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ENTREPRENEURSHIP

Assessment Package

National Vocational Certificate Level 4

Version 1 - February 2020



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Document Version

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ENTREPRENEURSHIP

Assessment Package

National Vocational
Certificate Level 4

Version 1 - February 2020

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Develop a formal business plan • Apply Advanced Computer Skills for Business 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>1. Assessment Task 1: Candidate is required to prepare a formal business plan including:</p> <ul style="list-style-type: none"> ○ Marketing research ○ Business objectives & Milestones ○ Organisational Structure ○ Operational plan ○ Marketing plan ○ Risk Mitigation strategy ○ Financial Plan ○ Funding sources <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. Portfolios at the time of assessment (if any)</p>

<p>Minimum Evidence Required</p>	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to prepare a formal business plan including:</p> <ul style="list-style-type: none"> ○ Marketing research ○ Business objectives & Milestones ○ Organisational Structure ○ Operational plan ○ Marketing plan ○ Risk Mitigation strategy ○ Financial Plan ○ Funding sources <p>Performance Criteria 1: Performance Analyse market segmentation Performance Criteria 2: Identify customer needs related to product/service Performance Criteria 3: Conduct competitor analysis Performance Criteria 4: Analyse forces and factors affecting the market Performance Criteria 5: Identify potential stakeholders Performance Criteria 6: Prepare detailed description of product/service Performance Criteria 7: Specify key features of product/services Performance Criteria 8: Define phases of product/service life-cycle Performance Criteria 9: Elaborate unique selling point (USP) of product/service Performance Criteria 10: Set vision and mission of the organization Performance Criteria 11: Define business objective and key performance indicators Performance Criteria 12: Develop monitoring and evaluation mechanism Performance Criteria 13: State roles and responsibilities within the hierarchy Performance Criteria 14: Develop interdepartmental communication flow Performance Criteria 15: Outline labor requirements for the operations Performance Criteria 16: Outline competency needs for business operations Performance Criteria 17: Outline plan for development of required competencies Performance Criteria 18: Develop process flow of product/service Performance Criteria 19: Develop mechanism of quality assurance Performance Criteria 20: Identify suitable equipment for the operations Performance Criteria 21: Set marketing goals and objectives Performance Criteria 22: Develop promotional strategy Performance Criteria 23: Develop placement strategy Performance Criteria 24: Develop pricing strategy Performance Criteria 25: Allocate marketing budget Performance Criteria 26: Identify internal and external risk Performance Criteria 27: Forecast risk consequences Performance Criteria 28: Devise procedures to minimize risks Performance Criteria 29: Enlist available funding resources Performance Criteria 30: Forecast revenues and costs Performance Criteria 31: Prepare projected profit and loss statement based on Performance Criteria 32: forecasts of revenues and costs Performance Criteria 33: Prepare cash flow statement based on forecasts of revenues and costs Performance Criteria 34: Identify public and private financing prospects Performance Criteria 35: Enlist financing criteria of potential financiers Performance Criteria 36: Develop investors pitch Performance Criteria 37: Present business plan to prospective financiers Performance Criteria 38: Develop procedures to maintain record of business information and communication</p>
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	<p>Performance Criteria 39: Ensure that procedures are followed while maintaining the business information and communication records</p> <p>Performance Criteria 40: Develop and maintain a file naming protocol</p> <p>Performance Criteria 41: Develop and maintain structure of folders in the computer system and back-up drives</p> <p>Performance Criteria 42: Take decision whether to use any online cloud service for data back-up or not</p>
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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: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: 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)

<p>Assessment Task 1 Candidate is required to prepare a formal business plan including:</p> <ul style="list-style-type: none"> ○ Marketing research ○ Business objectives & Milestones ○ Organisational Structure ○ Operational plan ○ Marketing plan ○ Risk Mitigation strategy ○ Financial Plan ○ Funding sources 	<p>Description of assessment task 1</p>
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During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Performance Analysed market segmentation			
2.	Performance Criteria 2: Identified customer needs related to product/service			
3.	Performance Criteria 3: Conducted competitor analysis			
4.	Performance Criteria 4: Analysed forces and factors affecting the market			
5.	Performance Criteria 5: Identified potential stakeholders			
6.	Performance Criteria 6: Prepared detailed description of product/service			
7.	Performance Criteria 7: Specified key features of product/services			
8.	Performance Criteria 8: Defined phases of product/service life-cycle			
9.	Performance Criteria 9: Elaborated unique selling point (USP) of product/service			
10.	Performance Criteria 10: Did vision and mission of the organization set			
11.	Performance Criteria 11: Defined business objective and key performance indicators			
12.	Performance Criteria 12: Developed monitoring and evaluation mechanism			
13.	Performance Criteria 13: Stated roles and responsibilities within the hierarchy			
14.	Performance Criteria 14: Developed interdepartmental communication flow			
15.	Performance Criteria 15: Outlined labor requirements for the operations			
16.	Performance Criteria 16: Outlined competency needs for business operations			
17.	Performance Criteria 17: Outlined plan for development of required competencies			
18.	Performance Criteria 18: Developed process flow of product/service			
19.	Performance Criteria 19: Developed mechanism of quality assurance			
20.	Performance Criteria 20: Identified suitable equipment for the operations			
21.	Performance Criteria 21: Did marketing goals and objectives set			

