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# ENTREPRENEURSHIP

## Assessment Package

### National Vocational Certificate Level 3

Version 1 - February 2020



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February, 2020

**Islamabad, Pakistan**

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# ENTREPRENEURSHIP

## Assessment Package

National Vocational  
Certificate Level 3

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|  |                                    |           |             |
|--|------------------------------------|-----------|-------------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: 01 |
| <b>Competency Standard Title:</b><br>Identify Business Opportunities               | <b>Assessment Date (DD/MM/YY):</b> |           |             |

|                           |  |
|---------------------------|--|
| Candidate Details         | Name: .....<br><br>Registration/Roll Number:.....  |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to perform personal SWOT Analysis.</li> <li><b>2. Assessment Task 2:</b> Candidate is required to present a finalized business idea using MS PowerPoint.</li> <li><b>3. Assessment Task 3:</b> Candidate is required to evaluate and finalize business idea from the available funding sources</li> <li><b>4. Assessment Task 4:</b> Candidate is required to enlist support providers according to the business idea.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>5. Knowledge assessment test (Written or Oral)</b></li> <li><b>6. Portfolios at the time of assessment (if any)</b></li> </ol> |
| Minimum Evidence Required | <p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Candidate is required to perform personal SWOT Analysis</p> <p><b>Performance Criteria 1:</b> Set personal objectives for pursuing entrepreneurship</p> <p><b>Performance Criteria 2:</b> Document gaps in self for skills and attributes required for an entrepreneur</p> <p><b>Performance Criteria 3:</b> Take appropriate actions to cover identified gaps</p>  |

|  |  |
|--|--|
|  | <p><b>Assessment Task 2:</b> Candidate is required to present a finalized business idea using MS PowerPoint.</p> <p><b>Performance Criteria 1:</b> Conduct an elementary market survey to collect basic information on business ideas relevant to own interests</p> <p><b>Performance Criteria 2:</b> Compile the information collected through the market survey</p> <p><b>Performance Criteria 3:</b> Gather customer needs for identified business ideas</p> <p><b>Performance Criteria 4:</b> Shortlist the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p><b>Performance Criteria 5:</b> Estimate the available resources</p> <p><b>Performance Criteria 6:</b> Identify relevant customer segments and their needs</p> <p><b>Performance Criteria 7:</b> Identify existing solutions in the market</p> <p><b>Performance Criteria 8:</b> Devise the business idea for specific customer needs</p> <p><b>Performance Criteria 9:</b> Identify key technologies required for execution of business idea</p> |
|  | <p><b>Assessment Task 3:</b> Candidate is required to evaluate and finalize business idea from the available funding sources.</p> <p><b>Performance Criteria 1:</b> Develop layout of the business processes to Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p><b>Performance Criteria 2:</b> Choose the best available option according to investment requirement</p>   |
|  | <p><b>Assessment Task 4:</b> Candidate is required to enlist support providers according to the business idea.</p> <p><b>Performance Criteria 1:</b> Identify support providers for promoting the business idea</p> <p><b>Performance Criteria 2:</b> Summarize features, benefits and key information of the business idea</p> <p><b>Performance Criteria 3:</b> Present the business idea considering criteria of support providers</p>  |

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                    |  |
|--------------------|--|
| Candidate Details  | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

| Assessment Summary (to be filled by the assessor) |         |      |             |           |           |           |                   |
|---|---------|------|-------------|-----------|-----------|-----------|-------------------|
| Activity  | Method  |      |             |           |           | Result    |                   |
|   | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Nature of Activity                                |         |      |             |           |           |           |                   |
| Practical Skill Demonstration                     |         |      |             |           |           |           |                   |
| Knowledge Assessment                              |         |      |             |           |           |           |                   |
| Other Requirement                                 |         |      |             |           |           |           |                   |

|   |   |  |    |         |
|---|---|--|----|---------|
| Each Assessment Task (with performance criteria)                                    |   |  |    |         |
| <b>Assessment Task 1</b><br>Candidate is required to perform personal SWOT Analysis |   | Description of assessment task 1           |    |         |
| During the practical assessment, candidate demonstrated the following:              |   | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Personal objectives for pursuing entrepreneurship were set                     |  |    |         |
| 2.  | <b>Performance Criteria 2:</b> Documented gaps in self for skills and attributes required for an entrepreneur |  |    |         |
| 3.  | <b>Performance Criteria 3:</b> Took appropriate actions to cover identified gaps                              |  |    |         |
| Competent <input type="checkbox"/>  |   | Not Yet Competent <input type="checkbox"/> |    |         |

