## 14357 workplace Project

### Work sample

Specific Outcome 1: Explain the structure and roles of different types of organisations within their own industry in SA

The various types of organisation are named and explained using the terminology accepted within their own industry

**Assessment Activity 1.1**

* Name at least one organisation in each business sector

The roles of the different types of organisation are explained in the context of the business environment.

* Explain the role that these organisations play in the context of the business environment

Business activities common to all organisations within the sector are identified and listed from readily available information

**Assessment Activity 1.2**

* Select one of the three business sectors and identify business activities that are common to all organisations in that sector. List at least four activities

Two examples of companies in each business sub-sector are identified from advertisements in the media

**Assessment Activity 1.3**

* Identify two companies or organisations in the primary business sector from advertisements in the media. Add their advertisements to your assessment
* Identify two companies or organisations in the secondary business sector from advertisements in the media. Add their advertisements to your assessment
* Identify two companies or organisations in the tertiary business sector from advertisements in the media. Add their advertisements to your assessment.

Four of the main players in the field are identified and the kind of products or services offered by each are listed and categorised according to purpose

**Assessment Activity 1.4**

* Select one of the business sectors and identify four of the biggest businesses or organisations in that sector.

1. List the kind of products or services offered by each business or organisation. List at least five products or services.

* Categorise these products according to their purpose

### Written assessment

**Specific Outcome 2: Demonstrate an understanding of the concept of a market as applied to a selected business sector**

The basic principles for the marketing of products are differentiated from the basic principles for the marketing of services

**Assessment Activity 2.1**

* How does Checkers market their products? Name at least two methods
* How does SANLAM market their services? Name at least two methods

The role of a selected business sector in the national economy is explained in the context of the business environment

**Assessment Activity 2.2**

* Refer back to assessment activity 1.2 and the business sector you selected. Explain the role of this business sector in the context of the business environment.

The value chain describing the way business is conducted in the sector is explained, illustrating with examples

**Assessment Activity 2.3**

* Describe where this sector fits into the value chain. You are required to illustrate the entire value chain, from the manufacturer in the primary sector to the consumer, with emphasis on the role that the selected sector plays in this value chain.

### Research

**Specific Outcome 3: Identify and describe the role of professional bodies in a selected business sector**

The reasons for the existence of professional bodies, associations and regulatory authorities within or affecting this sector are explained in the context of the roles that they play

**Assessment Activity 3.1**

* Refer back to assessment activity 1.2 and the business sector you selected. Give reasons for the existence of professional bodies, associations or regulatory authorities in this sector. List at least three reasons.

Three professional bodies, associations or regulatory authorities are identified for each of the sub-sectors

**Assessment Activity 3.2**

* Identify three professional bodies, associations or regulatory authorities for the primary business sector.
* Check that associations, etc. are valid
* Identify three professional bodies, associations or regulatory authorities for the secondary business sector.
* Identify three professional bodies, associations or regulatory authorities for the tertiary business sector.

Information about two of the professional bodies, associations or regulatory authorities is accessed from its website or an industry publication

**Assessment Activity 3.3**

* Access information about one professional body, association or regulatory authority. This must be a different professional body, association or regulatory authority from that done in your summative assessment.
* Attach the information that you accessed for your summative assessment to this assessment.

### Work sample

**Specific Outcome 4: Discuss the market position of a selected organization in the relevant sub-sector**

A list of 10 of the products and / or services marketed by a selected organization is tabulated and compared with equivalent products and / or services of competitor organizations

**Assessment Activity 4.1**

* Select an organisation and compile a list of 10 of the products or services marketed by this organisation.
* Compare this list with the products of one competitor. Pay specific attention to price, brand and where in the store the products are located.

A description of the organisation’s current competitive position is given, based on available audited data

**Assessment Activity 4.2**

* Obtain a copy of the organisation’s financial statements. Summarise their current competitive position as stated in the financial statements. Attach the financial statements to your assessment.

The strengths and weaknesses of the organization are compared with those of its two major competitors

**Assessment Activity 4.3**

* Compare the strengths and weaknesses of the organisation with those of its major competitors. At least three strengths and three weaknesses.

The opportunities and threats facing the organization are explained with reference to the external environment

**Assessment Activity 4.4**

* Explain the opportunities and threats facing the organization with reference to the external environment. At least three threats and three opportunities
* Refer back to assessment activity 1.2 and the business sector you selected. Give reasons for the existence of professional bodies, associations or regulatory authorities in this sector. List at least three reasons.

