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Islamabad



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ENTREPRENEURSHIP

Assessment Package

National Vocational Certificate Level 5

Version 1 - February 2020



Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

Document Version

February, 2020

Islamabad, Pakistan

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ENTREPRENEURSHIP

Assessment Package

National Vocational
Certificate Level 5

Version 1 - February 2020

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Manage human resources	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 human resource management plan, including:</p> <ul style="list-style-type: none"> ○ Recruit of employees ○ personnel development ○ Team performance management <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 human resource management plan, including:</p> <ul style="list-style-type: none"> ○ Recruit of employees ○ personnel development ○ Team performance management <p>Performance criteria 1: Establish recruitment process and procedures</p> <p>Performance criteria 2: Develop job descriptions as per required competencies</p> <p>Performance criteria 3: Develop job orientation procedures</p> <p>Performance criteria 4: Assess training needs of employees</p> <p>Performance criteria 5: Develop a training plan for learning requirements</p> <p>Performance criteria 6: Allocate resources for training activities</p> <p>Performance criteria 7: Develop procedure for monitoring and evaluation of trainings</p> <p>Performance criteria 8: Design mechanism to assess team performance</p> <p>Performance criteria 9: Develop mechanism for assessing employee satisfaction</p> <p>Performance criteria 10: Take appropriate action as per SOP</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

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 prepare human resource management plan, including: <ul style="list-style-type: none"> o Recruit of employees o personnel development o Team performance management 				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Established recruitment process and procedures			
2.	Performance criteria 2: Developed job descriptions as per required competencies			
3.	Performance criteria 3: Developed job orientation procedures			
4.	Performance criteria 4: Assessed training needs of employees			
5.	Performance criteria 5: Developed a training plan for learning requirements			
6.	Performance criteria 6: Allocated resources for training activities			
7.	Performance criteria 7: Developed procedure for monitoring and evaluation of trainings			
8.	Performance criteria 8: Designed mechanism to assess team performance			
9.	Performance criteria 9: Developed mechanism for assessing employee satisfaction			
10.	Performance criteria 10: Take appropriate action as per SOP			
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			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Manage marketing activities	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 prepare plan for product/services placement. 2. Assessment Task 2: Candidate is required to develop promotional activities. 3. Assessment Task 3: Candidate is required to prepare a proposed sales plan. 4. Assessment Task 4: Candidate is required to prepare public relation management strategies. 5. Assessment Task 5: Candidate is required to prepare a formal proposal against the buyer requirements. <p>And complete:</p> <ol style="list-style-type: none"> 6. Knowledge assessment test (Written or Oral) 7. 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 plan for product/services placement.</p> <p>Performance criteria 1: Identify required channels for product/service placement based on target customer demographics Performance criteria 2: Develop strategy to ensure the availability of product/service to the target customers Performance criteria 3: Develop plan to monitor placement activities and results</p> <p>Assessment Task 2: Candidate is required to develop promotional activities.</p> <p>Performance criteria 1: Develop appropriate promotional activities as per marketing budget Performance criteria 2: Develop appropriate marketing material Performance criteria 3: Develop plan to monitor the promotional activities and their results</p>