|   |   |  |    |         |
|---|---|--|----|---------|
| <b>Assessment Task 2</b><br>Candidate is required to present a finalised business idea using MS PowerPoint. |   | Description of assessment task 2           |    |         |
| During the practical assessment, candidate demonstrated the following:                                      |   | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Conducted an elementary market survey to collect basic information on business ideas relevant to own interests |  |    |         |
| 2.  | <b>Performance Criteria 2:</b> Compiled the information collected through the market survey   |  |    |         |
| 3.  | <b>Performance Criteria 3:</b> Gather customer needs for identified business ideas  |  |    |         |
| 4.  | <b>Performance Criteria 4:</b> Shortlisted the best option in terms of cost, service, quality, sales, profit margin, overall expenses         |  |    |         |
| 5.  | <b>Performance Criteria 5:</b> Estimated the available resources  |  |    |         |
| 6.  | <b>Performance Criteria 6:</b> Identified relevant customer segments and their needs  |  |    |         |
| 7.  | <b>Performance Criteria 7:</b> Identified existing solutions in the market  |  |    |         |
| 8.  | <b>Performance Criteria 8:</b> Devised the business idea for specific customer needs  |  |    |         |
| 9.  | <b>Performance Criteria 9:</b> Identified key technologies required for execution of business idea  |  |    |         |
| Competent <input type="checkbox"/>  |   | Not Yet Competent <input type="checkbox"/> |    |         |

|  |  |  |    |         |
|--|--|--|----|---------|
| <b>Assessment Task 3</b><br>Candidate is required to evaluate and finalise from the available funding sources. |  | Description of assessment task 3           |    |         |
| During the practical assessment, candidate demonstrated the following:   |  | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Developed layout of the business processes to identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> The best available option was chosen according to investment requirement  |  |    |         |
| Competent <input type="checkbox"/>   |  | Not Yet Competent <input type="checkbox"/> |    |         |

|   |   |  |    |         |
|---|---|--|----|---------|
| <b>Assessment Task 4</b><br>Candidate is required to enlist support providers according to the business idea. |   | Description of assessment task 4           |    |         |
| During the practical assessment, candidate demonstrated the following:  |   | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Identified support providers for promoting the business idea           |  |    |         |
| 2.  | <b>Performance criteria 2:</b> Summarised features, benefits and key information of the business idea |  |    |         |
| 3.  | <b>Performance criteria 3:</b> Presented the business idea considering criteria of support providers  |  |    |         |
| Competent <input type="checkbox"/>  |   | Not Yet Competent <input type="checkbox"/> |    |         |



|   |                                    |           |             |
|---|------------------------------------|-----------|-------------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship  | CS Code:                           | Level: 03 | Version: 01 |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>Identify key resources available for business</li> <li>Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |             |

|                           |   |
|---------------------------|---|
| Candidate Details         | Name: .....<br><br>Registration/Roll Number:.....   |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to prepare a plan for assessing financial resources.</li> <li><b>Assessment Task 2:</b> Candidate is required to prepare a report and present physical resources according to given instructions.</li> <li><b>Assessment Task 3:</b> Candidate is required to prepare a report and present Human resources according to given instructions.</li> <li><b>Assessment Task 4:</b> Candidate is required to prepare organogram/ hierarchy chart of proposed business.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>  |
| Minimum Evidence Required | <p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1: Candidate is required to prepare a report and present financial resources according to given instructions.</b></p> <p><b>Performance Criteria 1:</b> Identify financial resources required for business<br/> <b>Performance Criteria 2:</b> Perform gap analysis of available and required financial resources<br/> <b>Performance Criteria 3:</b> Devise a plan to acquire the required finances<br/> <b>Performance Criteria 4:</b> Make the document presentable to interested parties by using prescribed color and font scheme<br/> <b>Performance Criteria 5:</b> Save the document in relevant folder using prescribed name style<br/> <b>Performance Criteria 6:</b> Print the document in prescribed style and colour</p> <p><b>Assessment Task 2: Candidate is required to prepare a report and present physical resources according to given instructions.</b></p> <p><b>Performance Criteria 1:</b> Identify physical resources required for business<br/> <b>Performance Criteria 2:</b> Perform gap analysis of available and required physical resources<br/> <b>Performance Criteria 3:</b> Devise a plan to acquire the required physical resources</p> |

|  |   |
|--|---|
|  | <p><b>Assessment Task 3: Candidate is required to prepare organogram/ hierarchy chart of proposed business.</b></p> <p><b>Performance Criteria 1:</b> Identify required human resources<br/><b>Performance Criteria 2:</b> Devise an outline to recruit human resources<br/><b>Performance Criteria 3:</b> Make a plan for division of staff and duties</p> |
|--|---|