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| Logbook 14357 | | | | |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Candidate signature | Date | Mentor/supervisor signature | |

## Declaration Of Authenticity Of Evidence

|  |  |
| --- | --- |
| I (Initials and Surname) | |
| ID No: | |
| declare/certify that the learning activities completed in the learner activity workbook in its entirety is my own original and authentic work (interpreter declaration to be completed where necessary) I acknowledge that should it come to the attention/reported to the training provider/ SETA or relevant authorities, and there is sufficient evidence to prove that there is an irregularity regarding the authenticity of this submission the necessary steps will be taken against me which can result in the one or more of following decisions being taken: | |
| * A criminal case being opened, * Learner achievement certificate cancelled, withdrawn * Non processing of learner achievement submissions to the SETA pending the outcome of an investigation * De-registration as an assessor/moderator (where unauthorised assistance is provided by the assessor/facilitator) * Investigation into the accreditation status of the training provider if there is an irregularity on the part of the training provider | |
| I know and understand the contents of this declaration: I have no objection to signing the prescribed declaration, The declaration was also explained to me by the training provider/facilitator | |
| Signature of Learner: | Date |
| Signature of facilitator/assessor: | Date |

# ASSESSMENT REVIEW

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME of LEARNER** | | | | | **NAME of ASSESSOR** | | | | | |
| **VENUE** | | | | | **DATE of REVIEW** | | | | | |
| **UNIT STANDARD** | | 14357 Demonstrate an understanding of a selected business environment | | | | | | | | |
| Review Dimension | | | | **ASSESSOR** | | | **LEARNER/**  **CANDIDATE** | | **ACTION** | |
| The principles/criteria for good assessment were achieved? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment related to the registered unit standard? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment was practical? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment instruments were fair, clear and understandable | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment judgements was made against set requirements | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The venue and equipment was functional? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| Special needs were identified and the assessment plan was adjusted | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| Feedback was constructive against the evidence required | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| An opportunity to appeal was given | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The evidence was recorded | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| **LEARNER”S DECLARATION OF UNDERSTANDING** | | | | | | | | | | |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid | | | | | | | | | | |
|  | | |  | | | | |  | | |
| **Learner** | **Date** | | **Assessor** | | | **Date** | | **Moderator** | | **Date** |

## Candidate Feedback Report

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| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | 14357 Demonstrate an understanding of a selected business environment | | | | | | |
| **ASSESSMENT DECISION** | | | | | | | |
| Source of Evidence | | C | NYC | Comments | | | |
| Assessment | |  |  |  | | | |
| Product | |  |  |  | | | |
| Indirect Evidence | |  |  |  | | | |
| Overall Assessment Decision | | | |  | | | |
| Additional Notes | | | |  | | | |
| Date | | | |  | | | |
|  | | | | |  | | | |
| Signature of Assessor | | | | | Signature of Candidate | | | |

## Candidate Appeal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name: | | ID No. |  |
| Assessor's Name: | | Reg. No. |  |
| Unit Standard Title: 14357 Demonstrate an understanding of a selected business environment | | | |
| Date: | |  | |
| SECTION 1 | |  | |
| Candidate's reason for disagreeing with the assessment decision |  | | |
| Assessor's rationale for the assessment decision |  | | |
| Candidate's signature |  | | |
| Assessor's signature |  | | |
| **SECTION 2** | | | |
| Internal Moderator’s reconsidered decision and rationale |  | | |
| Internal Moderator's Signature |  | | |
| Advising Assessor’s Signature |  | | |
| Decision and rationale of the investigatory panel |  | | |
| Learner Declaration | The above decisions have been explained to me and I accept the assessment decision | | |
| Learner’s Signature |  | | |
| Date |  | | |

Please send this form to: The training provider

## Assessor's Report

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| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | Demonstrate an understanding of a selected business environment | | | | | | |
| ASSESSMENT DECISION | | | | | | | |
| Specific Outcome | | C | | NYC | Comments | | |
| Explain the structure and roles of different types of organisations within their own industry in SA | |  | |  |  | | |
| Demonstrate an understanding of the concept of a market as applied to a selected business sector | |  | |  |  | | |
| Identify and describe the role of professional bodies in a selected business sector | |  | |  |  | | |
| Discuss the market position of a selected organization in the relevant sub-sector | |  | |  |  | | |
| Overall Assessment Decision | | | | |  | | |
| Comments | | | | |  | | |
| Date | | | | |  | | |
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| Signature of Assessor | | | Signature of Candidate | | | | | |

## Moderator's Report

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| Moderator's Name |  | | | | Reg. No. | |  |
| Assessor's Name |  | | | | Reg. No. | |  |
| Candidate's Name |  | | | | ID No. | |  |
| Unit Standard Title | Demonstrate an understanding of a selected business environment | | | | | | |
| **MODERATION DECISION** | | | | | | | |
| Specific Outcome | | | C | NYC | | Comments | |
| Explain the structure and roles of different types of organisations within their own industry in SA | | |  |  | |  | |
| Demonstrate an understanding of the concept of a market as applied to a selected business sector | | |  |  | |  | |
| Identify and describe the role of professional bodies in a selected business sector | | |  |  | |  | |
| Discuss the market position of a selected organization in the relevant sub-sector | | |  |  | |  | |
| Overall Moderation Decision | | | | | |  | |
| Feedback to Assessor | | | | | |  | |
| Action Required | | | | | |  | |
| Date of Moderation | | | | | |  | |
| Signature of Moderator | |  | | | | | | |
| Signature of Assessor | |  | | | | | | |
| Signature of Candidate | |  | | | | | | |