	<p>Assessment Task 3: Candidate is required to prepare a proposed sales plan.</p> <p>Performance criteria 1: Develop a sales plan Performance criteria 2: Develop structure of sales team Performance criteria 3: Devise mechanism of monitoring sales performance Performance criteria 4: Devise procedures to record customer feedback</p>
	<p>Assessment Task 4: Candidate is required to prepare public relation management strategies.</p> <p>Performance criteria 1: Develop corporate social responsibility strategy for creating good brand image Performance criteria 2: Develop mechanism to address feedback of stakeholders Performance criteria 3: Develop strategy to counteract negative publicity against the brand</p>
	<p>Assessment Task 5: Candidate is required to prepare a formal proposal against the buyer requirements.</p> <p>Performance criteria 1: Collect requirements for proposed work Performance criteria 2: Identify resources to fulfil requirements of proposed work Performance criteria 3: Prepare technical proposal for proposed work Performance criteria 4: Prepare financial proposal for proposed work</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 prepare plan for product/services placement.						
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1.	Performance criteria 1: Identified required channels for product/service placement based on target customer demographics					
2.	Performance criteria 2: Developed strategy to ensure the availability of product/service to the target customers					
3.	Performance criteria 3: Developed plan to monitor placement activities and results					
Competent <input type="checkbox"/>				Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 Candidate is required to develop promotional activities.		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Developed appropriate promotional activities as per marketing budget			
2.	Performance criteria 2: Developed appropriate marketing material			
3.	Performance criteria 3: Developed plan to monitor the promotional activities and their results			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Candidate is required to prepare a proposed sales plan.		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Developed a sales plan			
2.	Performance criteria 2: Developed structure of sales team			
3.	Performance criteria 3: Devised mechanism of monitoring sales performance			
4.	Performance criteria 4: Devised procedures to record customer feedback			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4 Candidate is required to prepare public relation management strategies.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Developed corporate social responsibility strategy for creating good brand image			
2.	Performance criteria 2: Developed mechanism to address feedback of stakeholders			
3.	Performance criteria 3: Developed strategy to counteract negative publicity against the brand			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5 Candidate is required to prepare a formal proposal against the buyer requirements.		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Collected requirements for proposed work			
2.	Performance criteria 2: Identified resources to fulfil requirements of proposed work			
3.	Performance criteria 3: Prepared technical proposal for proposed work			
4.	Performance criteria 4: Prepared financial proposal for proposed work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Manage finances	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 an accounting and financial management 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 an accounting and financial management plan.</p> <p>Performance criteria 1: Prepare profit and loss statement Performance criteria 2: Analyse cash flow statement Performance criteria 3: Assess assets and liabilities Performance criteria 4: Prepare budget plan for fiscal year Performance criteria 5: Follow procedures of allocating funds for business operation Performance criteria 6: Maintain record of financial transactions Performance criteria 7: Plan for financial contingency Performance criteria 8: Review financial statements Performance criteria 9: Devise cost control measures based on financial review</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 prepare an accounting and financial management plan.				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Prepared profit and loss statement			
2.	Performance criteria 2: Analysed cash flow statement			
3.	Performance criteria 3: Assessed assets and liabilities			
4.	Performance criteria 4: Prepared budget plan for fiscal year			
5.	Performance criteria 5: Followed procedures of allocating funds for business operation			
6.	Performance criteria 6: Maintained record of financial transactions			
7.	Performance criteria 7: Planned for financial contingency			
8.	Performance criteria 8: Reviewed financial statements			
9.	Performance criteria 9: Devised cost control measures based on financial review			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Manage business performance	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 prepare a business goals and objectives. 2. Assessment Task 2: Candidate is required to prepare a business performance optimisation plan. 3. Assessment Task 3: Candidate is required to prepare a customer relationship management plan. <p>And complete:</p> <ol style="list-style-type: none"> 4. Knowledge assessment test (Written or Oral) 5. 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 a business performance mechanism plan.</p> <p>Performance criteria 1: Establish base line for business objectives and goals</p> <hr/> <p>Assessment Task 2: Candidate is required to prepare a business performance optimisation plan.</p> <p>Performance criteria 1: Develop mechanism to evaluate key performance indicators Performance criteria 2: Devise criteria for adjusting objectives and milestones Performance criteria 3: Develop procedure to consolidate performance data of business functions Performance criteria 4: Develop mechanism to evaluate functional performance indicators Performance criteria 5: Develop action plan for business process improvement</p>

