

OCN LONDON

QUALIFICATION GUIDE

OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills



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OCNLR Level 3 Award in Sustaining and Growing a Business:
Business Survival Skills
Qualification No: 600/6305/1

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing responsive, innovative learning solutions and qualifications for disadvantaged groups to meet the needs of learners not met by other Awarding Organisations.

At the heart of what OCN London offers is:

- A commitment to inclusive credit-based learning;
- The creative use of credit with responsive, demand-led qualification development;
- High quality service and support;
- Respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- The development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

To get to a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

Contents

	Page
(Click on the heading to navigate to that section)	
General Information	5
Qualification Overview	6
Qualification level	
Purpose of the qualification	
Who the qualification is for	
Entry guidance	
Progression and related qualifications	
Structure of the Qualification	7
Rules of combination for achieving the qualification	
Qualification units	
Assessment and Moderation	9
Assessment process	
Devising assessments	
Marking assessment activities	
Standardisation	
Learning with particular requirements	
Requirements for assessors	
OCNLR Assessment Guidance and Ofqual Level Descriptors	12

General Information

This qualification guide contains details of everything you need to know about the OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills

. It makes reference to the curriculum areas covered, identifies the learners for whom the qualification has been developed and specifies the rules of combination for achievement of the qualification. The guide also covers any important aspects of assessment and moderation that are particular to this qualification. The guide should be used by all of those involved in the delivery and assessment of the qualification.

The Curriculum and Relationship Development Manager (CRDM) for your Centre will provide support and advice on how to seek approval to offer this qualification. Please contact the main switchboard for the name of your CRDM if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use this qualification, then please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills has been developed in consultation with the Adult Enterprise Partnership; a group of experienced business advisers, colleges and adult community learning providers. This qualification is one of a suite of qualifications that have been designed to provide support to people who are in the process of creating, launching, sustaining and growing a new business (see section 2.6) and has been designed, also, to serve as a progression from the OCNLR Level 2 Certificate in First Steps to Enterprise.

The OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills will support learners with the acquisition of the key knowledge and skills necessary to ensure the sustainability of a business. The teaching and assessment methodology for this qualification is based on the premise of direct relation to the learner's own business.

Qualification levels

The OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills can only be achieved at Level 3.

Level 3

- Qualification Number: 600/6305/1
- Qualification credit value: 8
- Operational start date: 1 August 2012
- Review Date: 31 July 2016
- Guided Learning Hours (GLH): 40
- Assessment requirements: Internally assessed, internally and externally verified

Purpose of the qualification

The purpose of the OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills is to provide a framework of learning for adult entrepreneurs to support them to sustain and grow a business.

The three mandatory units in this qualification will support learners to ensure that their business is compliant with current general business and industry specific legislation including health and safety requirements. Learners will be supported to undertake a risk analysis in respect of compliance and to develop an action plan to mitigate risk and monitor and review necessary changes. The self-development unit will enable learners to review their own skills in relation to the sustainability and potential growth of their business and produce an action plan to develop knowledge and skills that complement their Business Plan.

Who the qualification is for

Anyone who has their own business and wishes to ensure that they are compliant with legislation and who feels they would benefit from reviewing their knowledge and skills to ensure the sustainability of their business. Learners may be progressing from the OCNLR Level 2 Certificate in First Steps to Enterprise or working through the suite of OCNLR Level 3 qualifications for adult entrepreneurs (see section 2.6).

Entry guidance

The minimum age for access to the qualification is 16 years.

Progression and related qualifications

This qualification is one of a suite of OCN London qualifications to support enterprise. The following would be of benefit to learners who need to focus on specific aspects of enterprise development:

- OCNLR Level 3 Award in Creating a Business: Concept and Planning
- OCNLR Level 3 Award in Creating a Business: Product and Sales
- OCNLR Level 3 Award in Launching a Business: Product and sales
- OCNLR Level 3 Award in launching a Business: Technologies
- OCNLR Level 3 Award in Sustaining and Growing a Business: Planning for Growth
- OCNLR Level 3 Award in Sustaining and Growing a Business: Business in an International Context
- OCNLR Level 3 Award in Creating, Launching and Growing a Social Enterprise

Structure of the Qualification

Rules of combination for achievement

The OCNLR Level 3 Award in Sustaining and Growing a Business: Business Survival Skills comprises three mandatory units. In order to gain the Award the learner must achieve 8 credits at Level 3.

Qualification units

OCNLR Unit code	Ofqual unit reference number	Unit title	Mandatory or Optional	Credit value	Level	GLH
AF2/3/LQ/002	D/504/2176	Updating Knowledge of Current Business Legislation	Mandatory	3	3	15
AG8/3/LQ/001	R/504/2174	Managing Health	Mandatory	2	3	10

		and Safety Risks in a Business				
AF2/3/LQ/001	Y/504/2175	Self-Development for Business Sustainability and Growth	Mandatory	3	3	15

Assessment and Moderation

Assessment process

The assessment process for this qualification is as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for this qualification.

Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that *can* (indicated as 'Optional' or 'O') and/or *must* (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in this qualification is in the 'OCNLR Assessment Guidance and Ofqual Level Descriptors' section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards, it:

- Establishes statements on the standard of evidence required to meet assessment criteria for units in OCN London qualifications;
- Identifies good practice in assessment;
- Makes recommendations on assessment practice.

It is a requirement of the Centre Approval process that each Centre offering the units from the qualification must contribute assessment materials and learners' evidence for standardisation if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

Learners with particular requirements

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for assessors

Assessors of the qualification are expected to be:

Sufficiently competent

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

Sufficiently knowledgeable

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.

OCNLR Assessment Guidance and Ofqual Level Descriptors

For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to this qualification, please click on the link below.

[Entry Level Assessment Guidance and Ofqual's Level Descriptor](#)

[Level 1 Assessment Guidance and Ofqual's Level Descriptor](#)

[Level 2 Assessment Guidance and Ofqual's Level Descriptor](#)

[Level 3 Assessment Guidance and Ofqual's Level Descriptor](#)

[Level 4 Assessment Guidance and Ofqual's Level Descriptor](#)

[Level 5 Assessment Guidance and Ofqual's Level Descriptor](#)

About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those from disadvantaged backgrounds.

Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of these qualifications please contact our Curriculum Development Team on **020 7689 5867**.

For further information call 020 7278 5511. E: enquiries@ocnlondon.org.uk

Or visit our website: www.ocnlondon.org.uk



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