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                    |  |
|--------------------|--|
| Candidate Details  | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

| Assessment Summary (to be filled by the assessor) |         |      |             |           |           |           |                   |
|---|---------|------|-------------|-----------|-----------|-----------|-------------------|
| Activity  | Method  |      |             |           |           | Result    |                   |
|   | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Nature of Activity                                |         |      |             |           |           |           |                   |
| Practical Skill Demonstration                     |         |      |             |           |           |           |                   |
| Knowledge Assessment                              |         |      |             |           |           |           |                   |
| Other Requirement                                 |         |      |             |           |           |           |                   |

|  |  |  |    |         |
|--|--|--|----|---------|
| Each Assessment Task (with performance criteria)   |  |  |    |         |
| <b>Assessment Task 1</b><br>Candidate is required to prepare a report and present financial resources according to given instructions. |  | Description of assessment task 1           |    |         |
| During the practical assessment, candidate demonstrated the following:   |  | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Identified financial resources required for business  |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Performed gap analysis of available and required financial resources                          |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Devised a plan to acquire the required finances   |  |    |         |
| 4.   | <b>Performance Criteria 4:</b> Make the document presentable to interested parties by using prescribed color and font scheme |  |    |         |
| 5.   | <b>Performance Criteria 5:</b> Save the document in relevant folder using prescribed name style                              |  |    |         |
| 6.   | <b>Performance Criteria 6:</b> Print the document in prescribed style and colour   |  |    |         |
| Competent <input type="checkbox"/>   |  | Not Yet Competent <input type="checkbox"/> |    |         |

|   |  |  |    |         |
|---|--|--|----|---------|
| <b>Assessment Task 2</b><br>Candidate is required to prepare a report and present physical resources according to given instructions. |  | Description of assessment task 2           |    |         |
| During the practical assessment, candidate demonstrated the following:  |  | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Performed gap analysis of available and required physical resources |  |    |         |
| 2.  | <b>Performance Criteria 2:</b> Performed gap analysis of available and required physical resources |  |    |         |
| 3.  | <b>Performance Criteria 3:</b> Devised a plan to acquire the required physical resources           |  |    |         |
| Competent <input type="checkbox"/>  |  | Not Yet Competent <input type="checkbox"/> |    |         |

|  |  |  |    |         |
|--|--|--|----|---------|
| <b>Assessment Task 3</b><br>Candidate is required to prepare organogram/ hierarchy chart of proposed business. |  | Description of assessment task 3           |    |         |
| During the practical assessment, candidate demonstrated the following:   |  | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Identified required human resources           |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Devised an outline to recruit human resources |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Made a plan for division of staff and duties  |  |    |         |
| Competent <input type="checkbox"/>   |  | Not Yet Competent <input type="checkbox"/> |    |         |

|  |                                    |           |             |
|--|------------------------------------|-----------|-------------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship   | CS Code:                           | Level: 03 | Version: 01 |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Develop elementary business plan</li> <li>• Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |             |

|                           |   |
|---------------------------|---|
| Candidate Details         | Name: .....<br><br>Registration/Roll Number:.....   |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to prepare a description to specify benefits of product/service.</li> <li><b>2. Assessment Task 2:</b> Candidate is required to prepare a report to assess market analysis (competitor analysis/demand supply/pricing strategies, economic risks, etc.) assigned by assessor.</li> <li><b>3. Assessment Task 3:</b> Candidate is required to prepare a proposed operational plan (business process details) of business idea.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>4. Knowledge assessment test (Written or Oral)</b></li> <li><b>5. Portfolios at the time of assessment (if any)</b></li> </ol> |
| Minimum Evidence Required | <p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1: Candidate is required to prepare a description of product/services.</b></p> <p><b>Performance Criteria 1:</b> Outline product/service portfolio<br/> <b>Performance Criteria 2:</b> Prepare product/service parameters<br/> <b>Performance Criteria 3:</b> Specify benefits of product/service<br/> <b>Performance Criteria 4:</b> Specify unique selling point (USP) of product/service<br/> <b>Performance Criteria 5:</b> State copyright issues</p>  |

|  |   |
|--|---|
|  | <p><b>Assessment Task 2:</b> Candidate is required to prepare a report to assess market analysis (competitor analysis/demand supply/pricing strategies, etc.) assigned by assessor.</p> <p><b>Performance Criteria 1:</b> Identify target market of the business<br/> <b>Performance Criteria 2:</b> Identify potential competition<br/> <b>Performance Criteria 3:</b> Measure Demand and Supply gaps for product/service<br/> <b>Performance Criteria 4:</b> Assess prevailing prices of relevant product/service in the market<br/> <b>Performance Criteria 5:</b> Estimate costs and expenditures of business<br/> <b>Performance Criteria 6:</b> Set price of product/service based on market situation assessment<br/> <b>Performance Criteria 7:</b> Identify internal/external economic risks to the business<br/> <b>Performance Criteria 8:</b> Enlist applicable laws and regulations<br/> <b>Performance Criteria 9:</b> Make the document presentable to interested parties by using prescribed color and font scheme<br/> <b>Performance Criteria 10:</b> Save the document in relevant folder using prescribed name style<br/> <b>Performance Criteria 11:</b> Print the document in prescribed style and colour</p> |
|  | <p><b>Assessment Task 3:</b> Candidate is required to prepare a proposed operational plan (business process details) of business idea.</p> <p><b>Performance Criteria 1:</b> Specify size of business registration<br/> <b>Performance Criteria 2:</b> Estimate financial scope of business<br/> <b>Performance Criteria 3:</b> Enlist basic infrastructure requirements<br/> <b>Performance Criteria 4:</b> Develop Management, Operational and support processes<br/> <b>Performance Criteria 5:</b> Identify potential sources of procurement<br/> <b>Performance Criteria 6:</b> Outline product/service conversion process<br/> <b>Performance Criteria 7:</b> Define distribution channels</p>  |