22.	Performance Criteria 22: Developed promotional strategy			
23.	Performance Criteria 23: Developed placement strategy			
24.	Performance Criteria 24: Developed pricing strategy			
25.	Performance Criteria 25: Allocated marketing budget			
26.	Performance Criteria 26: Identified internal and external risk			
27.	Performance Criteria 27: Forecasted risk consequences			
28.	Performance Criteria 28: Devised procedures to minimize risks			
29.	Performance Criteria 29: Enlisted available funding resources			
30.	Performance Criteria 30: Forecasted revenues and costs			
31.	Performance Criteria 31: Prepared projected profit and loss statement based on			
32.	Performance Criteria 32: forecasted revenues and costs			
33.	Performance Criteria 33: Prepared cash flow statement based on forecasts of revenues and costs			
34.	Performance Criteria 34: Identified public and private financing prospects			
35.	Performance Criteria 35: Enlisted financing criteria of potential financiers			
36.	Performance Criteria 36: Developed investors pitch			
37.	Performance Criteria 37: Presented business plan to prospective financiers			
38.	Performance Criteria 38: Develop procedures to maintain record of business information and communication			
39.	Performance Criteria 39: Ensure that procedures are followed while maintaining the business information and communication records			
40.	Performance Criteria 40: Develop and maintain a file naming protocol			
41.	Performance Criteria 41: Develop and maintain structure of folders in the computer system and back-up drives			
42.	Performance Criteria 42: Take decision whether to use any online cloud service for data back-up or not			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version: 01
Competency Standard Title: Set up a business Plan and organize work	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>1. Assessment Task 1: Candidate is required to prepare a plan for setting-up a Business, including:</p> <ul style="list-style-type: none"> o Registration process. o Brand creation o Identification of business location <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. Portfolios at the time of assessment (if any)</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to prepare a plan for setting-up a Business, including:</p> <ul style="list-style-type: none"> o Registration process. o Brand creation o Identification of business location <p>Performance Criteria 1: Select appropriate business/trade title</p> <p>Performance Criteria 2: Incorporate business as per legislation</p> <p>Performance Criteria 3: Acquire required licenses and permits</p> <p>Performance Criteria 4: Set up bank account</p> <p>Performance Criteria 5: Register trademark (e.g. name, logo, slogan, colour scheme)</p> <p>Performance Criteria 6: Create brand value proposition</p> <p>Performance Criteria 7: Register a website</p> <p>Performance Criteria 8: Develop a detailed flow chart and layout of business functions ensuring appropriate space allocation</p> <p>Performance Criteria 9: Identify accessibility requirements of the business</p> <p>Performance Criteria 10: Analyse financial viability of business location</p> <p>Performance Criteria 11: Select most viable business location based on cost, market potential and accessibility</p> <p>Performance Criteria 12: Devise a schedule for tasks</p> <p>Performance Criteria 13: Maintain files in accordance with standard operating procedures.</p>

