

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
1 ENTREPRE-NEURSHIP & BUSINESS MANAGEMENT N5	Assignment 1	100	Module 1 - 8 1.Personnel management 2.Management 3.Ethics & social responsibility 4.Organising your business 5.Staffing your business 6.Labour relations 7.Control 8.Operations management	Week 1: Study module 1 Week 2: Study module 2 Week 3: Study module 3 Week 4: Study module 4 Week 5: Study module 5 Week 6: Study module 6 Week 7: Study module 7 Week 8: Study module 7 Week 9: Study module 8 Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

*Assessment Tool: Marking Memorandum

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2 SALES MANAGEMENT N5	Assignment 1	100	Module 1 – 5, 7 – 8 1.Nature & extent of personal selling 2.Essential knowledge needed for successful selling 3.Sales forecasting 4.Sales territories 5.Quotes/targets 7.Prospecting 8.Planning the sales presentation	Week 13: Study module 1 Week 14: Study module 2 & 3 Week 15: Study module 4 & 5 Week 16: Study module 7 & 8 Week 17: Complete & submit assignment 1*
	Assignment 2	100	Module 6, 9 - 14 6.Types of selling 9.The approach to the sales presentation 10.The sales presentation 11.Handling objections 12.Closing the sales 13.After-sales service 14.Time & area management	Week 18: Study module 6 & 9 Week 19: Study module 10 & 11 Week 20: Study module 12 & 13 Week 21: Study module 14 Week 22: Complete & submit assignment 2*
	Assignment 3	100	Module 1 - 14 Revision	Week 23: Revision Week 24: Complete & submit assignment 3*

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3 LABOUR RELATIONS N5	Assignment 1	120	Unit 1, 2 1.Labour relations – introduction 2.Role players in labour relations	Week 25: Study unit 1
	Assignment 2	120		Week 26: Study unit 1
	Assignment 3	100		Week 27: Study unit 1
				Week 28: Study unit 2
				Week 29: Study unit 2
				Week 30: Study unit 2
				Week 31: Study unit 2
				Week 32: Study unit 2
				Week 33: Study unit 2
				Week 34: Complete & submit assignment 1*
				Week 35: Complete & submit assignment 2*
				Week 36: Complete & submit assignment 3*

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4 COMPUTER PRACTICE N5	Assignment 1	100	Unit 1 - 7 Various topics Word processing	Week 37: Study unit 1 Week 38: Study unit 2 Week 39: Study unit 3 & 4 Week 40: Study unit 5 & 6 Week 41: Study unit 7 Week 42: Complete & submit assignment 1*
	Assignment 2	100	Unit 8 - 11 Spreadsheets Access	Week 43: Study unit 8 Week 44: Study unit 8 Week 45: Study unit 9 & 10 Week 46: Study unit 11 Week 47: Complete & submit assignment 2*
	Assignment 3	100	Unit 1 - 6 Revision	Week 48: Complete & submit assignment 3*