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                    |  |
|--------------------|--|
| Candidate Details  | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

| Assessment Summary (to be filled by the assessor) |         |      |             |           |           |           |                   |
|---|---------|------|-------------|-----------|-----------|-----------|-------------------|
| Activity  | Method  |      |             |           |           | Result    |                   |
|   | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Nature of Activity                                |         |      |             |           |           |           |                   |
| Practical Skill Demonstration                     |         |      |             |           |           |           |                   |
| Knowledge Assessment                              |         |      |             |           |           |           |                   |
| Other Requirement                                 |         |      |             |           |           |           |                   |

|  |  |  |    |         |
|--|--|--|----|---------|
| Each Assessment Task (with performance criteria)                       |  |  |    |         |
| <b>Assessment Task 1</b>   |  | Description of assessment task 1           |    |         |
| Candidate is required to prepare a description of product/services.    |  |  |    |         |
| During the practical assessment, candidate demonstrated the following: |  | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Outlined product/service portfolio                      |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Prepared product/service parameters                     |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Specified benefits of product/service                   |  |    |         |
| 4.   | <b>Performance Criteria 4:</b> Specified unique selling point (USP) of product/service |  |    |         |
| 5.   | <b>Performance Criteria 5:</b> Stated copyright issues                                 |  |    |         |
| Competent <input type="checkbox"/>                                     |  | Not Yet Competent <input type="checkbox"/> |    |         |

|  |  |  |    |         |
|--|--|--|----|---------|
| <b>Assessment Task 2</b><br>Candidate is required to prepare a report to assess market analysis (competitor analysis/demand supply/pricing strategies, etc.) assigned by assessor. |  | Description of assessment task 2           |    |         |
| During the practical assessment, candidate demonstrated the following:   |  | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Identified target market of the business  |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Identified potential competition  |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Measured Demand and Supply gaps for product/service   |  |    |         |
| 4.   | <b>Performance Criteria 4:</b> Assessed prevailing prices of relevant product/service in the market                          |  |    |         |
| 5.   | <b>Performance Criteria 5:</b> Estimated costs and expenditures of business  |  |    |         |
| 6.   | <b>Performance Criteria 6:</b> Did price of product/service set based on market situation assessment                         |  |    |         |
| 7.   | <b>Performance Criteria 7:</b> Identified internal/external economic risks to the business                                   |  |    |         |
| 8.   | <b>Performance Criteria 8:</b> Enlisted applicable laws and regulations  |  |    |         |
| 9.   | <b>Performance Criteria 9:</b> Made the document presentable to interested parties by using prescribed color and font scheme |  |    |         |
| 10.  | <b>Performance Criteria 10:</b> Saved the document in relevant folder using prescribed name style                            |  |    |         |
| 11.  | <b>Performance Criteria 11:</b> Printed the document in prescribed style and colour  |  |    |         |
| Competent <input type="checkbox"/>   |  | Not Yet Competent <input type="checkbox"/> |    |         |



|   |  |  |    |         |
|---|--|--|----|---------|
| <b>Assessment Task 3</b><br>Candidate is required to prepare a proposed operational plan (business process details) of business idea. |  | Description of assessment task 3           |    |         |
| During the practical assessment, candidate demonstrated the following:  |  | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Specified size of business registration                 |  |    |         |
| 2.  | <b>Performance Criteria 2:</b> Estimated financial scope of business                   |  |    |         |
| 3.  | <b>Performance Criteria 3:</b> Enlisted basic infrastructure requirements              |  |    |         |
| 4.  | <b>Performance Criteria 4:</b> Developed Management, Operational and support processes |  |    |         |
| 5.  | <b>Performance Criteria 5:</b> Identified potential sources of procurement             |  |    |         |
| 6.  | <b>Performance Criteria 6:</b> Outlined product/service conversion process             |  |    |         |
| 7.  | <b>Performance Criteria 7:</b> Defined distribution channels                           |  |    |         |
| Competent <input type="checkbox"/>  |  | Not Yet Competent <input type="checkbox"/> |    |         |

|  |                                    |           |             |
|--|------------------------------------|-----------|-------------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: 01 |
| <b>Competency Standard Title:</b><br>Set up a micro business                       | <b>Assessment Date (DD/MM/YY):</b> |           |             |

