

**SFEDI<sup>®</sup>AWARDS** THE AWARDING ORGANISATION  
FOR ENTERPRISE

1<sup>st</sup> August 2013 – 31<sup>st</sup> July 2014

# Who is SFEDI Awards?

SFEDI Awards is the leading Awarding Organisation for qualifications that seek to train and support individuals engaged with enterprise learning with a wide ranging network of delivery partners now spanning 130 organisations both within the UK and internationally.

We have operated as a regulated organisation in England, Wales and Northern Ireland since 2010 and Scotland since January 2013 offering qualifications for:

- ✓ Those looking to explore how they can work in an enterprising and entrepreneurial way
- ✓ Those looking to start their own business
- ✓ Those looking to improve their business skills
- ✓ Those looking to support owner managers and businesses



# Why Work With SFEDI Awards?

So what are the benefits:

- ✓ Fastest growing Awarding Organisation specialising in enterprise in the UK
- ✓ Qualifications built on extensive research into enterprise and enterprise support
- ✓ Partnered with the only UK Professional Institute for Enterprise and Entrepreneurs
- ✓ Qualifications that support the development of an enterprising individual and economy
- ✓ Flexible programmes built to meet the needs of your customers
- ✓ Access to both training and assessment resources free of charge for authorised delivery centres
- ✓ Dedicated Account Manager and Registration and Certification Support Officer, no automated call handling systems
- ✓ Certificates issued within 2 working weeks with the majority arriving within 1 working week



# SFEDI Awards Partners



SFEDI Awards is proud to partner with the Institute of Enterprise and Entrepreneurs as the first learning institute dedicated to developing and recognising the skills of enterprising and entrepreneurial people and organisations.

What can SFEDI Awards centres access as part of the partnership?

- ✓ 1 years free study membership of the IOEE for SFEDI Awards learners
- ✓ Free membership for centre staff involved in the delivery of SFEDI Awards qualifications
- ✓ Access to CPD opportunities for staff directly linked to the delivery of SFEDI Awards qualifications
- ✓ Access to a network of like minded entrepreneurs and enterprise support professionals
- ✓ Access to mentoring and business advice resources and people for use by both learners and staff members involved in the delivery of SFEDI Awards qualifications
- ✓ Access to Start Up Loan opportunities through our partnership with the national Get Started programme offered by the Institute of Enterprise and Entrepreneurs



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Become a Centre

# How to Join our Centre Network

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**Step 1** Download the Centre Approval Application form from the SFEDI Awards website and submit to [customerservices@sfediawards.com](mailto:customerservices@sfediawards.com). You will be assigned to a member of the Business Development Team who will support you through the application process

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**Step 2** Once your application is ready it will be passed to a member of the Approval Team who will carry out a full desktop evaluation. A SFEDI Awards External Quality Assurer will be assigned to your application and will work with you through the approval process

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**Step 3** SFEDI Awards will provide feedback highlighting areas for further clarification and discussion and will follow up with an onsite visit

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**Step 4** Feedback will be provided from the onsite visit either awarding full approval to your organisation or providing an action plan for requirements to be met prior to approval being awarded

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**Step 5** When full approval has been received, you will have access to a host of resources, which includes learning material and support when registering your learners

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# Centre Approval Fees

Type of Payment	Cost (excl. VAT)
SFEDI Awards Centre (paid in full)	£1,350 for 3 years <sup>□</sup>
SFEDI Awards Centre (split payment over 3 year period)	£500 <sup>○□</sup>
SFEDI Awards Centre Re-approval for a further 3 year period (paid in full)	£600*

- The centre approval fee includes approval for 5 qualifications at the time of application. An additional charge will be made for additional qualifications
- If the organisation chooses to cancel their approval during the 3 year period, the remaining balance will be payable
- \* If the centre meets a minimum of £5,000 worth of registrations per year for the 3 year approval then re-approval for a further 3 years is free of charge



# Miscellaneous Fees

Below are the fees for the out of the ordinary situations that you may find yourself in. These fees are payable up front and must be received prior to arranging for the activity to take place.