Continued on following page

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
Candidate is required to prepare a plan for setting-up a Business, including: <ul style="list-style-type: none"> ○ Registration process. ○ Brand creation ○ Identification of business location 				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Selected appropriate business/trade title			
2.	Performance Criteria 2: Incorporated business as per legislation			
3.	Performance Criteria 3: Acquired required licenses and permits			
4.	Performance Criteria 4: Did bank account set up			
5.	Performance Criteria 5: Registered trademark (e.g. name, logo, slogan, colour scheme)			
6.	Performance Criteria 6: Created brand value proposition			
7.	Performance Criteria 7: Registered a website			
8.	Performance Criteria 8: Developed a detailed flow chart and layout of business functions ensuring appropriate space allocation			
9.	Performance Criteria 9: Identified accessibility requirements of the business			
10.	Performance Criteria 10: Analysed financial viability of business location			
11.	Performance Criteria 11: Selected most viable business location based on cost, market potential and accessibility			
12.	Performance Criteria 12: Devise a schedule for tasks			
13.	Performance Criteria 13: Maintained files in accordance with standard operating procedures.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Initiate business activities • Plan and organize work • Lead Small Teams 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to present a procurement plan. Assessment Task 2: Candidate is required to prepare an HRM plan according to given instructions. Assessment Task 3: Candidate is required to analyse customer needs/ wants to identify appropriate marketing option. Assessment Task 4: Candidate is required to prepare an operational plan mentioning schedule of the operations. Assessment Task 5: Candidate is required to prepare a quality assurance policy for product/service. Assessment Task 6: Candidate is required to prepare operational cost efficiency plan. Assessment Task 7: Candidate is required to develop a book keeping sheet and narrate a procedure to file tax returns. <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to present a procurement plan.</p> <p>Performance Criteria 1: Identify supplies requirements for business operations</p> <p>Performance Criteria 2: Carry out cost estimation of identified supplies</p> <p>Performance Criteria 3: Devise a method to prepare a procurement plan</p> <p>Performance Criteria 4: Allocate budget for procurement</p> <p>Performance Criteria 5: Prepare a mechanism to maintain supplies/assets inventory</p> <p>Performance Criteria 6: Conduct work within established workplace policies</p> <p>Performance Criteria 7: Monitor work activities and compare with set objectives.</p> <p>Performance Criteria 8: Prepare reports and coordinate deviations from work activities in accordance with set standards.</p>

<p>Assessment Task 2: Candidate is required to prepare an HRM plan document according to given instructions.</p> <p>Performance Criteria 1: Ascertain optimum staff requirements to carry out business processes Performance Criteria 2: Develop a plan of hiring appropriate staff to process competence needs Performance Criteria 3: Design a system of assigning roles and responsibilities to the staff Performance Criteria 4: Disseminate and discuss performance expectations with individual team members. Performance Criteria 5: Prepare a plan to determine strengths and weaknesses of team members</p>
<p>Assessment Task 3: Candidate is required to analyse customer needs/ wants to identify appropriate marketing option.</p> <p>Performance Criteria 1: Analyse needs and wants of target customers Performance Criteria 2: Develop features of marketing campaign Performance Criteria 3: Select cost effective marketing techniques Performance Criteria 4: Devise a schedule for tasks</p>
<p>Assessment Task 4: Candidate is required to prepare an operational plan mentioning schedule of the operations.</p> <p>Performance Criteria 1: Make sequence of operational activities Performance Criteria 2: Develop schedule of operations</p>
<p>Assessment Task 5: Candidate is required to prepare a quality assurance policy for product/service.</p> <p>Performance Criteria 1: Set product/service quality standards/criteria as per customer/market requirements Performance Criteria 2: Develop procedures to ensure quality of deliverables as per set standards</p>
<p>Assessment Task 6: Candidate is required to prepare operational cost efficiency plan.</p> <p>Performance Criteria 1: Adopt cost efficient methods and techniques for business processes Performance Criteria 2: Identify wastages and variances impacting operational costs Performance Criteria 3: Take necessary actions to reduce wastages and variances</p>