|                           |  |
|---------------------------|--|
| Candidate Details         | Name: .....<br><br>Registration/Roll Number:.....  |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to identify various types of business registration and register a business with a certain title according to instructions given by assessor.</li> <li><b>Assessment Task 2:</b> Candidate is required to conduct market research according to the nature of business and select appropriate location accordingly.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>   |
| Minimum Evidence Required | <p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Candidate is required to identify various types of business registration and register a business with a certain title according to instructions given by assessor.</p> <p><b>Performance Criteria 1:</b> Specify type of the micro business registration<br/><b>Performance Criteria 2:</b> Register a business name with relevant authority</p> <p><b>Assessment Task 2:</b> Candidate is required to conduct market research according to the nature of business and select appropriate location accordingly.</p> <p><b>Performance Criteria 1:</b> Develop layout of the business processes to ensure appropriate space is allocated to each function<br/><b>Performance Criteria 2:</b> Conduct market research on viable business locations<br/><b>Performance Criteria 3:</b> Select the most viable business location keeping in view cost, market potential and accessibility</p> |

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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                    |  |
|--------------------|--|
| Candidate Details  | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

| Assessment Summary (to be filled by the assessor) |         |      |             |           |           |           |                   |
|---|---------|------|-------------|-----------|-----------|-----------|-------------------|
| Activity  | Method  |      |             |           |           | Result    |                   |
|   | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Nature of Activity                                |         |      |             |           |           |           |                   |
| Practical Skill Demonstration                     |         |      |             |           |           |           |                   |
| Knowledge Assessment                              |         |      |             |           |           |           |                   |
| Other Requirement                                 |         |      |             |           |           |           |                   |

|  |   |  |    |         |
|--|---|--|----|---------|
| Each Assessment Task (with performance criteria)   |   |  |    |         |
| <b>Assessment Task 1</b><br>Candidate is required to identify various types of business registration and register a business with a certain title according to instructions given by assessor. |   | Description of assessment task 1           |    |         |
| During the practical assessment, candidate demonstrated the following:   |   | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Specified type of the micro business registration  |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Registered a business name with relevant authority |  |    |         |
| Competent <input type="checkbox"/>   |   | Not Yet Competent <input type="checkbox"/> |    |         |

|   |   |  |    |         |
|---|---|--|----|---------|
| <b>Assessment Task 2</b><br>Candidate is required to conduct market research according to the nature of business and select appropriate location accordingly. |   | Description of assessment task 2           |    |         |
| During the practical assessment, candidate demonstrated the following:  |   | Yes  | No | Remarks |
| 1.  | <b>Performance Criteria 1:</b> Developed layout of the business processes to ensure appropriate space is allocated to each function |  |    |         |
| 2.  | <b>Performance Criteria 2:</b> Conducted market research on viable business locations   |  |    |         |
| 3.  | <b>Performance Criteria 3:</b> Selected the most viable business location keeping in view cost, market potential and accessibility  |  |    |         |
| Competent <input type="checkbox"/>  |   | Not Yet Competent <input type="checkbox"/> |    |         |

|  |                                    |           |             |
|--|------------------------------------|-----------|-------------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: 01 |
| <b>Competency Standard Title:</b><br>Practice business ethics                      | <b>Assessment Date (DD/MM/YY):</b> |           |             |

|                           |  |
|---------------------------|--|
| Candidate Details         | Name: .....<br><br>Registration/Roll Number:.....  |
| Guidance for Candidate    | <p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Candidate is required to prepare Policies for ethical work practices.</li> <li><b>Assessment Task 2:</b> Candidate is required to prepare Policies for health and safety practices.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>   |
| Minimum Evidence Required | <p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Candidate is required to prepare Policies for ethical work practices.</p> <p><b>Performance Criteria 1:</b> Set policies defining organizational responsibilities towards society and employees</p> <p><b>Performance Criteria 2:</b> Design a mechanism to conduct assessment for on job work ethics</p> <p><b>Performance Criteria 3:</b> Establish procedures and code of conduct for ethical work practices</p> <p><b>Performance Criteria 4:</b> Develop communication techniques to convey the policies and procedures for work ethics within the organization</p> <p><b>Performance Criteria 5:</b> Formulate a monitoring plan for the implementation of procedures and code of conduct</p> <p><b>Performance Criteria 6:</b> Document environmental impact of business practices</p> <p><b>Performance Criteria 7:</b> Create an action plan to improve environmental performance</p> <p><b>Performance Criteria 8:</b> Adopt procedures for reusing/recycling</p> <p><b>Performance Criteria 9:</b> Communicate rights of employees within the organization</p> <p><b>Performance Criteria 10:</b> Comply with social security regulations</p> <p><b>Assessment Task 2:</b> Candidate is required to prepare Policies for health and safety practices.</p> <p><b>Performance Criteria 1:</b> Identify potential hazards at workplace</p> <p><b>Performance Criteria 2:</b> Calculate workplace risks</p> <p><b>Performance Criteria 3:</b> Develop risk control action plan Comply with applicable safety regulations</p> <p><b>Performance Criteria 4:</b> Develop emergency response plan</p> |