	<p>Assessment Task 3: Candidate is required to prepare a customer relationship management plan.</p> <p>Performance criteria 1: Document customer expectation Performance criteria 2: Devise action plan to meet customer expectation Performance criteria 3: Devise mechanism to monitor customer satisfaction Performance criteria 4: Identify and communicate rights and responsibilities of customers to the customer as appropriate Performance criteria 5: Assist customers to evaluate service and/or product options to satisfy their needs Performance criteria 6: Maintain records of customer interaction in accordance with organizational procedures Performance criteria 7: Maintain record of business contacts</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: 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 a business performance mechanism plan.		Description of assessment task 1	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Performance criteria 1: Established base line for business objectives and goals		Remarks
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 2 Candidate is required to prepare a business performance optimisation plan.		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Developed mechanism to evaluate key performance indicators			
2.	Performance criteria 2: Devised criteria for adjusting objectives and milestones			
3.	Performance criteria 3: Developed procedure to consolidate performance data of business functions			
4.	Performance criteria 4: Developed mechanism to evaluate functional performance indicators			
5.	Performance criteria 5: Developed action plan for business process improvement			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Candidate is required to prepare a customer relationship management plan.		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Documented customer expectation			
2.	Performance criteria 2: Devised action plan to meet customer expectation			
3.	Performance criteria 3: Devised mechanism to monitor customer satisfaction			
4.	Performance criteria 4: Identified and communicate rights and responsibilities of customers to the customer as appropriate			
5.	Performance criteria 5: Assisted customers to evaluate service and/or product options to satisfy their needs			
6.	Performance criteria 6: Maintained records of customer interaction in accordance with organizational procedures			
7.	Performance criteria 7: Maintained record of business contacts			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Comply to business regulations	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 develop Policy and Procedure to ensure regulatory compliance and identify mechanism for communication within organisation. Assessment Task 2: Candidate is required to prepare customer requirement management and monitoring plan. Assessment Task 3: Candidate is required to enlist relevant business standards and develop a mechanism of their compliance. <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 develop Policy and Procedure to ensure regulatory compliance and identify communication mode within organisation.</p> <p>Performance criteria 1: Prepare inventory of statutory laws regarding business operations Performance criteria 2: Develop Policy and Procedure to ensure regulatory compliance Performance criteria 3: Develop plan to communicate compliance policy and procedures within the organization</p> <hr/> <p>Assessment Task 2: Candidate is required to prepare customer requirement management and monitoring plan.</p> <p>Performance criteria 1: Document customer compliance requirements Performance criteria 2: Develop procedures to ensure compliance to customer requirements Performance criteria 3: Develop plan to communicate customer requirements within the organization Performance criteria 4: Develop mechanism to monitor operations based on customer requirements</p>