Reason for Cost	Cost (excl. VAT)
Addition of qualifications to a centre (for approved centres)	£75.00
Additional EQA visit (on site)	£350.00 (per day)
Additional EQA visit (remote visit)	£250.00 (per day)
Replacement certificate (replacements will be stamped 'replacement certificate')	£35.00 per certificate
Alteration of a Registr8 record (administration fee charged)	£10.00 per customer
Re-registration fee (administration fee charged as a separate fee to the registration fee)	£10.00 per customer
Pre-centre approval awareness visit	£300.00 per day





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## Our Qualifications

# SFEDI Awards Qualification Families

Our qualifications are built on the extensive research that underpins the SFEDI National Occupational Standards for enterprise and business and enterprise support and are designed to be flexible to meet the wide range of demand within enterprise learning.

So what are the qualification families?

- ✓ **Understanding Enterprise** aimed at providing the individual with a short introduction to a specific subject within business enterprise
- ✓ **Starting Your Business** aimed at providing the individual with training in order that they have the necessary knowledge, skills and planning tools to make an informed decision on whether starting a business is for them
- ✓ **Enterprise Essentials** aimed at the development of specific business skills required to plan for and run a successful business
- ✓ **Social Enterprise** aimed at the development of the knowledge and skills in order to work within a group setting to set up a business interested in tackling a social or environmental issue



# SFEDI Awards Qualification Families

- ✓ **Enterprise Skills Development** aimed at developing enterprising skills, such as taking decisions in uncertain conditions, for use as transferable skills applied in many different types of job role and life experience
- ✓ **Business and Enterprise Support** aimed at the development of the knowledge and skills of business support professionals in order to prepare them to deal with the changing landscape of business support within the UK
- ✓ **Enterprise Management** aimed at supporting those within a management role to increase their effectiveness by making use of entrepreneurial and intrapreneurial knowledge and skills
- ✓ **Sector Specific** aimed at providing the knowledge and skills to support the delivery of qualifications through well established assessment and quality assurance principles



# Understanding Enterprise

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/5454/2	Level 1 Award in Understanding Business Money Management	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/9754/1	Level 1 Award in Understanding How to Manage Money in a Business	3	13	Pre-16, 16-18, 19+	31/12/2017	£15
600/5453/0	Level 1 Award in Understanding Business Opportunities and Risks	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/9755/3	Level 1 Award in Understanding Opportunities and Risks Within Business	3	14	Pre-16, 16-18, 19+	31/12/2017	£15
600/5467/0	Level 1 Award in Understanding Business Planning	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/9756/5	Level 1 Award in Understanding the Importance of Business Planning	3	14	Pre-16, 16-18, 19+	31/12/2017	£15
600/5466/9	Level 1 Award in Understanding Enterprise and Enterprising Skills	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/9753/X	Level 1 Award in Understanding Enterprising Skills	3	15	Pre-16, 16-18, 19+	31/12/2017	£15
600/5465/7	Level 1 Award in Understanding How to Make Successful Deals in Business	1	8	Pre-16, 16-18, 19+	31/12/2014	£12



# Understanding Enterprise

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/5481/5	Level 1 Award in Understanding How to Market Your Business	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/5483/9	Level 1 Award in Understanding How to Maximise Business Support Opportunities	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/5485/2	Level 1 Award in Understanding Personal Enterprising Qualities	1	8	Pre-16, 16-18, 19+	31/12/2014	£12
600/9757/7	Level 1 Award in Understanding the Skills and Knowledge Required to Run a Business	3	14	Pre-16, 16-18, 19+	31/12/2017	£15



