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**ASSIGNMENT BRIEF – BTEC**

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| **Course/Qualification** | | | BTEC Level 3 Extended Diploma in Creative Media Production | | | |
| **Unit Number(s) and Title covered** | | | Unit 15: Developing a Small Business | | | |
| **Assignment Title and Number** | | | Assignment 1: Skills and Resources | | | |
| **Student Name** | | | Lewis Hawkins | | | |
| **Assessor** | | Bradley Chinn | | **Internal Verifier** | David Matravers | |
| **Date issued** | | 03.10.2018 | | **Submission deadline** | 18.10.2018 at 16:30 | |
| **Assessment Criteria** | **To achieve the criteria, the evidence must show that the student is able to:** | | | | | **Assessor confirm met** |
| **P1** | Describe the skills and resources required to develop a small business in the creative media sector with some appropriate use of subject terminology. | | | | |  |
| **M1** | Explain the skills and resources required to develop a small business in  the creative media sector with reference to detailed illustrative examples and with generally correct use of subject terminology. | | | | |  |
| **D1** | Comprehensively explain the skills and resources required to develop a small business in the creative media sector with elucidated examples and consistently using subject terminology correctly. | | | | |  |

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| **Assessor feedback - 1st submission** | | | | | | | |
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| **Did the learner meet the original deadline or agreed extension?** | | Yes  No | | | | | |
| **Assessor signature** |  | | | | **Date** | |  |
| **Resubmission authorised?** | | Yes  No | | | | | |
| **New agreed deadline date for submission** *\* must be within 15 days of receiving original assignment back* | |  | | | | | |
| **Lead Internal Verifier signature** |  | | | **Date** | |  | |
| **Assessor feedback - Resubmission** | | | | | | | |
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| **Assessor signature** (resubmission only) |  | | **Date** | | | |  |

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| **Vocational Scenario/Industrial Context** |
| GameVision, a small start-up business, currently employs 4 members staff in the provision and is looking to recruit a member to its business development team.  Games vision are in need of a clear report of the type of skills and resources which they will need to start initiating the start-up of their business. You must write some information that will help support your new business owner and identify clear skills and resources they will need to complete daily tasks. |
| **Tasks and criteria covered** |
| **Task 1 – P1, M1, D1**  For this task you are required to comprehensively explain why the following skills and resources are important for a small business in the creative industry; using examples to fully support your points:  Below in **bold** you will see the range of skills and resources that you have to explain along with *italicised* headings (that you **should consider discussing**).   * **Skills:** *creative; sales; marketing; management; financial; technical; operational (recording and checking performance of business, administration, planning, scheduling); strengths and weaknesses; previous experience; self-presentation; corporate presentation* * **Resources***: location and facilities (cost, accessibility, communications, hardware, software, floor space requirements, scope for expansion or contraction, potential for outsourcing of key operations); suppliers; service providers; asset requirements; professional support; training*   This will need to be formatted in report style as this will be a professional document for the owner to read. |
| **Evidence you must produce for this task** |
| A written word document evidencing task 1. |
| **Sources of information** |

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| **Textbooks**  Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Student Book  (Pearson, 2010) ISBN 978-1846906725  Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Teaching Resource  Pack (Pearson, 2010) ISBN 978-1846907371  Deakins D – Entrepreneurship and Small Firms (McGraw-Hill, 1996) ISBN 978-0077121624  Golzen G – Working for Yourself, 18th Edition (Kogan Page, 1998)  Oates D – The Small Business Bible (Arrow, 1995) ISBN 978-0099439219  Stokes D R – Small Business Management (Thompson Learning, 2002) ISBN 978-0826456793  Vass J – The ‘Which?’ Guide to Starting Your Own Business (Which Books, 1999) ISBN 978-0852029305  Wisdom J – Checklists and Operating Forms for Small Businesses (John Wiley & Sons, 1997)  ISBN 978-0471115625  **Websites**  www.abi.org.uk – the Association of British Insurers  www.bbc.co.uk – BBC website which provides access to related resources via its webwise sub-directory  www.britishchambers.org.uk – business support, offering a ready-made management support team for any  business, anywhere in the UK  www.businesslink.gov.uk – a website managed by the Department of Trade and Industry, offering practical  advice for small businesses, including advice on starting up  www.bvca.co.uk – represents the vast majority of venture capital and private equity in the UK and is  dedicated to promoting the industry for the benefit of entrepreneurs, investors, its practitioners and the  economy as a whole  www.cim.co.uk – the Chartered Institute of Marketing  www.companies-housegov.uk – Companies House  www.dti.gov.uk – the Department of Trade and Industry  www.enterprisezone.org.uk – the Enterprise Zone  www.e-technologies.co.uk – provides a number of interactive business support tools  www.ft.com – provides topical editorial from The Financial Times  www.gamasutra.com – a comprehensive website on the games development industry run by Game  Developer magazine and Gamasutra, covering industry news, jobs, and education  www.hsegov.uk – the Health and Safety Executive  www.inlandrevenuegov.uk/home.htm – the Inland Revenue  www.lloydstsbbusiness.co.uk – Lloyds TSB Small Business Guide  www.sfedi.org.uk – the Small Firms Enterprise Development Initiative  www.skillset.org – Skillset, the Sector Skills Council for the creative media sector | | | |
| **Student checklist** | | | **Complete?** |
| Proofread | | |  |
| Reference List (if applicable) | | |  |
| All pages attached and numbered – including introduction/conclusion/front sheet | | |  |
| **Authenticity of Evidence Student declaration** | | | |
| I certify that the evidence submitted for this assignment is my own.  I have clearly referenced any sources used in the work.  I understand that false declaration of authenticity (i.e. plagiarised work) is a form of academic misconduct and the relevant College procedures will be instigated if I am found to be in contravention of these. | | | |
| **Student signature** |  | **Date of submission** | 18/10/18 |
| **Re-authentication of Evidence Student declaration *(for resubmission only)*** | | | |
| **Student signature** |  | **Date of resubmission** |  |

**Task 1**

* **Skills:** *creative; sales; marketing; management; financial; technical; operational (recording and checking performance of business, administration, planning, scheduling); strengths and weaknesses; previous experience; self-presentation; corporate presentation*
* **Resources***: location and facilities (cost, accessibility, communications, hardware, software, floor space requirements, scope for expansion or contraction, potential for outsourcing of key operations); suppliers; service providers; asset requirements; professional support; training*

**Skills:**

**Departments:** The departments are groups of individuals who are responsible for the creation and maintenance of the areas they work in. The departments are listed below.

Creative:

Sales:

Marketing:

Management:

Financial:

**Resources:**