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                    |  |
|--------------------|--|
| Candidate Details  | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

| Assessment Summary (to be filled by the assessor) |         |      |             |           |           |           |                   |
|---|---------|------|-------------|-----------|-----------|-----------|-------------------|
| Activity  | Method  |      |             |           |           | Result    |                   |
| Nature of Activity                                | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Practical Skill Demonstration                     |         |      |             |           |           |           |                   |
| Knowledge Assessment                              |         |      |             |           |           |           |                   |
| Other Requirement                                 |         |      |             |           |           |           |                   |

| Each Assessment Task (with performance criteria)                       |   |  |    |         |
|--|---|--|----|---------|
| Assessment Task 1  |   | Description of assessment task 1           |    |         |
| Candidate is required to prepare Policies for ethical work practices.  |   |  |    |         |
| During the practical assessment, candidate demonstrated the following: |   | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Policies were set defining organizational responsibilities towards society and employees                         |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Designed a mechanism to conduct assessment for on job work ethics  |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Established procedures and code of conduct for ethical work practices  |  |    |         |
| 4.   | <b>Performance Criteria 4:</b> Developed communication techniques to convey the policies and procedures for work ethics within the organization |  |    |         |
| 5.   | <b>Performance Criteria 5:</b> Formulated a monitoring plan for the implementation of procedures and code of conduct                            |  |    |         |
| 6.   | <b>Performance Criteria 6:</b> Documented environmental impact of business practices  |  |    |         |
| 7.   | <b>Performance Criteria 7:</b> Created an action plan to improve environmental performance  |  |    |         |
| 8.   | <b>Performance Criteria 8:</b> Adopted procedures for reusing/recycling   |  |    |         |
| 9.   | <b>Performance Criteria 9:</b> Communicated rights of employees within the organization   |  |    |         |
| 10.  | <b>Performance Criteria 10:</b> Complied with social security regulations   |  |    |         |
| Competent <input type="checkbox"/>                                     |   | Not Yet Competent <input type="checkbox"/> |    |         |

| Assessment Task 2  |   | Description of assessment task 2           |    |         |
|--|---|--|----|---------|
| Candidate is required to prepare Policies for health and safety practices. |   |  |    |         |
| During the practical assessment, candidate demonstrated the following:     |   | Yes  | No | Remarks |
| 1.   | <b>Performance Criteria 1:</b> Identified potential hazards at workplace                                    |  |    |         |
| 2.   | <b>Performance Criteria 2:</b> Calculated workplace risks   |  |    |         |
| 3.   | <b>Performance Criteria 3:</b> Developed risk control action plan Comply with applicable safety regulations |  |    |         |
| 4.   | <b>Performance Criteria 4:</b> Developed emergency response plan  |  |    |         |
| Competent <input type="checkbox"/>   |   | Not Yet Competent <input type="checkbox"/> |    |         |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Identify Business Opportunities               | <b>Assessment Date (DD/MM/YY):</b> |           |          |

|                        |  |
|------------------------|--|
| Guidance for Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                            |  |
|----------------------------|--|
| Candidate Details          | Name: ..... Registration/Roll Number:<br>Candidate Signature:.....   |
| Written Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code:<br>Signature of the Assessor:..... |



|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Identify Business Opportunities               | <b>Assessment Date (DD/MM/YY):</b> |           |          |

### WRITTEN ASSESSMENT

| Question   | Candidate's answer   |
|--|--|
| 1. What are the objectives of entrepreneurship?    | To find the solution of a problem and develop a product that can be sold to customers.   |
| 2. How to identified gaps?                         | In order to identify gaps, it is important to look for a problem around in any form.   |
| 3. What are the appropriate actions to avoid gaps? | To avoid gaps, one must have a customer centric approach.  |
| 4. What is market survey?                          | Market survey is the survey research and analysis of the market for a particular product/service which includes the investigation into customer preferences. |
| 5. Describe the viable business idea?              | A viable idea is the one that can be implemented in real life and can be used for generating profits as well.  |
| 6. What are the funding sources?                   | <ul style="list-style-type: none"> <li>• Angel Investors</li> <li>• Venture Capitalist</li> <li>• Private Equity Firms</li> </ul>                            |
| 7. Who are the support providers?                  | Various influencers, non-profitable organizations are support providers for startups to grow in market.  |

|   |                                    |           |          |
|---|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship  | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Identify key resources available for business</li> <li>• Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |          |

|                        |  |
|------------------------|--|
| Guidance for Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                            |   |
|----------------------------|---|
| Candidate Details          | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....  |
| Written Assessment Outcome | <p>COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/></p> <p>Name of the Assessor: ..... Assessor's code: .....</p> <p>Signature of the Assessor:.....</p> |

|   |                                    |           |          |
|---|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship  | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Identify key resources available for business</li> <li>• Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |          |