	<p>Assessment Task 3: Candidate is required to enlist relevant business standards and develop a mechanism of their compliance.</p> <p>Performance criteria 1: Prepare inventory of prescribed standards and their requirements</p> <p>Performance criteria 2: Develop procedure to ensure compliance to requirements of the standard</p> <p>Performance criteria 3: Develop mechanism to monitor operations based on standard compliance requirements</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)			
Assessment Task 1 Candidate is required to develop Policy and Procedure to ensure regulatory compliance and identify communication mode within organisation.		Description of assessment task 1	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Performance criteria 1: Prepare inventory of statutory laws regarding business operations		
2.	Performance criteria 2: Develop Policy and Procedure to ensure regulatory compliance		
3.	Performance criteria 3: Develop plan to communicate compliance policy and procedures within the organization		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 2 Candidate is required to prepare customer requirement management and monitoring plan.		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Document customer compliance requirements			
2.	Performance criteria 2: Develop procedures to ensure compliance to customer requirements			
3.	Performance criteria 3: Develop plan to communicate customer requirements within the organization			
4.	Performance criteria 4: Develop mechanism to monitor operations based on customer requirements			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Candidate is required to enlist relevant business standards and develop a mechanism of their compliance.		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance criteria 1: Prepare inventory of prescribed standards and their requirements			
2.	Performance criteria 2: Develop procedure to ensure compliance to requirements of the standard			
3.	Performance criteria 3: Develop mechanism to monitor operations based on standard compliance requirements			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Mitigate Risks to 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 a risk assessment, management and monitoring 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 a risk assessment, management and monitoring plan.</p> <p>Performance criteria 1: Identify the types of risks Performance criteria 2: Calculate the impacts of risks Performance criteria 3: Analyse the limits of present risks Performance criteria 4: Forecast risk consequences Performance criteria 5: Evaluate risk mitigation action Performance criteria 6: Devise procedure to minimize risks Performance criteria 7: Identify parameters for risk monitoring Performance criteria 8: Establish risk reporting mechanism</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 prepare a risk assessment, management and monitoring plan.			
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Performance criteria 1: Identified the types of risks		
2.	Performance criteria 2: Calculated the impacts of risks		
3.	Performance criteria 3: Analysed the limits of present risks		
4.	Performance criteria 4: Forecasted risk consequences		
5.	Performance criteria 5: Evaluated risk mitigation action		
6.	Performance criteria 6: Devised procedure to minimize risks		
7.	Performance criteria 7: Identified parameters for risk monitoring		
8.	Performance criteria 8: Established risk reporting mechanism		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version: 01
Competency Standard Title: Manage stakeholders	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 evaluate stake holder's expectations and develop Standard operating procedures for managing stakeholders. <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 evaluate stake holder's expectations and develop Standard operating procedures for managing stakeholders.</p> <p>Performance criteria 1: Categorize the stakeholders as per business interests Performance criteria 2: Identify the needs & expectations of stakeholders from business Performance criteria 3: Identify business processes that fulfil the needs and expectations of stakeholders Performance criteria 4: Devise a plan for hierarchy of internal stakeholders Performance criteria 5: Define the roles and responsibilities of internal stakeholders in business Performance criteria 6: Prepare agreements for stakeholders Performance criteria 7: Carry out periodic evaluation as per agreements</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 evaluate stake holder's expectations and develop Standard operating procedures for managing stakeholders.		Description of assessment task 1	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Performance criteria 1: Categorize the stakeholders as per business interests		
2.	Performance criteria 2: Identify the needs & expectations of stakeholders from business		
3.	Performance criteria 3: Identify business processes that fulfil the needs and expectations of stakeholders		
4.	Performance criteria 4: Devise a plan for hierarchy of internal stakeholders		
5.	Performance criteria 5: Define the roles and responsibilities of internal stakeholders in business		
6.	Performance criteria 6: Prepare agreements for stakeholders		
7.	Performance criteria 7: Carry out periodic evaluation as per agreements		
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: Manage human resources	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: 03	Version:
Competency Standard Title: Manage human resources	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Define job description.	Working condition of a job along with job title, Purpose, responsibilities, scope and a written statement of job called Job Description.
2. Define recruitment process.	Reviewing applications, screening, shortlisting and selecting the right candidate is recruitment process.
3. Define job orientation.	Job orientation is detail information of pay, dress code, workspace, equipment, timetable and benefits.
4. Why training required for employee?	Training improves efficiency and productivity.
5. Define training plan for learning requirements?	Identify goals and objectives, assess training needs and then finalize the training plan.
6. What are the resources for training activities?	Critical thinking, decision making, workshops and problem solving courses.

