work.</p> <p>What would be your attitude towards these various types of enterprise?</p> <p><i>(min 13 marks from 26 available)</i></p> | <ul style="list-style-type: none"> The different types of enterprise within own country are briefly discussed The implications for the individual of employment, self-employment, contractual and voluntary work are explained Own attitude to various types of enterprise is briefly examined |
| <p>Own skills relevant to working in enterprise</p> <p>Identify your strengths and weakness in relation to problem solving, coping and interpersonal skills within an enterprise, and explain how you could improve these</p> <p><i>(min 12 marks from 24 available)</i></p> | <ul style="list-style-type: none"> Own strengths and weakness in relation to problem solving, coping and interpersonal skills within an enterprise are identified Ways to improve own problem solving, coping and interpersonal skills are explained |
| <p>A clear and reasoned case for choice of own career pathway</p> <p>Provide a clear case for your choice of own career pathway. This should include your chosen type of enterprise, your feelings towards this and your skills in relation to the chosen pathway</p> <p><i>(min 13 marks from 26 available)</i></p> | <ul style="list-style-type: none"> A clear case for choice of own career pathway is provided |
| By submitting I confirm that this assessment is my own work | |

MARK SHEET – E2.06

| Centre Number: | | Centre Name: | | |
|--|---|--|---|---------|
| Learner Registration No: | | 1. Learner named below confirms authenticity of submission. 2. ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, I agree that ILM may use this script on condition that all information which may identify me is removed. However, if you are unwilling to allow ILM use your script, please refuse by ticking the box: <input type="checkbox"/> | | |
| Criteria | Strengths | Areas for Improvement | Assr mark | QA mark |
| Rights and responsibilities of working in enterprise <ul style="list-style-type: none"> The rights of individuals when contracting with enterprise are described The responsibility of individuals within an enterprise to behave lawfully, ethically and respect diversity is outlined | | | /24 marks (min12) | |
| Various options within enterprise <ul style="list-style-type: none"> The different types of enterprise within own country are briefly discussed The implications for the individual of employment, self-employment, contractual and voluntary work are explained Own attitude to various types of enterprise is briefly examined | | | /26 marks (min13) | |
| Own skills relevant to working in enterprise <ul style="list-style-type: none"> Own strengths and weakness in relation to problem solving, coping and interpersonal skills within an enterprise are identified Ways to improve own problem solving, coping and interpersonal skills are explained | | | /24 marks (min12) | |
| A clear and reasoned case for choice of own career pathway <ul style="list-style-type: none"> A clear case for choice of own career pathway is provided | | | /26 marks (min13) | |
| Assessor's decision | | Quality assurance use | | |
| Total marks | Outcome <i>(circle as applicable)</i> | Total marks | Outcome <i>(circle as applicable)</i> | |
| Total 50 + overall, AND minimum in each section | PASS/REFERRAL | Total 50 + overall, AND minimum in each section | PASS/REFERRAL | |
| Section referral if applicable: | | Date of IQA check: | | |
| Name of assessor: | | Name of IQA: | | |

| | |
|-------------------------------------|---|
| Assessor signature and date: | IQA signature: |
| ILM EV signature: | Date externally verified (where applicable): |