QUALIFICATION SPECIFICATION - LRN LEVEL 3 CERTIFICATE IN BUSINESS MANAGEMENT

Qualification Accreditation Number: 603/0042/5

Contents

BACKGROUND TO LRN

Learning Resource Network (LRN) is an Awarding organisation which creates qualifications for educational institutions, independent learning providers and employers.

LRN is recognised for its portfolio of international English qualifications for those who want to provide evidence of their English Language skills for their professional or personal development. These qualifications are internationally recognised as providing proof of the skills and abilities required by educational institutes, professional bodies and governments.

LRN also creates qualification in business, enterprise, management as well as qualifications in education and training. LRN offers its customers qualifications that are easy to deliver, cost effective and user friendly.

In producing its qualifications the project team drew upon the experience and expertise of academics, professionals working in the pertinent industries and colleagues with a wealth of practice and knowledge of validation, verification, delivery and assessment.

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INTRODUCTION

This specification provides an overview to the LRN Level 3 Certificate in Business Management for candidates, centres, administrators, employers, teachers and examiners. The specification outlines the key features and administrative procedures required for this qualification.

OBJECTIVE

LRN Level 3 Certificate in Business Management is designed to help candidates in developing their understanding and knowledge of business.

CANDIDATE CATEGORY

Candidates for the LRN Level 3 Certificate in Business Management will include those who:

1. are new to the work environment;
2. have a limited experience of work and want to increase their knowledge;
3. do not have a formal qualification in business and want to obtain one.

ENTRY REQUIREMENTS

Candidates should have:

• One or two GCE (A to C grade) qualifications;
• Advanced GNVQ with a specific grade or equivalent;

Candidates should also have a speaking, listening, reading and writing ability which is commensurate to CEFR Level B1 (or equivalent). This to ensure they meet the communication requirements for this qualification. Candidates should have an interest in furthering their career within business.

MODE OF DELIVERY

This qualification has been constructed to be delivered via centres offering online tuition. Centres will need to demonstrate to LRN, through the centre recognition processes, that they have the resources, facilities and competence to deliver through this method. However, centres must be able to demonstrate, in line with LRN's criteria, that they have the means, capability, capacity and resources (including suitably qualified centre staff) to deliver.

PROGRESSION

LRN Level 3 Certificate in Business Management has been designed to reflect the wide variation in candidates' origins, levels of education and career aims. Progression opportunities may, therefore, take a variety of paths. Depending on the level of qualification achieved, it may be appropriate for the candidate to progress to:

• A Level 4 qualification in business management
• A higher level of any qualification – e.g. Degree
• Vocational qualifications

RECOGNITION OF PRIOR LEARNING

Please refer to LRN's policy on the Recognition of Prior Learning to determine whether previously achieved qualifications meet LRN's policy on possible exemptions.

LANGUAGE OF ASSESSMENT

LRN aims to use English that is plain, clear, free from bias and appropriate to all candidates. LRN will ensure the assessment materials, stimuli and the assessment itself is carried out in English.

QUALIFICATION OVERVIEW

The LRN Level 3 Certificate in Business Management is a four-unit qualification. This qualification is assessed by an online multiple choice examination, and by written assignment, which is externally set and marked by LRN.

The qualification has a credit value of 20.

ASSESSMENT

The assessment consists of written assignment externally set and marked by LRN and an online multiple-choice examination by LRN. The marking of assignments will be carried out in accordance with completion of the learning outcomes and the assessment criteria listed in the assignments. To ensure a rigorous quality assurance model is applied, each of the marked assignments will be moderated.

Candidates are allowed 45 minutes to complete 50 questions for the online multiple choice exam.

Candidate require to correct minimum 30 multiple choice exam in order to pass the multiple choice exam.

TOTAL QUALIFICATION TIME (TQT)

Guided learning hours (GLH)	200	
Self-study (SS)	100	Total Assessment Time (TAT)
Formative Assessment	8 hours	40 Hours
Summative Assessment	32 hours	
Total Qualification Time	340 hours (GLH + SS + TAT)	

Please note the timescales above are indicative and should not be considered representative for the duration each candidate will take to achieve the qualification.

GRADING

Results are reported as pass or fail grades.

RESULTS

The timescales in which LRN will issue its results is between 4 to 6 weeks.

SAMPLE ASSIGNMENTS

LRN will provide sample assessment materials to its approved centres through the centre portal.