Question	Candidate's answer
7. Write down the various procedures for monitoring and evaluation of training?	Trainers use training evaluation to assess if the employees are aligned with company's goals and objectives.
8. How to take appropriate action for team performance?	Improving team performance require commitment, conviction and leadership qualities from you and your whole team.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Manage marketing activities	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	<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>

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Manage marketing activities	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Describe the channels for product/service placement?	Wholesaler/distributor, direct/indirect sales team, value-added reseller, dealer and retailer
2. How to find out our targeted customers?	Search engine optimization (SEO) can find your targeted customers.
3. How to monitor placement activities and result?	Product placement is embedded marketing. We can monitor products in a movie or television show.
4. Describe appropriate marketing material.	Business cards, brochures, catalogues, signs banners and bill boards are marketing materials.
5. How to monitor the promotional activities and their result?	Company progress, changes in sales and return on investment are the indicators to monitor promotional activities.
6. Describe the sales plan.	It contains a strategic document that figures out your business target and several resources.
7. How to develop structure of sales team?	Lead generation team, sale development representatives and account executives are the structure of best sale team.
8. How to keep record for customer's feedback?	Emails, Phone calls, on ground service and suggestion boards are the main factors.

Question	Candidate's answer
9. How to address feedback of stakeholders?	Regular meetings and workshops help a business owner/executive communicate and manage expectations with stakeholder.
10. What are the necessary steps to create good brand image?	A brand development strategy is a key factor to create a good brand image.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Manage finances	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: 05	Version:
Competency Standard Title: Manage finances	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. What is financial management?	Financial Management means planning, organizing, directing and controlling the financial activities such as procurement and utilization of funds of the enterprise. It means applying general management principles to financial resources of the enterprise.
2. What is profit and loss statement?	The profit and loss statement is a financial statement that summarizes the revenues, costs, and expenses incurred during a specified period, usually a fiscal quarter or year
3. What is cash flow?	Cash flow is the difference in amount of cash available at the beginning of a period (opening balance) and the amount at the end of that period (closing balance).
4. What is balance sheet?	A balance sheet is a statement of the financial position of a business that lists the assets, liabilities, and owner's equity at a particular point in time.
5. Difference between assets and liabilities?	The main difference between assets and liabilities is that assets provide a future economic benefit, while liabilities present a future debt.
6. What is budget plan?	Budgeting is the process of creating a plan to spend your money. This spending plan is called a budget. Budgeting is simply balancing your expenses with your income.

Question	Candidate's answer
7. Difference between current and fixed assets?	Current assets are used in the day-to-day operations of a business to keep it running. Fixed assets are long-term, physical assets such as plant and equipment. Current assets are short-term assets that are typically used up in less than one year. Fixed assets have a useful life of more than one year.
8. Describe financial resources?	<ul style="list-style-type: none">• Cash: money or its equivalent.• Bank Deposits: money placed into banks, including checking accounts and money market accounts.• Holdings of Stocks: publicly traded stocks can be easily converted to cash, and are considered financial resources of an organization.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Manage business performance	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: 05	Version:
Competency Standard Title: Manage business performance	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Difference between goals and objectives?	Goals are big-picture ideas about where you want to go. Objectives are concrete steps that move you toward your goals.
2. Define the base line for the business objectives.	Clearly defined starting point from where implementation begins, improvement is judged, or comparison is made in the business.
3. Define KPI's in business.	A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets.
4. What are the management control techniques?	<ol style="list-style-type: none"> 1. Personal observation 2. Statistical reports 3. Break-even analysis 4. Budgetary control 5. Return on investment 6. Ratio analysis 7. Responsibility accounting 8. Management audit
5. Define mechanism to evaluate functional performance indicators.	A performance indicator or key performance indicator (KPI) is a type of performance measurement. KPIs evaluate the success of an organization or of a particular activity (such as projects, programs, products and other initiatives) in which it engages.

