



# ASSESSMENT MATERIAL

## EVIDENCE GUIDE

### Qualification

LEN0123.v1

Level: 3

Credit: 5

Version: 1

# LEN0123A.v1 Apply knowledge of entrepreneurial ideas

## CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

## ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

|    |  |    |  |      |  |  |  |  |  |
|----|--|----|--|------|--|--|--|--|--|
|    |  |    |  |      |  |  |  |  |  |
| DD |  | MM |  | YYYY |  |  |  |  |  |

## CANDIDATE DETAILS

Candidate Name:

First Name

Last Name

Father Name

Institute Name and  
District

CNIC/BFORM #

OR

Registration Number:

Gender

Male

☐

Female

☐

Candidate Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate Signature:

## ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

NAVTTTC OFFICE ONLY

1. DATE

FORM  
RECEIVED:

|    |  |    |  |      |  |  |  |  |  |
|----|--|----|--|------|--|--|--|--|--|
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2. DATE ENTERED INTO

DATABASE:

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# 1

## ASSESSMENT SUMMARY & RECORD

| CANDIDATE NAME:      |         |        |             |            | FATHER NAME:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                   |
|----------------------|---------|--------|-------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| ACTIVITY             |         | METHOD |             |            | DESIRED OUTCOMES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | RESULT    |                   |
| NATURE OF ACTIVITY   | WRITTEN | ORAL   | OBSERVATION | PORTFOLIOS | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY KNOWLEDGE OF ENTREPRENEURIAL IDEAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COMPETENT | NOT YET COMPETENT |
| Knowledge Assessment |         | ✓      |             |            | <ul style="list-style-type: none"> <li>Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>Demonstrating knowledge of the requirements of entrepreneurs</li> <li>Conducting business start-up activities</li> <li>Developing a financial strategy</li> <li>Developing a marketing strategy</li> <li>Implementing and controlling business financial strategy</li> </ul> </li> </ul>                                                                                                                                                               |           |                   |
| Other Requirements   | ✓       | ✓      | ✓           | ✓          | <ul style="list-style-type: none"> <li>All candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>Observations</li> <li>Demonstrations</li> <li>Questions and recorded answers</li> </ul> </li> <li>All work produced as module projects and assignments</li> <li>Completed learner logbooks</li> <li>Completed work records</li> <li>Evidence of development of business plan which includes:               <ul style="list-style-type: none"> <li>Financial plan</li> <li>Service and product delivery</li> <li>Marketing strategy</li> </ul> </li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following practical tasks within set timeframe:

- Demonstrating knowledge of the requirements of entrepreneurs
- Conducting business start-up activities
- Developing a financial strategy
- Developing a marketing strategy
- Implementing and controlling business financial strategy

| ACTIVITIES                              | CANDIDATE RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Complete knowledge assessment</b> | <p>Answer all questions in the knowledge assessment on the following topics:</p> <ul style="list-style-type: none"> <li>• Requirements of entrepreneurs               <ul style="list-style-type: none"> <li>○ Identify the importance of entrepreneurs for Pakistan</li> <li>○ Identify challenges of being an entrepreneur</li> <li>○ Confirm and implement strategies for improving personal entrepreneurship qualities</li> </ul> </li> <li>• Conducting business start-up activities               <ul style="list-style-type: none"> <li>○ Select and secure business premises</li> <li>○ Secure business operating clearance</li> <li>○ Secure business support service</li> </ul> </li> <li>• Developing a financial strategy               <ul style="list-style-type: none"> <li>○ Project profit and loss and cash flow including total cost of set-up</li> <li>○ Identify sources of funding</li> <li>○ Establish and follow bank requirements</li> </ul> </li> <li>• Developing a marketing strategy               <ul style="list-style-type: none"> <li>○ Identify potential profitable opportunities and target markets</li> <li>○ Plan service and product delivery</li> <li>○ Identify competitors operating in the industry</li> <li>○ Identify methods of promotion</li> </ul> </li> <li>• Implementing and controlling business financial strategy               <ul style="list-style-type: none"> <li>○ Implement financial control system to maintain business cash and general liquidity</li> <li>○ Prepare financial statements and interpret results</li> <li>○ Prepare and implement periodic plans and budgets</li> </ul> </li> </ul> |
| <b>2. Other requirements</b>            | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• All work produced as module projects and assignments</li> <li>• Completed learner logbooks</li> <li>• Completed work records</li> <li>• Evidence of development of business plan which includes:               <ul style="list-style-type: none"> <li>○ Financial plan</li> <li>○ Service and product delivery</li> <li>○ Marketing strategy</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES                     | MINIMUM EVIDENCE REQUIRED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES/NO | ASSESSOR COMMENTS |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| 1. <b>Knowledge assessment</b> | <p>Answer all questions in the knowledge assessment on the following topics:</p> <ul style="list-style-type: none"> <li>Requirements of entrepreneurs                             <ul style="list-style-type: none"> <li>Identify the importance of entrepreneurs for Pakistan</li> <li>Identify challenges of being an entrepreneur</li> <li>Confirm and implement strategies for improving personal entrepreneurship qualities</li> </ul> </li> <li>Conducting business start-up activities                             <ul style="list-style-type: none"> <li>Select and secure business premises</li> <li>Secure business operating clearance</li> <li>Secure business support service</li> </ul> </li> <li>Developing a financial strategy                             <ul style="list-style-type: none"> <li>Project profit and loss and cash flow including total cost of set-up</li> <li>Identify sources of funding</li> <li>Establish and follow bank requirements</li> </ul> </li> <li>Developing a marketing strategy                             <ul style="list-style-type: none"> <li>Identify potential profitable opportunities and target markets</li> <li>Plan service and product delivery</li> <li>Identify competitors operating in the industry</li> <li>Identify methods of promotion</li> </ul> </li> <li>Implementing and controlling business financial strategy                             <ul style="list-style-type: none"> <li>Implement financial control system to maintain business cash and general liquidity</li> <li>Prepare financial statements and interpret results</li> <li>Prepare and implement periodic plans and budgets</li> </ul> </li> </ul> |        |                   |
| 2. <b>Other requirements</b>   | <ul style="list-style-type: none"> <li>All candidate formative assessments completed by Instructor including;                             <ul style="list-style-type: none"> <li>Observations</li> <li>Demonstrations</li> <li>Questions and recorded answers</li> </ul> </li> <li>All work produced as module projects and assignments</li> <li>Completed learner logbooks</li> <li>Completed work records</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This practical skill demonstration will be conducted in a Building Electrician's lab/workshop environment                                                                                                                               |

| 2. List of consumable items required |                                                        |                 |
|--------------------------------------|--------------------------------------------------------|-----------------|
| S. No                                | Consumable Items                                       | Quantity        |
| 1                                    | Pen                                                    | 1 per candidate |
| 2                                    | Knowledge assessment with sufficient space for answers | 1 per candidate |