# Starting Your Business

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/6210/1	Level 2 Award in Aspects of Enterprise	4	32	Pre-16, 16-18, 19+	31/12/2014	£35
600/5491/8	Level 2 Award in Aspects of Preparing to Set Up a New Business	8	64	Pre-16, 16-18, 19+	30/04/2015	£40
600/5487/6	Level 2 Certificate in Creating and Starting Your Business	18	144	16-18, 19+	31/12/2014	£76
600/5492/X	Level 2 Certificate in Preparing to Set Up a New Business	14	112	Pre-16, 16-18, 19+	30/04/2015	£76
600/5776/2	Level 3 Award in Aspects of Enterprise	3	26	16-18, 19+	31/12/2014	£50
600/5455/4	Level 3 Award in Aspects of Preparing to Set Up a New Business	12	96	16-18, 19+	30/04/2015	£60
600/5490/6	Level 3 Certificate in Creating and Starting Your Business	28	224	16-18, 19+	31/12/2014	£90
600/5456/6	Level 3 Certificate in Preparing to Set Up a New Business	21	168	16-18, 19+	31/12/2014	£95



# Enterprise Essentials

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/9351/1	Level 1 Award in Social Media for Business Use	6	32	Pre-16, 16-18, 19+	31/12/2017	£25
600/9332/8	Level 2 Award in the Promotion of Products and Services Through Social Media	6	40	16-18, 19+	31/05/2018	£30
600/6233/2	Level 2 Award in Business Financial Needs	3	26	Pre-16, 16-18, 19+	31/12/2014	£30
600/6222/8	Level 2 Award in Business Infrastructure	2	20	Pre-16, 16-18, 19+	30/04/2015	£25
600/6223/X	Level 2 Award in Business Legal Requirements	2	18	Pre-16, 16-18, 19+	31/12/2014	£25
600/6224/1	Level 2 Award in Business Negotiation	3	26	Pre-16, 16-18, 19+	31/12/2014	£30
600/6225/3	Level 2 Award in Business Relationships	3	26	Pre-16, 16-18, 19+	31/12/2014	£30
600/6226/5	Level 2 Award in Cash Flow Forecasting	4	34	Pre-16, 16-18, 19+	31/12/2014	£30
600/6227/7	Level 2 Award in Choosing Business Premises	2	20	Pre-16, 16-18, 19+	30/04/2015	£25
600/6228/9	Level 2 Award in Marketing for a New Business	3	26	Pre-16, 16-18, 19+	30/04/2015	£30



# Enterprise Essentials

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/6229/0	Level 2 Award in Planning for Sales	3	26	Pre-16, 16-18, 19+	31/12/2014	£30
600/6230/7	Level 2 Award in Recruitment for Your Business	3	30	Pre-16, 16-18, 19+	30/04/2015	£30
600/6231/9	Level 2 Award in Selling a Product or Service	2	20	Pre-16, 16-18, 19+	30/04/2015	£25
600/6232/0	Level 2 Award in Supplier Selection	2	20	Pre-16, 16-18, 19+	30/04/2015	£25





# Social Enterprise

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
601/0004/7	Level 1 Award in Undertaking an Individual Role Within the Planning, Delivery and Review of a Social Enterprise Activity	3	30	Pre-16, 16-18, 19+	31/12/2017	£15
601/0433/8	Level 2 Award in Preparing and Delivering a Social Enterprise Activity	8	60	Pre-16, 16-18, 19+	31/12/2017	£30
601/0432/6	Level 2 Certificate in Preparing and Delivering a Sustainable Social Enterprise Activity	13	95	Pre-16, 16-18, 19+	31/12/2017	£50



# Enterprise Skills Development

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/8078/4	Entry Level Award in Enterprising Skills and Employability (Entry 3)	7	69	Pre-16, 16-18, 19+	30/11/2014	£10
600/8077/2	Entry Level Certificate in Enterprising Skills and Employability (Entry 3)	13	129	Pre-16, 16-18, 19+	30/11/2014	£12
600/5462/1	Level 1 Award in Enterprising Skills and Employability	6	40	Pre-16, 16-18, 19+	31/07/2014	£15
600/5427/X	Level 1 Certificate in Enterprising Skills and Employability	13	70	Pre-16, 16-18, 19+	31/07/2014	£30
600/8392/X	Level 1 Certificate in Self Marketing and Personal Enterprise	13	70	Pre-16, 16-18, 19+	31/12/2016	£60
600/5463/3	Level 2 Award in Enterprising Skills and Employability	6	40	Pre-16, 16-18, 19+	31/12/2013	£40
600/5464/5	Level 2 Certificate in Enterprising Skills and Employability	13	82	Pre-16, 16-18, 19+	31/12/2013	£76
600/4554/1	Level 3 Diploma in Enterprising Skills in a Business Environment	59	360	16-18, 19+	31/01/2015	£100