Question	Candidate's answer
6. What are the action plans for business process improvement?	<ol style="list-style-type: none">1. Design2. Modelling3. Execution4. Monitoring5. Optimization
7. Define customer satisfaction.	Customer satisfaction is defined as a measurement that determines how happy customers are with a company's products, services, and capabilities. Customer satisfaction information, including surveys and ratings, can help a company determine how to best improve or changes its products and services.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Comply to business regulations	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: 05	Version:
Competency Standard Title: Comply to business regulations	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Why laws and regulations are important in business operations.	The benefits of rules and regulations in business are that they protect the company. By protecting employees, you protect the company from lawsuits. Following rules and regulations help employees understand what is expected of them and what will happen if they violate the rules.
2. Definition of statutory law.	Statutory Law is the term used to define written laws, usually enacted by a legislative body. Statutory laws vary from regulatory or administrative laws that are passed by executive agencies, and common law, or the law created by prior court decisions.
3. How to ensure regulatory compliance?	<ul style="list-style-type: none"> • Write your procedures down • Help employees understand why procedures are necessary • Make your procedures easily accessible • Reward employees who comply with procedures
4. Why compliance policy and procedures in business?	corporate compliance is the process of making sure your company and employees follow the laws, regulations, standards, and ethical practices that apply to your organization

Question	Candidate's answer
5. How to prepare documents for customer compliance requirements?	Compliance documentation means specific documents or information including records, reports, observations, and verbal responses to establish or confirm compliance with a regulatory requirement by a program or facility.

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Mitigate Risks to 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: 05	Version:
Competency Standard Title: Mitigate Risks to Business	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Write down the types of risks?	<ul style="list-style-type: none">• Credit Risk• Country Risk• Political Risk• Reinvestment Risk• Interest Rate Risk• Foreign Exchange Risk• Inflationary Risk• Market Risk

Question	Candidate's answer
2. How to analyze the risk?	<p>Risk analysis is the process of identifying and analyzing potential issues that could negatively impact key business initiatives or critical projects in order to help organizations avoid or mitigate those risks.</p>
3. How to forecast the risks?	<p>Financial Risk Forecasting is a complete introduction to practical quantitative risk management, with a focus on market risk. The main concepts in risk and models to forecast risk are discussed, especially volatility, value-at-risk and expected shortfall.</p>
4. Describe the procedures to minimize the risk?	<ul style="list-style-type: none">● Identify all of the potential risks● Mitigation strategies● Monitoring● Disaster planning● Insurance

Question	Candidate's answer
5. What are the steps required to risk reporting mechanism?	<ul style="list-style-type: none">• Identify the Risk• Analyze the risk• Evaluate or Rank the Risk• Treat the Risk• Monitor and Review the risk

Title of Qualification: National Vocational Certificate Entrepreneurship	CS Code:	Level: 05	Version:
Competency Standard Title: Manage stakeholders	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: 05	Version:
Competency Standard Title: Manage stakeholders	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Who are the stakeholders?	A stakeholder is any person, organization, social group, or society at large that has a stake in the business. Thus, stakeholders can be internal or external to the business. A stake is a vital interest in the business or its activities. Be both affected by a business and affect a business.i.e. Customers. Stake: Product/service quality and value Employees. Stake: Employment income and safety Investors. Stake: Financial returns Suppliers and Vendors: Stake: Revenues and safety Communities. Stake: Health, safety, economic development Governments. Stake: Taxes and GDP
2. Describe Stakeholder's expectations from business.	Every stakeholder has positive expectation from the business to make profit and earn goodwill.
3. What is hierarchy?	A system in which members of an organization or society are ranked according to relative status or authority.

Question	Candidate's answer
4. What are the internal stakeholders?	Internal stakeholders are entities within a business (e.g., employees, managers, the board of directors, investors)
5. Who are the external stakeholders?	External stakeholders are entities not within a business itself but who care about or are affected by its performance (e.g., consumers, regulators, investors, suppliers)
6. Roles and Responsibilities of stakeholders?	Stakeholders have legal decision-making rights and may control project scheduling and budgetary issues. Most project stakeholders have responsibilities to businesses that include educating developers, financing projects, creating scheduling parameters and setting milestone dates.

