City & Guilds Level 3 Award in Business Management for the Environment and Land-based Sector (0070-35)

www.nptc.org.uk
March 2022
Version 1.1

Qualification handbook for centres

500/9232/7

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or

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Qualification title	Number	QAN
City & Guilds Level 3 Award in Business Management for the Environment andLand-based Sector	0070-35	500/9232/7

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Version and date	Change detail	Section
V1.1 March 2022	GLH and TQT clarified and highlighted	1 Introduction

1 Introduction to the qualifications

This document contains the information that centres need to offer the following qualification:

Qualification title and level	City & Guilds qualification number	Qualification accreditation number
Level 3 Award in Business Management for the Environment and Land-based Sector	0070-35	500/9232/7

Qualification Summary

Qualification title and level

	Credits	GLH	TQT
Level 3 Award in Business Management for the Environment and Land-based Sector	10	60	100

This is a new knowledge-based qualification for learners completing the Advanced Apprenticeship Framework in Environmental Conservation.

This qualification meets the needs of learners in a work-based environment who may wish to work within the countryside management industry or progress to further learning and/or training. This qualification has been developed as a result of a specific request from Lantra SSC to use an existing unit to cover knowledge for the Advanced Apprenticeship Framework for Environmental Conservation. It is a single unit, knowledge based qualification aimed at learners taking the Advanced Apprenticeship. These qualifications replace the Level 3 Technical Certificate in Countryside Management (0342-04) which expires on 31 August 2009 (QAN 100/3105/4).

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

1.1 Qualification structure

Level 3 Award

To achieve the **NPTC Level 3 Award in Business Management for the Environment and Land-based Sector**, learners are required to achieve 10 credits from the one mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Excluded combination of units (if any)
Mandatory				
M6009709	501	Business Management in the Land-based Sector	10	

Certification/Grading Modules

City & Guilds unit number	Title
903	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Pass Grade
904	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Merit Grade
905	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Distinction Grade

1.2 Opportunities for progression

- Taken as part of the Advanced Apprenticeship in Environmental Conservation, this qualification leads directly into employment or onto a Level 4 qualification or higher education.

1.3 Qualification support materials

City & Guilds NPTC also provides the following publications and resources specifically for this qualification:

Description	How to access
Assignment guide	information@nptc.org.uk
Information sheets	www.nptc.org.uk
Fast track approval forms/generic fast track approval form	www.nptc.org.uk

2 Centre requirements

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres already offering the NPTC Level 3 Advanced National Certificate in Countryside Management (0342-03), NPTC Level 3 Certificate in Environmental Conservation (0342-04)and NPTC Level 3 Certificate, Subsidiary Diploma, Diploma and Extended Diploma in Centre based Countryside Management (0076-03)

Centres approved to offer the qualifications NPTC Level 3 Advanced National Certificate in Countryside Management (0342-03), NPTC Level 3 Certificate in Environmental Conservation (0342-04) and NPTC Level 3 Certificate, Subsidiary Diploma, Diploma and Extended Diploma in Centre based Countryside Management (0076-03) may use the **fast track approval form,** available from the City & Guilds NPTC website.

Centres may apply to offer the new qualifications using the fast track form

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

New centres must apply for centre approval (contact Sales and Marketing Team at City & Guilds NPTC) or qualification approval (contact Verification Services at **verification@nptc.org.uk*).***

Existing City & Guilds /City & Guilds NPTC centres that do not offer NPTC Level 3 Advanced National Certificate in Countryside Management (0342-03), NPTC Level 3 Certificate in Environmental Conservation (0342-04) or NPTC Level 3 Certificate, Subsidiary Diploma, Diploma and Extended Diploma in Centre based Countryside Management (0076-03) will need to get specific qualification approval to run these qualifications (contact Verification Services at City & Guilds NPTC).

2.1 Resource requirements

Human resources

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the area for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the areas of countryside management for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently required for the qualifications.

Internal verifiers/qualification coordinators must be occupationally knowledgeable in the area of business in the environmental and land-based sector, either qualified to at least Level 3 in business in the environmental and land-based sector or have significant and current experience of working inthe industry at a supervisory level. They should have had formal training in assessment, which may be of A1, D32/33 or other training that allows the assessor to demonstrate competence in the practice of assessment. This training may be carried out in-house or with an external agency. It would be envisaged that the training would encompass, but not be limited to:

- Assessment planning
- Methods of assessment
- Feedback
- Recording of evidence

Internal verifiers/qualification coordinators must be occupationally competent or qualified to at least level 4 in countryside management or have sufficient and current experience of working in the industry, or a related industry, at this level. They should have had formal training in assessment, as above, and have experience of internal verification of NVQs, or training in the quality assurance systems required by the awarding body.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Learner entry requirements

There are no formal entry requirements for learners undertaking these qualifications. However, centres must ensure that learners have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications have been approved/accredited for 16-18, 18+ and 19+ learners. However, there are no age limits attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment.