<p>Assessment Task 7: Candidate is required to develop a book keeping sheet and narrate a procedure to file tax returns.</p> <p>Performance Criteria 1: Keep track of financial book keeping Performance Criteria 2: File applicable tax returns Performance Criteria 3: Maintain files in accordance with standard operating procedures.</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: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: 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)				
Assessment Task 1		Description of assessment task 1		
Candidate is required to present a procurement plan.				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Identified supplies requirements for business operations			
2.	Performance Criteria 2: Carried out cost estimation of identified supplies			
3.	Performance Criteria 3: Devised a method to prepare a procurement plan			
4.	Performance Criteria 4: Allocated budget for procurement			
5.	Performance Criteria 5: Prepared a mechanism to maintain supplies/assets inventory			
6.	Performance Criteria 6: Conducted work within established workplace policies			
7.	Performance Criteria 7: Monitored work activities and compare with set objectives.			
8.	Performance Criteria 8: Prepared reports and coordinate deviations from work activities in accordance with set standards.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
Candidate is required to prepare an HRM plan document according to given instructions.				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Ascertained optimum staff requirements to carry out business processes			
2.	Performance Criteria 2: Developed a plan of hiring appropriate staff to process competence needs			
3.	Performance Criteria 3: Designed a system of assigning roles and responsibilities to the staff			
4.	Performance Criteria 4: Disseminated and discuss performance expectations with individual team members.			
5.	Performance Criteria 5: Prepared a plan to determine strengths and weaknesses of team members			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Candidate is required to analyse customer needs/ wants to identify appropriate marketing option.		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Analysed needs and wants of target customers			
2.	Performance Criteria 2: Developed features of marketing campaign			
3.	Performance Criteria 3: Selected cost effective marketing techniques			
4.	Performance Criteria 4: Devised a schedule for tasks			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4 Candidate is required to prepare an operational plan mentioning schedule of the operations.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Made sequence of operational activities			
2.	Performance Criteria 2: Developed schedule of operations			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5 Candidate is required to prepare a quality assurance policy for product/service.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Did product/service quality standards/criteria set as per customer/market requirements			
2.	Performance Criteria 2: Developed procedures to ensure quality of deliverables as per set standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 6 Candidate is required to prepare operational cost efficiency plan.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Adopted cost efficient methods and techniques for business processes			
2.	Performance Criteria 2: Identified wastages and variances impacting operational costs			
3.	Performance Criteria 3: Took necessary actions to reduce wastages and variances			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 7 Candidate is required to develop a book keeping sheet and narrate a procedure to file tax returns.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Kept track of financial book keeping			
2	Performance Criteria 2: Filed applicable tax returns			
4	Performance Criteria 3: Maintained files in accordance with standard operating procedures.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: Entrepreneurship	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Ensure Quality of Products/Services • Apply advance computer skills for business • Apply advance computer skills for business 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to prepare product quality requirements on the basis of market research using appropriate data collection method (i.e. Questionnaire, interview, focus group, observation, etc.) Assessment Task 2: Candidate is required to prepare product/service quality management and review plan. <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to prepare product quality requirements on the basis of market research using appropriate data collection method (i.e. Questionnaire, interview, focus group, observation, etc.).</p> <p>Performance Criteria 1: Gather quality and performance requirements for customers</p> <p>Performance Criteria 2: Develop internal quality parameters of the products / services</p> <p>Performance Criteria 3: Communicate quality requirements to concerned parties</p> <p>Performance Criteria 4: Analyse the reports for further actions</p> <p>Performance Criteria 5: Maintain files in accordance with standard operating procedures</p>