Title of Qualification: National Vocational Qualification in Entrepreneurship	CS Code:	Level:5	Version:
Competency Standard Title: <ul style="list-style-type: none"> • Lead workplace communication • Manage human resources • Manage marketing activities • Manage finances • Manage business performance • Comply to business regulations • Mitigate Risks to Business • Manage stakeholders 	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 present his/her own Business Management Plan, using MS PowerPoint. <p>And complete:</p> <ol style="list-style-type: none"> 2. Knowledge assessment test (Written or Oral) 3. Portfolios at the time of assessment (if any)
	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Candidate is required to present his/her own Business Management Plan, using MS PowerPoint.</p> <p>Performance Criteria 1: Develop strategy to ensure the availability of product/service to the target customers</p> <p>Performance Criteria 2: Develop plan to monitor placement activities and results</p> <p>Performance Criteria 3: Develop plan to monitor the promotional activities and their results</p> <p>Performance Criteria 4: Devise mechanism of monitoring sales performance</p> <p>Performance Criteria 5: Devise procedures to record customer feedback</p> <p>Performance Criteria 6: Develop corporate social responsibility strategy for creating good brand image</p> <p>Performance Criteria 7: Develop mechanism to address feedback of stakeholders</p> <p>Performance Criteria 8: Develop strategy to counteract negative publicity against the brand</p> <p>Performance Criteria 9: Prepare technical proposal for proposed work</p> <p>Performance Criteria 10: Prepare financial proposal for proposed work</p> <p>Performance Criteria 11: Prepare budget plan for fiscal year</p> <p>Performance Criteria 12: Establish base line for business objectives and goals</p> <p>Performance Criteria 13: Develop mechanism to evaluate key performance indicators</p>