3 Course design and delivery

3.1 Initial assessment and induction

Centres will need to make an initial assessment of each learner prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the learner has, and the support and guidance they may require when working towards their qualifications. This is sometimes referred to as diagnostic testing.
- any units the learner has already completed, or credit they have accumulated which is relevantto the qualification they are about to begin.

City & Guilds NPTC recommends that centres provide an induction programme to ensure the learner fully understands the requirements of the qualifications they will work towards, their responsibilities as a learner, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

3.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirementsof the qualifications before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their learners
- satisfies the requirements of the qualifications.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualifications. This might include the following:

- Functional skills
- Personal learning and thinking (PLTS)

Where applicable, this could involve enabling the learner to access relevant qualifications covering these skills.

4 Assessment

4.1 Summary of assessment methods

For these qualifications, learners will be required to complete the following assessments:

- **one** assignment for **one** unit

City & Guilds NPTC provides the following assessments:

- An sssignment guide containing the assignment for the unit

Time constraints

The following time constraints must be applied to the assessment of these qualifications:

- The assignment must be completed and assessed within the learner's period of registration. Centres should advise learners of any internal timescales for the completion and marking of individual assignments.

4.2 Assignments

The assignment guide for this qualification is available to from **www.nptc.org.uk.**

4.3 Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) recognises the contribution a person's previous experience could contribute to a qualification. RPL is allowed and is also sector specific.

4.4 Resubmission of Assignments

Where a learner has failed an assignment they may resubmit their work once in order to try and achieve a Pass grade. Merit and Distinction grades may **not** be awarded to any resubmitted work.

5 Units

Summary of units

City & Guilds unit number	Title	UAN	Credits
Unit 501	Business Management in the Land-based Sector	M6009709	10

Certification/grading modules

City & Guilds unit number	Title
903	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Pass Grade
904	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Merit Grade
905	Certification module for NPTC Level 3 Award in Business Management for the Environment and Land-based Sector - Distinction Grade

6 Registration and Certification

Tutors and Examination Officers should ensure that learners are registered onto 0070-35 and that all 0070-35 documentation for teaching and administration with City & Guilds NPTC is used.

When learners' results are submitted to City & Guilds, centres should also submit the relevant certification/grading module so that the appropriate certificate is generated.

Please note: There are three certification/grading modules for the qualification which differentiates the three grades – pass, merit and distinction. Once the overall grade for the assignment has been calculated, the correct certification/grading module needs to be indicated on the results entry.

For example, if a learner achieves the NPTC Level 3 Award in Business Management for the Environment and Land-based Sector at an overall merit grade, then the certification module 904 needs to be submitted. Please see the Rules of Combination below or the City & Guilds catalogue.

NPTC Level 3 Award in Business Management for the Environment and Land-based Sector **QAN 500/9232/7**	
Rules for achievement of qualification	10 credits from (501), Plus 903 for certification at pass grade

NPTC Level 3 Award in Business Management for the Environment and Land-based Sector **QAN 500/9232/7**	
Rules for achievement of qualification	10 credits from (501), Plus 904 for certification at merit grade

NPTC Level 3 Award in Business Management for the Environment and Land-based Sector **QAN 500/9232/7**	
Rules for achievement of qualification	10 credits from (501), Plus 905 for certification at distinction grade

- Learners must be registered at the beginning of their course. Centres should submit registrations using Walled Garden or Form S (Registration), under scheme/complex 0070-35.

- When assignments have been successfully completed results should be submitted on Walled Garden or Form S (Results submission). One of the certification/grading modules 903 to 905 need to be submitted to generate the appropriate certificate and grade. Centres should note that results will not be processed by City & Guilds until verification records are complete

Full details on the procedures for all City & Guilds NPTC qualifications registered and certificated through City & Guilds can be found on the City & Guilds on-line catalogue.

Unit 501 Business Management in the Land-based Sector

Level: **3**

Credit value: **10**

Unit aim

The learner will look at the business, the role and responsibilities of those employed in land-based businesses and resource requirements. They will develop their skills in business operations and produce a business plan.

Learning outcomes

There are **four** learning outcomes to this unit. The learner will:

1. Know the breadth and importance of an industry in the environmental and land-based sector
2. Understand business resources and structures
3. Understand the business marketplace
4. Understand how to use financial and physical record keeping systems

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full-time or part-time basis.

Details of the relationship between the unit and relevant national occupational standards

n/a

Endorsement of the unit by a sector or other appropriate body

This unit is endorsed by Lantra SSC.