Assessment Task 2: Candidate is required to prepare product/service quality management and review plan.

Performance Criteria 1: Establish quality policy of the organization

Performance Criteria 2: Develop methods for quality monitoring

Performance Criteria 3: Establish quality assurance and control procedures including frequency, sample size, report templates etc.

Performance Criteria 4: Assign roles and responsibilities for quality assurance and controls

Performance Criteria 5: Establish methodology of internal audit of quality management system

Performance Criteria 6: Gather reports of quality performance trends and achievement of goals, objectives and targets

Performance Criteria 7: Assess changes in external and internal issues and associated risks and opportunities that are relevant to the quality management system;

Performance Criteria 8: Evaluate results of the evaluation of compliance with quality and performance requirements

Performance Criteria 9: Assess opportunities for continual improvement and competence development

Performance Criteria 10: Take decisions related to continual improvement opportunities and any need for changes to the quality management system

Performance Criteria 11: Generate reports on various business functions or performance as per needs of interested parties

Performance Criteria 12: Ensure that document provides precise business information avoiding unnecessary information to keep interest of the readers

Performance Criteria 13: Save the document in relevant folder using prescribed name style

Performance Criteria 14: Print the document in prescribed style and colour

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: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: 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)				
Assessment Task 1 Candidate is required to prepare product quality requirements on the basis of market research using appropriate data collection method (i.e. Questionnaire, interview, focus group, observation, etc.).		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Gathered quality and performance requirements for customers			
2.	Performance Criteria 2: Developed internal quality parameters of the products / services			
3.	Performance Criteria 3: Communicated quality requirements to concerned parties			
4.	Performance Criteria 4: Analysed the reports for further actions			
5.	Performance Criteria 5: Maintained files in accordance with standard operating procedures			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 Candidate is required to prepare product/service quality management and review plan.		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Established quality policy of the organization			
2.	Performance Criteria 2: Developed methods for quality monitoring			
3.	Performance Criteria 3: Established quality assurance and control procedures including frequency, sample size, report templates etc.			
4.	Performance Criteria 4: Assigned roles and responsibilities for quality assurance and controls			
5.	Performance Criteria 5: Established methodology of internal audit of quality management system			
6.	Performance Criteria 6: Gathered reports of quality performance trends and achievement of goals, objectives and targets			
7.	Performance Criteria 7: Assessed changes in external and internal issues and associated risks and opportunities that are relevant to the quality management system;			
8.	Performance Criteria 8: Evaluated results of the evaluation of compliance with quality and performance requirements			
9.	Performance Criteria 9: Assessed opportunities for continual improvement and competence development			
10.	Performance Criteria 10: Took decisions related to continual improvement opportunities and any need for changes to the quality management system			
11.	Performance Criteria 11: Generated reports on various business functions or performance as per needs of interested parties			
12.	Performance Criteria 12: Ensured that document provides precise business information avoiding unnecessary information to keep interest of the readers			
13.	Performance Criteria 13: Saved the document in relevant folder using prescribed name style			
14.	Performance Criteria 14: Printed the document in prescribed style and colour			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: Develop a formal business plan	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Describe market research.	Market research is an effective tool to collect information trends customer thinking pattern locations and your competitors.
2. Describe market segmentation.	Market segmentations is a research of customers that leads the companies to divide its target customers into smaller groups.
3. How to analyze competitors?	We can analyse our competitors to study about the background o financial products marketing facilities personal skill set.
4. What are the key performance indicators for business?	KPI's (1) Growth of revenue (2) net profit margin (3) gross profit margin (4) Operational cash flow (5) current account receivable (6) Inventory turnover.
5. Describe business hierarchy.	Hierarchy is the organization's structure where staff and items ranked according importance.
6. Outline labor requirements for business operations.	A process in which we calculate the capacity of business and required skill set then we hire labour according to its need and requirement.
7. Define promotional strategy?	Advertising and discounts use to promote the product and services to particular market.
8. Define placement strategy?	Placement strategy called embedded advertising its typically found in movies and television.

Question	Candidate's answer
9. Define pricing strategy?	All businesses base the price on production, labour bills and at expenses then add a percentage so they can make profit.
10. How to minimize risks?	Solid planning, Quality control, buy insurance, diversify income and money saving can minimize the risk in business.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: Set up a business	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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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: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: Set up a business	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. How to select appropriate business title?	Name of business should be product or service friendly and can be relevant to search base.
2. How to get license for business?	Business license and permits can obtain from federal or regional government approved agencies and commercial chambers or bodies.
3. Why business needs a bank account?	Every business need a bank account for payments from customers and other operations.
4. What are the kinds of Intellectual Property rights (IP)?	IP's are: (1) Patent – About body structure for materialistic products. (2) Trade Mark – Its about a Logo, Mark, Slogan and color scheme etc. (3) Copyright – Its about the written content, Picturized movies with dramas etc.
5. How to register a website?	We can register our website with many domains hosting website builders, such as WordPress, webs, Weebly, jimdo etc
6. Why space allocation is important for business?	All product base businesses can manage their businesses with space allocation and can be befitted to do so.
7. What financial viability of business location?	Viable business location is the area of targeted customers who can buy your product or services with a marginal rate.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: Initiate business activities	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. What is procurement plan?	Procurement planning is the process of deciding what to buy, when and from which business bodies.
2. How to allocate budget for procurement?	Procurement budget can be allocated according our production demands.
3. How to maintain supplies mechanism?	Supply mechanism can maintain with proper procurement and distribution selling planning.
4. How to hire appropriate staff according business needs?	HRM of business should plan a recruitment strategy for hiring staff according jobs.
5. How to divide roles and responsibilities among staff?	Target customers can be analysed by different search tools, such as niche market, mass marketing, inbound market, content marketing, target market etc.
6. How to analyze target customer?	Appeal to the right audience, draw attention, value communication, brand image, quick response, fast delivery or services can be features of marketing campaign.
7. Describe the features of marketing campaign.	Quality control unit check each and every aspect of product and give a clean chit or (NOC) to the product and then it will deliver, ship to the customers.
8. How to ensure quality of deliverables?	Smooth production, energy safety, internal management and economical procurement are the cost-efficient methods.
9. What are the cost efficiency methods?	Material and time are two types of wastages in any business separation cost.
10. Identify wastages in operational cost?	A good waste minimization program could identify and reduce the business wastage in your organization

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: Ensure Quality of Products/Services	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. What are internal quality parameters?	The Quality system must be commensurate with the company business implementation and monitoring of key performance indicators.
2. How to develop the quality policy of the organization?	This police start with customer requirement, inputs of internal parties include required information of ISO 9001 are the basic elements of quality policy.
3. How to communicate within the business?	Face to face discussion, meetings, emails, phone calls and chat groups are the way to communicate within the business,
4. Define the methods for quality monitoring?	Sampling, probability and other statistical tools are used to monitor the quality of product/services.
5. What are rules and responsibilities for quality assurance?	Quality assurance role is a way of preventing mistakes and defects in manufacturing process and avoid problems during delivery/shipping products/services to the customers.