# Business and Enterprise Support

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/2818/X	Level 3 Award in Enterprise Mentoring	5	34	19+	31/08/2015	£65
501/0691/0	Level 3 Certificate in Enterprise Coaching	23	161	16-18, 19+	30/06/2014	£90
600/3251/0	Level 4 Certificate in Enterprise Mentoring	17	118	19+	31/08/2015	£100
501/1142/5	Level 5 Certificate in Business Support	23	72	16-18, 19+	31/12/2013	£120
600/6706/8	Level 5 Certificate in Promoting and Supporting Enterprise Mentoring Activity	16	96	19+	31/07/2015	£120
600/7998/8	Level 6 Award in Understanding Economic and Enterprise Development	5	24	19+	31/12/2016	£125
600/8000/0	Level 6 Award in Understanding Business and Enterprise Support	5	24	19+	31/12/2016	£125
R276 04	Diploma in Business and Enterprise Support at SCQF Level 8	9	94	19+	31/10/2017	£130



# Enterprise Management

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/4525/5	Level 2 NVQ Certificate in Team Leading	17	80	16-18, 19+	28/02/2015	£75
600/4473/1	Level 3 NVQ Certificate in Management	25	110	16-18, 19+	28/02/2015	£90
600/4472/X	Level 3 NVQ Diploma in Management	37	155	19+	31/05/2014	£100
600/8553/8	Level 5 Award in the Management and Implementation of an Enterprise Venture	7	35	19+	31/12/2016	£100
600/7278/7	Level 5 Certificate in Managing the Achievement of Strategic Objectives	14	70	19+	31/12/2015	£120
600/8554/X	Level 6 Certificate in the Management and Implementation of an Enterprise Venture	15	70	19+	31/12/2016	£150
600/8555/1	Level 7 Certificate in the Management and Implementation of an Enterprise Venture	13	63	19+	31/12/2016	£200



# Sector Specific

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
600/7124/2	Level 3 Award in Understanding the Principles and Practices of Assessment	3	24	19+	31/12/2015	£75
600/7121/7	Level 3 Award in Assessing Competence in the Work Environment	9	54	19+	31/12/2015	£75
600/7123/0	Level 3 Award in Assessing Vocationally Related Achievement	9	54	19+	31/12/2015	£75
600/7122/9	Level 3 Certificate in Assessing Vocational Achievement	15	84	19+	31/12/2015	£90
600/7126/6	Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	6	45	19+	31/12/2015	£90
600/7125/4	Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice	12	90	19+	31/12/2015	£90
600/7127/8	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	17	115	19+	31/12/2015	£100



# None Regulated

Reference Number	Qualification Title	Credit Value	Guided Learning Hours	Age Ranges	Last Date for Starts	Registration and Certification (excl. VAT)
N/A	Introduction to Enterprise Mentoring	N/A	7	19+	N/A	£25
N/A	Practitioner Certificate in Business Support	N/A	21	19+	N/A	£120
N/A	Practitioner Certificate in Social Enterprise Advice	N/A	35	19+	N/A	£120
N/A	Practitioner Certificate in Providing Business Information	N/A	34	19+	N/A	£120
N/A	Practitioner Certificate in Enterprise Training	N/A	35	19+	N/A	£120



# Individual Unit Prices

<b>Unit Level</b>	<b>Cost (excl. VAT)</b>
Level 1	£10
Level 2	£15
Level 3	£20
Level 4	£25
Level 5	£30
Level 6	£35
Level 7	£40



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