

Business Information: S/NVQ Qualification Structure

1 Scope

1.1 SFEDI is the Standards Setting Body for prospective and existing entrepreneurs, those running small-scale enterprises in the UK and those that seek to advise and support them. This paper sets out the requirements for Scottish Vocational Qualifications and National Vocational Qualifications (S/NVQs) based on the National Occupational Standards (NOS) for Business Information as at 3 June 2008.

2 Levels

2.1 Qualifications for Business Information were at level 3 as at January 2006. We expect that such qualifications developed and based on the new SFEDI standards will continue to be at S/NVQ Level 3. The detail and language in the standards should be adequate to offer direct application in qualifications and units at this and equivalent levels.

3 Mandatory units

3.1 Each of the standards in the Business Information suite constitutes a mandatory unit within a S/NVQ. The S/NVQ should therefore include:

- 1 Deal with initial business information enquiries from clients and identify their needs
- 2 Research and provide clients with the business information they need¹
- 3 Contribute to administering and promoting business information services
- 4 Provide and maintain the materials needed to provide business information²
- 5 Develop networks to provide access to business information, support and resources
- 6 Evaluate the quality of your own practice in business information
- 7 Develop your own ability to provide business information
- 8 Develop your knowledge and experience of a small business and its core functions

¹ This unit is imported and tailored from Ento's National Occupational Standards for Advice and Guidance unit AG 19 Undertake research for the service and its clients.

² This unit is imported and tailored from Ento's National Occupational Standards for Advice and Guidance unit AG 21 Provide and maintain information materials for use in the service.