Question	Candidate's answer
6. What is Quality Management System?	A set of policies, processes and procedures required for planning and execution in the core business are of an organization.
7. How to assess opportunities for quality assurance?	Feedback mechanism can help to assess the quality assurance opportunities.
8. How to improve the Quality Management System?	'Work smarter not harder' applies here. Continuous and consistent quality improvement is a solution of it.

Title of Qualification: National Vocational Qualification in Entrepreneurship	CS Code:	Level:4	Version:
Competency Standard Title: <ul style="list-style-type: none"> • Apply advance computer skills for business • Develop a formal business plan • Set up a business Set up a micro business • Initiate business activities • Lead small teams • Plan and organize work • Ensure Quality of Products/Services 	Assessment Date (DD/MM/YY):		
Candidate Details	Name: Registration/Roll Number:		
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Assessment Task 1: Candidate is required to fill any one template, assigned by assessor, regarding Quality Control or Quality assurance checklist (For sample see Annex. 1 & 2). 2. Assessment Task 2: Candidate is required to present his/her own Business plan, using MS PowerPoint. <p>And complete:</p> <ol style="list-style-type: none"> 3. Knowledge assessment test (Written or Oral) 4. Portfolios at the time of assessment (if any) 		
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to fill any one template, assigned by assessor, regarding Quality Control or Quality assurance checklist (For sample see Annex. 1 & 2).</p> <p>Performance Criteria 1: Gather quality and performance requirements for customers</p> <p>Performance Criteria 2: Develop internal quality parameters of the products / services</p> <p>Performance Criteria 3: Establish quality assurance and control procedures including frequency, sample size, report templates etc.</p> <p>Performance Criteria 4: Establish methodology of internal audit of quality management system</p> <p>Performance Criteria 5: Assess changes in external and internal issues and associated risks and opportunities that are relevant to the quality management system.</p>		

Performance Criteria 6: Evaluate results of the evaluation of compliance with quality and performance requirements
Performance Criteria 7: Take decisions related to continual improvement opportunities and any need for changes to the quality management system

Assessment Task 2: Candidate is required to present his/her own Business plan, using MS PowerPoint.

Performance Criteria 1: Analyse market segmentation
Performance Criteria 2: Identify customer needs related to product/service
Performance Criteria 3: Analyse forces and factors affecting the market
Performance Criteria 4: Identify potential stakeholders
Performance Criteria 5: Conduct competitor analysis
Performance Criteria 6: Specify key features of product/services
Performance Criteria 7: Elaborate unique selling point (USP) of product/service
Performance Criteria 8: Set vision and mission of the organization
Performance Criteria 9: Define business objective and key performance indicators
Performance Criteria 10: Define organizational hierarchy
Performance Criteria 11: State roles and responsibilities within the hierarchy
Performance Criteria 12: Develop promotional strategy
Performance Criteria 13: Develop placement strategy
Performance Criteria 14: Develop pricing strategy
Performance Criteria 15: Allocate marketing budget
Performance Criteria 16: Devise procedures to minimize risks
Performance Criteria 17: Prepare projected profit and loss statement based on forecasts of revenues and costs
Performance Criteria 18: Prepare cash flow statement based on forecasts of revenues and costs
Performance Criteria 19: Present business plan to prospective financiers
Performance Criteria 20: Develop investors pitch
Performance Criteria 21: Register trademark (e.g. name, logo, slogan, colour scheme)
Performance Criteria 22: Create brand value proposition
Performance Criteria 23: Select most viable business location based on cost, market potential and accessibility
Performance Criteria 24: Identify supplies requirements for business operations
Performance Criteria 25: Carry out cost estimation of identified supplies
Performance Criteria 26: Devise a method to prepare a procurement plan
Performance Criteria 27: Allocate budget for procurement
Performance Criteria 28: Develop a plan of hiring appropriate staff to process competence needs
Performance Criteria 29: Design a system of assigning roles and responsibilities to the staff
Performance Criteria 30: Develop features of marketing campaign
Performance Criteria 31: Select cost effective marketing techniques
Performance Criteria 32: Make sequence of operational activities
Performance Criteria 33: Select/prepare a standard presentation template for business
Performance Criteria 34: Use animation and transition tools to organize the presentation so that business information is presented in