Assessment and grading

This unit will be assessed by:

- An assignment covering practical skills and underpinning knowledge

Unit 501 Business Management in the Land-based Sector

Outcome 1 Know the breadth and importance of an industry in the environmental and land-based sector

Assessment Criteria

The learner can:

1. Describe the **importance** of businesses within the industry **to the economy**
2. Outline the range of **associated businesses** allied to the industry

Unit content

Importance to the economy

Using measures available to the industry, e.g. value of output, contribution to Gross Domestic Product (GDP), employment, land use, economic and social benefits, trends in importance Range of organisations: typical types of businesses and other organisations (e.g. representative, regulatory, not-for-profit) within the sector, regional variations, changes and developments in the last 50 years

Associated businesses

Relevant industries in primary, secondary and tertiary industrial sectors (e.g. suppliers of raw materials, processors, distributors, retailers, service providers)
Associated organisations: specific interrelationships between one business and other associated organisations e.g. suppliers of goods and services, representative organisations and professional bodies, regulatory bodies, competitors, customers, aims and roles of important organisations in the sector

Unit 501 Business Management in the Land-based Sector

Outcome 2 Understand business resources and structures

Assessment Criteria

The learner can:

1. Explain the **legal structure and organisation** of a land-based business
2. Explain the **physical resource requirements** of a selected land-based business
3. Describe different **job roles and responsibilities** in a selected land-based business

Unit content

Legal structure and organisation

Features of the main business types, e.g. sole trader, partnership, limited company, not-for-profit organization, charity, public sector organisations, organization staffing structure

Physical resource requirements

Property (forms of tenure, appraisal of business potential), vehicles and machinery, tools and equipment, stocks (stock control procedures), insurance of physical resources

Job roles and responsibilities

Job roles relevant to the sector, e.g. director, manager, supervisor, team worker, trainee, administrator, volunteer, sub contractor, job title, job description, responsibilities for financial, physical and human resources, staff motivation and performance management, person specification (typical skills, qualifications and experience required to fulfil the role), legal rights andresponsibilities in work (e.g. pay, working hours, holidays, equal opportunities, health and safety, employment protection), relevant employment legislation

Unit 501 Business Management in the Land-based Sector

Outcome 3 Understand the business marketplace

Assessment Criteria

The learner can:

1. Describe the **marketplace, customers and competitors** for a land-based business
2. Explain features of an efficient **supply chain** in a land-based context
3. Review **quality management** systems and practices within a land-based business

Unit content

Marketplace, customers and competitors

Size of market (e.g. value of sales, number of customers), external influences on the market (political, economic, socio-cultural, technological), customer base (number, type, characteristics, market segments), direct and indirect competitors, competitor analysis, market share

Supply chain

Suppliers, distributors, customers, choosing suppliers, ensuring supplies of inputs, supply chain assurance (e.g. environmental, animal welfare)

Quality management

Important aspects of quality in the sector, formal quality standards or approval (e.g. Farm Assured, ISO 9000, BHS approval), informal systems and practices to achieve quality, problems arising if quality is not achieved

Unit 501 Business Management in the Land-based Sector

Outcome 4 Understand how to use financial and physical record keeping systems

Assessment Criteria

The learner can:

1. Review **financial records** for a selected land-based business
2. Examine **physical records** for a selected land-based business
3. Examine the use of financial and physical records in **monitoring business performanceand progress**

Unit content

Financial records

Importance of keeping accurate records (legal requirements and management efficiency), purchasing and ordering procedures, order forms and orders, deliveries and receipts, invoices and sales records, credit control, payment methods, bookkeeping (cash analysis, petty cash, cash flow, budgets, computer accounts programmes), basic accounts (trading account, balance sheet, depreciation), taxation (VAT, income tax PAYE, national insurance contributions, corporation tax), wage calculation

Physical records

Records appropriate to the industry relating to e.g. production, inputs, staffing, customers, resource use, data protection, legal requirements to keep records, e.g. pesticide use, veterinary medicines, transport, animal movement, passports

Monitor business performance and progress

Use of financial and physical records to monitor business performance, e.g. production levels, costsof production, financial efficiency, monitoring against targets, budgets, previous periods, relevant review periods (e.g. weekly, monthly, annually), appropriate remedial actions, staff roles in recording and analysing information

Unit 501 Business Management in the Land-based Sector

Notes for guidance

This unit is designed to provide the learner with an understanding of the business aspects of their industry. It is applicable to all sectors of the environment and land-based sector and learners focus their study on the sector most relevant to their vocational interests.

