



Level 2 Certificate in Gateway to Independent and Remote Working

Regulator	Ofqual
Qualification Reference Number	603/4323/0
Qualification Start Date	1 April 2019
Last Date for Registration	31 March 2027
Available Age Ranges	Pre – 16 ✗ 16 – 18 ✓ 19+ ✓
Total Qualification Time	140 hours
Guided Learning	101 hours

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Qualification Overview

Qualification Structure	3 mandatory units
Assessor Qualification Required (please check further details on the qualification page on the SFEDI Awards website)	No
IQA Qualification Required (please check further details on the qualification page on the SFEDI Awards website)	No

Unit Title	Reference Number	Mandatory/ Optional	Unit Level	Credit Value	Guided Learning (hours)
Getting Independent and Remote Work	F/617/43230	M	2	5	35
Calculating the Sales Prices for Independent and Remote Working	J/617/5332	M	2	3	26
Starting a Business for Independent and Remote Work	L/617/5333	M	2	6	40

About This Qualification

This qualification supports individuals through the development of the knowledge and skills relating to independent working including how to promote their abilities and skills in order to win work, the rights and responsibilities they have as an independent worker and also how to construct a longer term career as an independent worker.

There are no formal entry requirements however, in order to benefit from undertaking the qualification learners should possess communication skills sufficient to allow them to address the assessment requirements.

Assessment should be through the production of a portfolio of evidence presented for assessment by a suitably experienced Assessor. Mandatory assessment methods, where applicable, can be seen within the individual unit details.

Those who complete this qualification may wish to undertake other SFEDI Awards qualifications further details of which can be found on our website.

Qualification Unit Details

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The following pages contain the units that are contained within this qualification

F/617/5331**Getting Independent and Remote Work**

Unit Status	Mandatory
Unit assessment type	Portfolio of evidence
Unit Level	2
Credit Value	5
Guided Learning Hours	35
Unit Level Guidance	<p>At this level the learner should demonstrate an understanding of a defined subject matter allowing them to complete well-defined tasks and overcome straightforward problems making use of simple facts and ideas with the support of others.</p> <p>The learner should be able to identify both strengths and weaknesses in their work in the completion of the well-defined tasks and use their understanding of the subject matter and the gathering of information in order to identify whether they have been successful in the completion of the task.</p> <p>The learner should be able to respond to simple written or oral communication and make use of a range of simple numerical and graphical data in familiar and everyday contexts.</p>
Learning Outcomes	<ul style="list-style-type: none">• Be able to assess the best fit industries within which to find work• Be able to publish an online profile to bid for work• Be able to prepare to pitch for work
Unit Grading	<p>This unit is graded on a pass or fail basis and the learner must demonstrate evidence against all of the listed assessment criteria in order to achieve this unit.</p>
Assessment Guidance	<p>The following provides examples of assessment methods that could be used to generate evidence for this unit. This list is not an exhaustive list and other methods can be used by the centre.</p> <ul style="list-style-type: none">• Product evidence• Learner statement/case study• Pre-approved worksheets• Professional discussion• Recognition of prior achievement• Recognition of prior learning• Witness testimony

Unit Content

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Be able to assess the best fit industries within which to find work	1.1	Identify the industry that holds most interest for potential avenues to work
		1.2	Identify the potential roles and the knowledge and skills required to work within the industry identified
		1.3	Assess own knowledge and skills against those required to work within the industry identified
		1.4	Identify any gaps in own knowledge and skills
		1.5	Identify methods to develop own knowledge and skills to help improve the chance of success in applying for work within the industry identified
2	Be able to publish an online profile to bid for work	2.1	Research the information required to complete all of the fields necessary to publish an online profile to support bidding for work
		2.2	Gather the information identified in the required format
		2.3	Check the information for accuracy, professionalism and security to ensure no details have been provided that could risk either own or others personal details and/or safety
		2.4	Complete the online profile builder as appropriate for the platform being used ensuring to proof read all information entered for accuracy
		2.5	Publish the profile using the tools provided by the platform used
3	Be able to prepare to pitch for work	3.1	Identify a live job opportunity to pitch for
		3.2	Identify the required method for the pitch to be formatted for the opportunity
		3.3	Gather together the information required to produce the pitch
		3.4	Identify those that could provide positive recommendations and reviews of past work
		3.5	Identify those that could provide positive references
		3.6	Approach those people identified and gather recommendations and reviews to support the pitching process
		3.7	Produce the pitch making sure to match personal experience, knowledge and skills to the requirements for the job opportunity
		3.8	Submit the pitch using the required format and platform