QUALIFICATION FEATURES

1 Understanding Business					
Unit Aim					
The aim of the unit is to enable candidates to demonstrate an understanding of organisations and how they operate.					
Unit Level		3	**Credit Value**	5	**Unit Reference**	A/615/0041
GLH	50	**Unit Grading Structure**		Pass	
Assessment Guidance		Assessment – by one assignment which is externally set and externally marked by LRN, and by one online multiple choice exam across all units, which is marked by the LRN.			
Learning Outcomes - The learner will:		**Assessment Criterion - The learner can:**			
1. Understand the different types of organisation and their business aims.		1.1	Compare the aims and goals of different types of organisation.		
		1.2	Identify the products, services and customers of different business organisations.		
2. Understand different types of organisational structures.		2.1	Describe the key characteristics of large and small/medium enterprises.		
		2.2	Assess the role of different functions within businesses and their inter-relationships.		
3. Know how to assess an organisation's competitive position.		3.1	Use an analysis tool to identify the factors which might impact on an organisation's competitive position.		
		3.2	Recommend a course of action to improve an aspect of business performance.		
4. Understand the importance of human resources to an organisation.		4.1	Explain the relationship between organisational objectives and human resources.		
		4.2	Describe and explain the benefits of motivation in practice.		

2 Understanding and Using Business Communication					
Unit Aim					
Communication is the nervous system of an organisation. It keeps the members of the organisation informed about the internal and external happenings relevant to a task and of interest to the organisation. It co-ordinates the efforts of the members towards achieving organisational objectives. It is the process of influencing the action of a person or a group. It is a process of meaningful interaction among human beings to initiate, execute, accomplish, or prevent certain actions. Communication is, thus, the life blood of an organisation. Without communication, an organisation, an organisation is lifeless and its very existence is in danger. The aim of the unit is to enable candidates to demonstrate an understanding of the value business communications and how effective communication assists the strategic planning process.					
Unit Level	3	**Credit Value**	5	**Unit Reference**	F/615/0042
GLH	50	**Unit Grading Structure**		Pass	
Assessment Guidance		Assessment – by one assignment which is externally set and externally marked by LRN, and by one online multiple choice exam across all units which is marked by the LRN.			

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:	
1 Understand different communication methods and styles used in effective business communication.	1.1	Determine suitable communication methods and styles for different tasks within the business context.
	1.2	Explain the importance of adapting communication methods and styles to different audiences.
2 Understand barriers to effective communication and methods to resolve them.	2.1	Explain barriers to communication.
	2.2	Explain different techniques that could be used to address barriers to communication.
3 Know how to communicate effectively in a business context.	3.1	Demonstrate suitable communication methods for different business tasks.
	3.2	Explain ways to improve personal and interpersonal communication skills.
4 Understand marketing strategy and planning.	4.1	Define and explain the importance of the marketing process.
	4.2	Explain marketing terms, the marketing mix and the product life cycle.

3	Understanding and Using IT for Business					

Unit Aim

The aim of the unit is designed to enable candidates to demonstrate an understanding of IT in business and how to manage it

Unit Level	3	Credit Value		5	Unit Reference	J/615/0043
GLH	50	Unit Grading Structure		Pass		
Assessment Guidance		Assessment – by one assignment which is externally set and externally marked by LRN, and by one online multiple choice exam across all units which is marked by the LRN.				

Learning Outcomes - The learner will:		Assessment Criteria - The learner can:	
1. Understand the main components of a business IT system.		1.1	Evaluate different hardware and software systems for business.
		1.2	Describe the main components of a business IT system.
2. Understand the main business uses of IT.		2.1	Explain the main uses of IT in business.
		2.2	Assess how the IT system fits in the organisation.
3. Know how to use business IT systems in a business environment.		3.1	Evaluate IT solutions for a business problem.
		3.2	Discuss the main legal, ethical and professional issues relevant to the use of IT in business.
4. Understand the planning and control of projects.		4.1	Define the purpose and structure of a project.
		4.2	Identify methods and processes available to control a project.

4 Understanding Business Finance					
Unit Aim					
The aim of the unit is designed to enable candidates to demonstrate an understanding of business finance and its importance to the viability of a business.					
Unit Level		3	**Credit Value**	5	**Unit Reference** L/615/0044
GLH		50	**Unit Grading Structure**	Pass	
Assessment Guidance		Assessment – by one assignment which is externally set and externally marked by LRN, and by one online multiple choice exam across all units which is marked by the LRN.			

Learning Outcomes - The learner will:		Assessment Criteria - The learner can:	
1. Understand the features of different sources of business finance.		1.1	Describe different sources of business finance
		1.2	Assess the relative merits of different sources of business finance.
2. Be able to use financial statements to interpret business performance.		2.1	Analyse financial statements.
		2.2	Assess the financial performance of a business using appropriate comparative data.
3. Know how to use financial information to support short and medium term decision-making in a business.		3.1	Explain the purpose and limitations of operating and cash budgets.
		3.2	Classify and use cost information to support short and medium term decision-making in a business.
4. Understand basic bookkeeping practices.		4.1	Explain, describe and accurately reflect bookkeeping entries and adjustments in the books of a business.
		4.2	Explain, describe and accurately prepare a profit and loss account.