In Outcome 1 they will investigate the size, scope and importance of their specialist sector within the environment and land-based industries, and how this has developed over the last 50 years or so. For some sectors this type of information is more readily available than other (e.g. agriculture),so learners should be supported in accessing whatever information is available relevant to their sector. They will also investigate the range of business types and other organisations that are represented in their sector, including important regulatory, professional or representative organisations. Wherever possible this should be related to specific businesses and organisations. This outcome is likely to require formal teaching, which should be supported by relevant information on businesses and organisations within the sector, and could include speakers representing these. Independent study and investigation should also be encouraged.

Outcome 2 focuses on the legal and resource implications of constituting a business. They will learn about the range of business organisations in the private and public sectors, and the legal and practical implications of different business types. This should be related to the types of business important in their sector. Learners will investigate the physical resource requirements of businesses, and how they are managed. It would be appropriate for learners to undertake a case study on a business premises in their sector and appraise its strengths and weaknesses for a given business use. The understanding that learners will gain on job roles and responsibilities has links with the requirements for Work Experience, and employers could be invited to explain their expectations in the workplace. The learners' investigations should focus on job roles within their specialist sector.

In Outcome 3 learners will analyse the market for a specific land-based business. This could involvea case study project and should identify, for that business, information on the content listed. External influences should be relevant and current to that business. Specific competitors should be identified and analysed to identify strengths and weaknesses to the case study business. When investigating the supply chain learners will need to identify the flow of resources from production of raw materials, through relevant manufacture and processing, to end consumers. Quality management will include reference to any formal standards or approvals that are relevant. It shouldalso consider the quality standards required by the industry, any systems and practices that are used to achieve quality, and implications of failing to meet prescribed or assumed levels of quality. This should be related to specific businesses and teaching could again be supported by relevant visiting speakers from industry.

Outcome 4 focuses on the range of financial and physical records that are required to meet legal requirements as well as to ensure effective business operation. Learners will need to be able to complete simple examples of the range of financial records listed. They should be aware of paper-based and computerised systems for financial records but are not expected to become competentin the use of IT accounts software. The range of physical records investigated should be related to the needs of the learners' specialist sector, and should include important current examples of legally required records. This content could link with other specialist vocational units. In addition to completing a range of records, learners will investigate how specific examples can be used to aid decision making, monitor and control business performance.

Centres are encouraged to introduce employers and specific professionals from industry to provide interesting and relevant information to the learner. Teaching would also benefit from visits to a variety of establishments to add depth to the learner experience.

It is accepted that formal lectures will be necessary at level 3 but for this unit it is recommended that they are they are linked directly with interactive lessons in a real environment.

References

Books

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Jones R, Raffo C and Hall D. 2004. *Business Studies, 3rd Edition.* Causeway Press.
Nix J. 2009 *Farm Management Pocketbook*, 40th Revised edition. The Anderson Centre.
Warren M. 1997. *Financial Management for Farmers and Rural Managers*. Blackwell.Lewis
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Dooley D, Dransfield R, Goymer J & Guy P. 2007. *BTEC National Business*. Heinemann.

Appendix 1 Relationships to other qualifications

Literacy, language, numeracy and ICT skills development

These qualifications include opportunities to develop and practise many of the skills and techniques required for success in the following qualifications:

- Functional Skills (England) – see **www.cityandguilds.com/functionalskill**s
- Essential Skills (Northern Ireland) – see **www.cityandguilds.com/essentialskillsni**
- Essential Skills Wales (from September 2010).

There might also be opportunities to develop skills and/or portfolio evidence if learners are completing any Key Skills alongside these qualifications.

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage on www.cityandguilds.com**.

Centre Guide – Delivering International Qualifications contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of learners
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Providing City & Guilds qualifications – a guide to centre and qualification approval contains detailed information about the processes which must be followed and requirements whichmust be met for a centre to achieve 'approved centre' status, or to offer a particular qualification. Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of learners
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Ensuring quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:

- Management systems
- Maintaining records
- Assessment
- Internal verification and quality assurance
- External verification.

Access to Assessment & Qualifications provides full details of the arrangements that may bemade to facilitate access to assessments and qualifications for learners who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information suchon such things as:

- **Walled Garden**

Find out how to register and certificate learners on line

- Qualifications and Credit Framework (QCF)

Contains general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs

- **Events**

Contains dates and information on the latest Centre events

- **Online assessment**

Contains information on how to register for GOLA assessments**.**

City & Guilds

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Useful contacts

Type	Contact	Query
General	City & Guilds NPTC T : +44 (0)247 6857 300 E : information@nptc.org.uk	• General information
UK learners	T: +44 (0)20 7294 2800 E: learnersupport@cityandguilds.com	• General qualification information
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	• General qualification information
Centres	T: +44 (0)20 7294 2787 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	• Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	• Re-issue of password or username • Technical problems • Entries • Results • GOLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	• Employer solutions • Mapping • Accreditation • Development Skills • Consultancy

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