### WRITTEN ASSESSMENT

| Question   | Candidate's answer  |
|--|---|
| <b>1.</b> What are the financial resources for business? | Key resources available for businesses are; <ul style="list-style-type: none"> <li>• Physical Resources</li> <li>• Intellectual Resources</li> <li>• Human Resources</li> <li>• Financial Resources</li> </ul>                        |
| <b>2.</b> What are intellectual resources?               | These are non-physical, intangible resources like brand, patents, IP, copyrights, and even partnerships. Customer lists, customer knowledge, and even your own people, represent a form of intellectual resource.                     |
| <b>3.</b> What are the physical resources?               | Physical assets are tangible resources that a company uses to create its value proposition. These could include equipment, inventory, buildings, manufacturing plants and distribution networks that enable the business to function. |
| <b>4.</b> What are human resources?                      | Employees are often the most important and yet the most easily overlooked assets of an organization. Specifically for companies in the service industries or require a great deal of creativity and an extensive knowledge pool       |

| Question                                | Candidate's answer   |
|---|--|
| 5. What are financial resources?        | The financial resource includes cash, lines of credit and the ability to have stock option plans for employees.                |
| 6. How to recruit the staff?            | By advertising to various mediums such as newspaper, website etc.  |
| 7. Describe the key purpose of MS word. | The main purpose of Word is to create text documents that can be saved electronically, printed on paper or saved as PDF files. |
| 8. What is power point used for?        | PowerPoint is a computer program that allows you to create and show slides to support a presentation.                          |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship   | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Develop elementary business plan</li> <li>• Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |          |

|                              |  |
|------------------------------|--|
| Guidance<br>for<br>Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                                  |  |
|----------------------------------|--|
| Candidate<br>Details             | Name: ..... Registration/Roll Number: .....<br>Candidate Signature: .....  |
| Written<br>Assessment<br>Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the<br>Assessor: ..... |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship   | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Develop elementary business plan</li> <li>• Apply computer skills at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |           |          |

### WRITTEN ASSESSMENT

| Question                                     | Candidate's answer  |
|--|---|
| 1. How to estimate cost?                     | The formula for finding this is simply fixed costs + variable costs = total cost.   |
| 2. What is intellectual property right (IP)? | Intellectual property rights are the rights given to persons over the creations of their minds.   |
| 3. Mention USP Regard product/service.       | The factor or consideration presented by a seller as the reason that one product or service is different from and better than that of the competition.                              |
| 4. How to identify target market?            | Identify and understand your particular niche so you can dominate it.   |
| 5. Who are the potential competitors?        | Any person or entity which is a rival against another.  |
| 6. What is procurement process?              | Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process. |
| 7. What is target market?                    | A target market is the specific group of people you want to reach with your marketing message.  |
| 8. How to set price for product/service?     | Know the market. You need to find out how much customers will pay, as well as how much competitors charge.  |
| 9. How to make the document presentable?     | Through different fonts, colors, design, margins.   |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Set up a micro business                       | <b>Assessment Date (DD/MM/YY):</b> |           |          |

|                        |  |
|------------------------|--|
| Guidance for Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                            |  |
|----------------------------|--|
| Candidate Details          | Name: ..... Registration/Roll Number:<br>Candidate Signature:.....   |
| Written Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code:<br>Signature of the Assessor:..... |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Set up a micro business                       | <b>Assessment Date (DD/MM/YY):</b> |           |          |

### WRITTEN ASSESSMENT

| Question  | Candidate's answer   |
|---|--|
| 1. Types of business registration.                            | The most common forms of business are sole proprietorship, partnership, corporation and S corporation.   |
| 2. What is a micro business?                                  | If you are a sole trader, self-employed, or have no employees, you operate a micro business.   |
| 3. Why business location is very important?                   | The best location can increase brand visibility.   |
| 4. How to select viable location for business?                | <ul style="list-style-type: none"> <li>• Style of Operation</li> <li>• Demographics</li> <li>• Foot Traffic</li> <li>• Parking and Accessibility</li> <li>• Competition</li> <li>• Site's Image and History</li> </ul> |
| 5. How to develop layout of business processes? (write any 3) | Customer Strategy & Relationships (Marketing)<br>Employee Development & Satisfaction (Human Resources)<br>Quality, Process Improvement & Change Management   |



|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Practice business ethics                      | <b>Assessment Date (DD/MM/YY):</b> |           |          |

|                        |  |
|------------------------|--|
| Guidance for Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                            |   |
|----------------------------|---|
| Candidate Details          | Name: ..... Registration/Roll Number:<br>Candidate Signature: .....   |
| Written Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code:<br>Signature of the Assessor: ..... |

|  |                                    |           |          |
|--|------------------------------------|-----------|----------|
| <b>Title of Qualification:</b><br>National Vocational Certificate Entrepreneurship | CS Code:                           | Level: 03 | Version: |
| <b>Competency Standard Title:</b><br>Practice business ethics                      | <b>Assessment Date (DD/MM/YY):</b> |           |          |