	<p>correct sequence and time, and is easy to understand for interested parties</p> <p>Performance Criteria 35: Make the presentation self-explanatory by using images, videos and other graphic tools</p> <p>Performance Criteria 36: Ensure that presentation provides precise business information avoiding unnecessary information to keep interest of the audience</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Performance criteria 1: Select appropriate business/trade title</p> <p>Performance criteria 2: Incorporate business as per legislation</p> <p>Performance criteria 3: Acquire required licenses and permits</p> <p>Performance criteria 4: Develop a detailed flow chart and layout of business functions ensuring appropriate space allocation</p> <p>Performance criteria 5: Identify accessibility requirements of the business</p> <p>Performance criteria 6: Analyse financial viability of business location</p> <p>Performance criteria 7: Register a website</p> <p>Performance criteria 8: Prepare a mechanism to maintain supplies/assets inventory</p> <p>Performance criteria 9: Develop schedule of operations Set product/service quality standards/criteria as per customer/market requirements</p> <p>Performance criteria 10: Develop procedures to ensure quality of deliverables as per set standards</p> <p>Performance criteria 11: Prepare a mechanism to maintain supplies/assets inventory</p> <p>Performance criteria 12: Adopt cost efficient methods and techniques for business processes</p> <p>Performance criteria 13: Identify wastages and variances impacting operational costs</p> <p>Performance criteria 14: Take necessary actions to reduce wastages and variances</p> <p>Performance criteria 15: Keep track of financial book keeping</p> <p>Performance criteria 16: Prepare a plan to determine strengths and weaknesses of team members</p> <p>Performance criteria 17: Prepare a plan to educate team in identifying and resolving problems</p> <p>Performance criteria 18: Develop key performance indicators of internal functions and establish monitoring procedures</p> <p>Performance criteria 19: Prepare reports and coordinate deviations from work activities in accordance with set standards.</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: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: 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)				
Assessment Task 1 Candidate is required to fill any one template, assigned by assessor, regarding Quality Control or Quality assurance checklist (For sample see Annex. 1 & 2).		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Gathered quality and performance requirements for customers			
2.	Performance Criteria 2: Developed internal quality parameters of the products / services			
3.	Performance Criteria 3: Established quality assurance and control procedures including frequency, sample size, report templates etc.			
4.	Performance Criteria 4: Established methodology of internal audit of quality management system			
5.	Performance Criteria 5: Assessed changes in external and internal issues and associated risks and opportunities that are relevant to the quality management system.			
6.	Performance Criteria 6: Evaluated results of the evaluation of compliance with quality and performance requirements			
7.	Performance Criteria 7: Took decisions related to continual improvement opportunities and any need for changes to the quality management system			
8.	Performance Criteria 6: Evaluate results of the evaluation of compliance with quality and performance requirements			
9.	Performance Criteria 7: Take decisions related to continual improvement opportunities and any need for changes to the quality management system			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 Candidate is required to present his/her own Business plan, using MS PowerPoint.		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Analysed market segmentation			
2.	Performance Criteria 2: Identified customer needs related to product/service			
3.	Performance Criteria 3: Analysed forces and factors affecting the market			
4.	Performance Criteria 4: Identified potential stakeholders			
5.	Performance Criteria 5: Conducted competitor analysis			
6.	Performance Criteria 6: Specified key features of product/services			
7.	Performance Criteria 7: Elaborated unique selling point (USP) of product/service			
8.	Performance Criteria 8: Did vision and mission of the organization as set			
9.	Performance Criteria 9: Defined business objective and key performance indicators			
10.	Performance Criteria 10: Define organizational hierarchy			
11.	Performance Criteria 11: Stated roles and responsibilities within the hierarchy			
12.	Performance Criteria 12: Developed promotional strategy			
13.	Performance Criteria 13: Developed placement strategy			
14.	Performance Criteria 14: Developed pricing strategy			
15.	Performance Criteria 15: Allocate marketing budget			
16.	Performance Criteria 16: Devise procedures to minimize risks			
17.	Performance Criteria 17: Prepare projected profit and loss statement based on forecasts of revenues and costs			
18.	Performance Criteria 18: Prepared cash flow statement based on forecasts of revenues and costs			
19.	Performance Criteria 19: Presented business plan to prospective financiers			
20.	Performance Criteria 20: Developed investors pitch			
21.	Performance Criteria 21: Registered trademark (e.g. name, logo, slogan, colour scheme)			
22.	Performance Criteria 22: Created brand value proposition			
23.	Performance Criteria 23: Selected most viable business location based on cost, market potential and accessibility			
24.	Performance Criteria 24: Identified supplies requirements for business operations			
25.	Performance Criteria 25: Carried out cost estimation of identified supplies			