	<p>Performance Criteria 14: Develop procedure to consolidate performance data of business functions</p> <p>Performance Criteria 15: Develop mechanism to evaluate functional performance indicators</p> <p>Performance Criteria 16: Develop action plan for business process improvement</p> <p>Performance Criteria 17: Devise mechanism to monitor customer satisfaction</p> <p>Performance Criteria 18: Develop Policy and Procedure to ensure regulatory compliance</p> <p>Performance Criteria 19: Develop procedure to ensure compliance to requirements of the standard</p> <p>Performance Criteria 20: Calculate the impacts of risks</p> <p>Performance Criteria 21: Devise procedure to minimize risks</p> <p>Performance Criteria 22: Establish risk reporting mechanism</p> <hr/> <p>Portfolios required at the time of assessment (if any) for</p> <p>Performance criteria 1: Develop a training plan for learning requirements</p> <p>Performance criteria 2: Develop procedure for monitoring and evaluation of trainings</p> <p>Performance criteria 3: Design mechanism to assess team performance</p> <p>Performance criteria 4: Prepare profit and loss statement</p> <p>Performance criteria 5: Analyse cash flow statement</p> <p>Performance criteria 6: Assess assets and liabilities</p> <p>Performance criteria 7: Maintain record of financial transactions</p> <p>Performance criteria 8: Plan for financial contingency</p> <p>Performance criteria 9: Review financial statements</p> <p>Performance criteria 10: Devise cost control measures based on financial review</p> <p>Performance criteria 11: Devise criteria for adjusting objectives and milestones</p> <p>Performance criteria 12: Devise action plan to meet customer expectation</p> <p>Performance criteria 13: Identify business processes that fulfil the needs and expectations of stakeholders</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)				
Assessment Task 1 Candidate is required to present his/her own Business Management Plan, using MS PowerPoint.		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Developed strategy to ensure the availability of product/service to the target customers			
2.	Performance Criteria 2: Developed plan to monitor placement activities and results			
3.	Performance Criteria 3: Developed plan to monitor the promotional activities and their results			
4.	Performance Criteria 4: Devised mechanism of monitoring sales performance			
5.	Performance Criteria 5: Devised procedures to record customer feedback			
6.	Performance Criteria 6: Developed corporate social responsibility strategy for creating good brand image			
7.	Performance Criteria 7: Developed mechanism to address feedback of stakeholders			
8.	Performance Criteria 8: Developed strategy to counteract negative publicity against the brand			
9.	Performance Criteria 9: Prepared technical proposal for proposed work			
10.	Performance Criteria 10: Prepared financial proposal for proposed work			
11.	Performance Criteria 11: Prepared budget plan for fiscal year			
12.	Performance Criteria 12: Established base line for business objectives and goals			
13.	Performance Criteria 13: Developed mechanism to evaluate key performance indicators			
14.	Performance Criteria 14: Developed procedure to consolidate performance data of business functions			
15.	Performance Criteria 15: Developed mechanism to evaluate functional performance indicators			
16.	Performance Criteria 16: Developed action plan for business process improvement			
17.	Performance Criteria 17: Devised mechanism to monitor customer satisfaction			
18.	Performance Criteria 18: Developed Policy and Procedure to ensure regulatory compliance			
19.	Performance Criteria 19: Developed procedure to ensure compliance to requirements of the standard			
20.	Performance Criteria 20: Calculated the impacts of risks			
21.	Performance Criteria 21: Devised procedure to minimize risks			
22.	Performance Criteria 22: Established risk reporting mechanism			
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: Developed a training plan for learning requirements				
2.	Performance criteria 2: Developed procedure for monitoring and evaluation of trainings				
3.	Performance criteria 3: Designed mechanism to assess team performance				
4.	Performance criteria 4: Prepared profit and loss statement				
5.	Performance criteria 5: Analysed cash flow statement				
6.	Performance criteria 6: Assessed assets and liabilities				
7.	Performance criteria 7: Maintained record of financial transactions				
8.	Performance criteria 8: Planned for financial contingency				
9.	Performance criteria 9: Reviewed financial statements				
10.	Performance criteria 10: Devised cost control measures based on financial review				
11.	Performance criteria 11: Devised criteria for adjusting objectives and milestones				
12.	Performance criteria 12: Devised action plan to meet customer expectation				
13.	Performance criteria 13: Identified business processes that fulfil the needs and expectations of stakeholders				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Title of Qualification: National Vocational Qualification in Entrepreneurship	CS Code:	Level:5	Version:
Competency Standard Title: <ul style="list-style-type: none"> • Lead workplace communication • Manage human resources • Manage marketing activities • Manage finances • Manage business performance • Comply to business regulations • Mitigate Risks to Business • Manage stakeholders 	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"> • Lead workplace communication • Manage human resources • Manage marketing activities • Manage finances • Manage business performance • Comply to business regulations • Mitigate Risks to Business • Manage stakeholders 	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT


Question	Candidate's answer
1. What is profit and loss statement?	The profit and loss statement is a financial statement that summarizes the revenues, costs, and expenses incurred during a specified period, usually a fiscal quarter or year
2. What is cash flow?	Cash flow is the difference in amount of cash available at the beginning of a period (opening balance) and the amount at the end of that period (closing balance).
3. Define the base line for the business objectives.	Clearly defined starting point from where implementation begins, improvement is judged, or comparison is made in the business.
4. Define KPI's in business.	A Key Performance Indicator is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets.
5. What are the internal stakeholders?	Internal stakeholders are entities within a business (e.g., employees, managers, the board of directors, investors)

Question	Candidate's answer
<p>6. Roles and Responsibilities of stakeholders?</p>	<p>Stakeholders have legal decision-making rights and may control project scheduling and budgetary issues. Most project stakeholders have responsibilities to businesses that include educating developers, financing projects, creating scheduling parameters and setting milestone dates.</p>
<p>7. Describe the procedures to minimize the risk?</p>	<ul style="list-style-type: none"> • Identify all of the potential risks • Mitigation strategies • Monitoring • Disaster planning • Insurance
<p>8. What are the steps required to risk reporting mechanism?</p>	<ul style="list-style-type: none"> • Identify the Risk • Analyze the risk • Evaluate or Rank the Risk • Treat the Risk • Monitor and Review the risk

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