**WRITTEN ASSESSMENT**

| Question  | Candidate's answer   |
|---|--|
| <b>1.</b> What is an ethical culture?               | An organization with an ethical culture provides a culture that promotes ethical behavior among the members of the organization.   |
| <b>2.</b> Why is ethics important in the workplace? | Workplace ethics is important as it enables management to treat all employees as equal and think from their perspective as well.   |
| <b>3.</b> Describe benefits of recycling.           | Recycling helps to reduce the pollution caused by waste.   |
| <b>4.</b> What are employees communication rights?  | Communication rights involve freedom of opinion and expression, democratic media governance, media ownership and media control, participation in one's own culture, linguistic rights, rights to education, privacy, assemble, and self-determination. |
| <b>5.</b> How to assess work ethics?                | People with a strong work ethic are reliable, dedicated, productive, cooperative and self-disciplined.   |

| Question  | Candidate's answer  |
|---|---|
| 6. What are the principles of ethics communication?   | 1. Acting with joint interest<br>2. Acting with sensitivity<br>3. Acting with curiosity<br>4. Acting with openness<br>5. Acting with responsibility |
| 7. Define social security?                            | Social Security benefits are payments made to qualified retirees and disabled people, and to their spouses, children, and survivors.                |
| 8. What are the common work hazards at the workplace? | Most common hazards in the workplace are; biological, chemical, physical, safety, ergonomic and psychosocial.                                       |

|   |                                    |         |          |
|---|------------------------------------|---------|----------|
| <b>Title of Qualification:</b><br>National Vocational Qualification in Entrepreneurship   | CS Code:                           | Level:3 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Identify Business Opportunities</li> <li>• Identify key resources available for business</li> <li>• Develop elementary business plan</li> <li>• Set up a micro business</li> <li>• Practice business ethics</li> <li>• Apply computer skills at workplace</li> <li>• Communicate effectively at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |         |          |

|                        |  |
|------------------------|--|
| Guidance for Candidate | <b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b> |
|------------------------|--|

**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

|                            |  |
|----------------------------|--|
| Candidate Details          | Name: ..... Registration/Roll Number: .....<br>Candidate Signature:.....   |
| Written Assessment Outcome | COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/><br>Name of the Assessor: ..... Assessor's code: .....<br>Signature of the Assessor:..... |

|   |                                    |             |          |
|---|------------------------------------|-------------|----------|
| <b>Title of Qualification:</b><br>National Vocational Qualification in Entrepreneurship   | CS Code:                           | Level:<br>3 | Version: |
| <b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Identify Business Opportunities</li> <li>• Identify key resources available for business</li> <li>• Develop elementary business plan</li> <li>• Set up a micro business</li> <li>• Practice business ethics</li> <li>• Apply computer skills at workplace</li> <li>• Communicate effectively at workplace</li> </ul> | <b>Assessment Date (DD/MM/YY):</b> |             |          |


#### WRITTEN ASSESSMENT


| Question  | Candidate's answer  |
|---|---|
| 1. What is a micro business?                        | If you are a sole trader, self-employed, or have no employees, you operate a micro business.  |
| 2. Why business location is very important?         | The best location can increase brand visibility.  |
| 3. What are the physical resources?                 | Physical assets are tangible resources that a company uses to create its value proposition. These could include equipment, inventory, buildings, manufacturing plants and distribution networks that enable the business to function. |
| 4. What are human resources?                        | Employees are often the most important and yet the most easily overlooked assets of an organization. Specifically for companies in the service industries or require a great deal of creativity and an extensive knowledge pool       |
| 5. What are the principles of ethics communication? | 1. Acting with joint interest<br>2. Acting with sensitivity<br>3. Acting with curiosity<br>4. Acting with openness<br>5. Acting with responsibility   |

| Question                                  | Candidate's answer   |
|---|--|
| 6. Define social security?                | Social Security benefits are payments made to qualified retirees and disabled people, and to their spouses, children, and survivors. |
| 7. Describe the viable business idea?     | A viable idea is the one that can be implemented in real life and can be used for generating profits as well.                        |
| 8. What are the funding sources?          | <ul style="list-style-type: none"> <li>• Angel Investors</li> <li>• Venture Capitalist</li> <li>• Private Equity Firms</li> </ul>    |
| 9. How to set price for product/service?  | Know the market. You need to find out how much customers will pay, as well as how much competitors charge.                           |
| 10. How to make the document presentable? | Through different fonts, colors, design, margins.  |

## National Vocational and Technical Training Commission (NAVTTTC)

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