26.	Performance Criteria 26: Devised a method to prepare a procurement plan			
27.	Performance Criteria 27: Allocated budget for procurement			
28.	Performance Criteria 28: Developed a plan of hiring appropriate staff to process competence needs			
29.	Performance Criteria 29: Designed a system of assigning roles and responsibilities to the staff			
30.	Performance Criteria 30: Developed features of marketing campaign			
31.	Performance Criteria 31: Selected cost effective marketing techniques			
32.	Performance Criteria 32: Made sequence of operational activities			
33.	Performance Criteria 33: Select/prepare a standard presentation template for business			
34.	Performance Criteria 34: Use animation and transition tools to organize the presentation so that business information is presented in correct sequence and time, and is easy to understand for interested parties			
35.	Performance Criteria 35: Make the presentation self-explanatory by using images, videos and other graphic tools			
36.	Performance Criteria 36: Ensure that presentation provides precise business information avoiding unnecessary information to keep interest of the audience			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1.	Performance criteria 1: Selected appropriate business/trade title				
2.	Performance criteria 2: Incorporated business as per legislation				
3.	Performance criteria 3: Acquired required licenses and permits				
4.	Performance criteria 4: Developed a detailed flow chart and layout of business functions ensuring appropriate space allocation				
5.	Performance criteria 5: Identified accessibility requirements of the business				
6.	Performance criteria 6: Analysed financial viability of business location				
7.	Performance criteria 7: Registered a website				
8.	Performance criteria 8: Prepared a mechanism to maintain supplies/assets inventory				
9.	Performance criteria 9: Developed schedule of operations Set product/service quality standards/criteria as per customer/market requirements				
10.	Performance criteria 10: Developed procedures to ensure quality of deliverables as per set standards				
11.	Performance criteria 11: Prepared a mechanism to maintain supplies/assets inventory				
12.	Performance criteria 12: Adopted cost efficient methods and techniques for business processes				
13.	Performance criteria 13: Identify wastages and variances impacting operational costs				
14.	Performance criteria 14: Took necessary actions to reduce wastages and variances				
15.	Performance criteria 15: Kept track of financial book keeping				
16.	Performance criteria 16: Prepare a plan to determine strengths and weaknesses of team members				
17.	Performance criteria 17: Prepare a plan to educate team in identifying and resolving problems				
18.	Performance criteria 18: Develop key performance indicators of internal functions and establish monitoring procedures				
19.	Performance criteria 19: Prepare reports and coordinate deviations from work activities in accordance with set standards.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Title of Qualification: National Vocational Qualification in Entrepreneurship	CS Code:	Level:4	Version:
Competency Standard Title: <ul style="list-style-type: none"> • Apply advance computer skills for business • Develop a formal business plan • Set up a business Set up a micro business • Initiate business activities • Lead small teams • Plan and organize work Ensure Quality of Products/Services	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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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: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: National Vocational Qualification in Entrepreneurship	CS Code:	Level: 04	Version:
Competency Standard Title: <ul style="list-style-type: none"> • Apply advance computer skills for business • Develop a formal business plan • Set up a business Set up a micro business • Initiate business activities • Lead small teams • Plan and organize work Ensure Quality of Products/Services	Assessment Date (DD/MM/YY):		


WRITTEN ASSESSMENT


Question	Candidate's answer
1. What are internal quality parameters?	The Quality system must be commensurate with the company business implementation and monitoring of key performance indicators.
2. How to develop the quality policy of the organization?	This police start with customer requirement, inputs of internal parties include required information of ISO 9001 are the basic elements of quality policy.
3. What are the key performance indicators for business?	KPI's (1) Growth of revenue (2) net profit margin (3) gross profit margin (4) Operational cash flow (5) current account receivable (6) Inventory turnover.
4. Describe business hierarchy.	Hierarchy is the organization's structure where staff and items ranked according importance.
5. Why space allocation is important for business?	All product base businesses can manage their businesses with space allocation and can be befitted to do so.
6. What financial viability of business location?	Viable business location is the area of targeted customers who can buy your product or services with a marginal rate.

Question	Candidate's answer
7. How to ensure quality of deliverables?	Smooth production, energy safety, internal management and economical procurement are the cost-efficient methods
8. What are the cost efficiency methods?	Material and time are two types of wastages in any business separation cost.

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