J/617/5332**Calculating the Sales Price for Independent and Remote Work**

Unit Status	Mandatory
Unit assessment type	Portfolio of evidence
Unit Level	2
Credit Value	3
Guided Learning Hours	26
Unit Level Guidance	<p>At this level the learner should demonstrate an understanding of a defined subject matter allowing them to complete well-defined tasks and overcome straightforward problems making use of simple facts and ideas with the support of others.</p> <p>The learner should be able to identify both strengths and weaknesses in their work in the completion of the well-defined tasks and use their understanding of the subject matter and the gathering of information in order to identify whether they have been successful in the completion of the task.</p> <p>The learner should be able to respond to simple written or oral communication and make use of a range of simple numerical and graphical data in familiar and everyday contexts.</p>
Learning Outcomes	<ul style="list-style-type: none">• Be able to calculate a selling price• Be able to develop methods to handle price variations and rises
Unit Grading	<p>This unit is graded on a pass or fail basis and the learner must demonstrate evidence against all of the listed assessment criteria in order to achieve this unit.</p>
Assessment Guidance	<p>The following provides examples of assessment methods that could be used to generate evidence for this unit. This list is not an exhaustive list and other methods can be used by the centre.</p> <ul style="list-style-type: none">• Product evidence• Learner statement/case study• Pre-approved worksheets• Professional discussion• Recognition of prior achievement• Recognition of prior learning• Witness testimony

Unit Content

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
<u>1</u>	Be able to calculate a selling price	<u>1.1</u>	Identify competitors within the marketplace for similar pieces of work
		<u>1.2</u>	Identify the selling prices for each of the competitors
		<u>1.3</u>	Identify differences in proposed level of work and that provided by competitors to highlight the reasons for any differences in own proposed price and that charged by competitors
		<u>1.4</u>	Assess the value of proposed work compared to the price charged by competitors to reach a decision on a selling price for the piece of work
<u>2</u>	Be able to develop methods to handle price variations and rises	2.1	Identify the reasons that price variations or increases may be required
		2.2	Research the methods competitors use to enable them to make price variations or increases either prior or during work being carried out, eg. changes enabled by the terms and conditions
		2.3	Decide on a set of wording appropriate for own business and work type to allow for price variations or increases
		2.4	Research communication strategies that can be used to communicate price variations or increases to customers whilst maintaining their trust and good will
		2.5	Design a communication strategy appropriate for own business and work type

L/617/5333

Starting a Business for Independent and Remote Work

Unit Status	Mandatory
Unit assessment type	Portfolio of evidence
Unit Level	2
Credit Value	6
Guided Learning Hours	40
Unit Level Guidance	<p>At this level the learner should demonstrate an understanding of a defined subject matter allowing them to complete well-defined tasks and overcome straightforward problems making use of simple facts and ideas with the support of others.</p> <p>The learner should be able to identify both strengths and weaknesses in their work in the completion of the well-defined tasks and use their understanding of the subject matter and the gathering of information in order to identify whether they have been successful in the completion of the task.</p> <p>The learner should be able to respond to simple written or oral communication and make use of a range of simple numerical and graphical data in familiar and everyday contexts.</p>
Learning Outcomes	<ul style="list-style-type: none">• Be able to locate help and support in starting the business• Be able to analyse the environment the business will operate within• Be able to identify sources of start-up capital• Be able to produce a plan for starting the business• Be able to identify the financial requirements for the business• Be able to assess the potential risks in starting the business
Unit Grading	<p>This unit is graded on a pass or fail basis and the learner must demonstrate evidence against all of the listed assessment criteria in order to achieve this unit.</p>
Assessment Guidance	<p>The following provides examples of assessment methods that could be used to generate evidence for this unit. This list is not an exhaustive list and other methods can be used by the centre.</p> <ul style="list-style-type: none">• Product evidence• Learner statement/case study• Pre-approved worksheets• Professional discussion• Recognition of prior achievement• Recognition of prior learning• Witness testimony

Unit Content

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
<u>1</u>	Be able to locate help and support in starting the business	1.1	Identify the formal and informal sources of help and support available to aid the success of the business
		1.2	Identify how each of the sources of help could benefit the business
<u>2</u>	Be able to analyse the environment the business will operate within	2.1	Describe the current trends within the economy that could impact the business in terms of the following influences: a) Political b) Economic c) Sociological d) Technological e) Legal f) Environmental
		2.2	Identify how these trends could impact the success of the business
<u>3</u>	Be able to identify sources of start-up capital	3.1	Identify potential sources of finance that the business could access
		3.2	Identify the advantages and disadvantages of each of the sources identified
		3.3	Select the most appropriate source for the business
		3.4	Identify the application process for the source identified
4	Be able to produce a plan for starting the business	4.1	Identify a format and order of contents for a plan for starting the business
		4.2	Gather together the required information to produce the plan
		4.3	Produce the plan using the information gathered together
		4.4	Seek feedback on the plan identifying any suggested improvements
		4.5	Implement any improvements that are deemed necessary and appropriate
5	Be able to identify the financial requirements for the business	5.1	Identify different types of expenditure for the business in terms of: a) Start-up b) One off c) Ongoing
		5.2	Identify sources of income for the business
		5.3	Identify any potential financial shortcomings between potential expenditure and income and how these could be overcome whilst maintaining the financial viability of the business
		5.4	Identify bookkeeping and accounting tools and/or

			<p>software that can be used to help with:</p> <ul style="list-style-type: none"> a) Keeping required financial records b) Financial planning and performance monitoring c) Issuing invoices and keeping track of payments received d) Submission of records as required through legal obligations
6	Be able to assess the potential risks in starting the business	6.1	Identify the potential risks in starting the business to personal circumstances and/or the success of the business
		6.2	Identify whether the risks identified are worth taking or not
		6.3	Identify methods of reducing either the occurrence of the risk or the impact it could have on personal circumstances and/or the business

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