

Technical, Entrepreneurship and Vocational
Education and Training Authority (TEVETA)

**ENTREPRENEURSHIP FOR
CRAFT CERTIFICATE, ADVANCED CERTIFICATE AND
DIPLOMA PROGRAMMES**

Record of Practical Assessment

Learner`s Name: _____

Learner`s NRC No.: _____

Learner`s TEVETA No.: _____

Institution Name: _____

Institution TVA No.: _____

Assessment Period: _____

PREFACE

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution created under the Technical Education, Vocational and Entrepreneurship Training Act Number 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act Number 11 of 2005.

The Act among other things provides that TEVETA shall:

- (a) regulate and conduct national examinations and assessments relating to technical education, vocational and entrepreneurship training;
- (b) charge and collect fees in respect of examinations, assessments and other services provided by the Authority;
- (c) award certificates to persons who succeed in examinations and assessments undertaken under this Act
- (d) do all such things connected with or incidental to the functions of the Authority under this Act.

Through this mandate, the Assessment and Qualifications Division of TEVETA has developed Practical Assessment Tool Kits to enable learners achieve the competences that are congruent with the demand of the workplace tasks. These tool kits in part are also intended to ensure that similar conditions under which all students in TEVET are assessed and examined apply wherever the course is undertaken in Zambia.

The Trainers shall work with the Learners to collect evidence of competence, using the benchmarks provided by the unit standards. During the year, the Learners shall be required to undertake a series of practical assessment tasks. It is the sum of all these assessments tasks that deems a Learner to be competent (or not).

This approach to assessment is not a one-off event but one that gives learners many opportunities to demonstrate skill and allow for the capturing and recording of these demonstrations.

For the Learner to be deemed competent, they must demonstrate competency in every aspect of the practical tasks being undertaken. It must however be understood by the Trainer that Competency does not mean expert. It means that the candidate has attained sufficient skill and knowledge to perform the activity or service to a degree and quality that is acceptable to the industry and the customer in a time within which a competent person at the level could reasonably be expected to perform the task.

While this will be undertaken at institutional level, it is therefore envisaged that the Assessment principles of VALIDITY, RELIABILITY, FAIRENESS and FLEXIBILITY shall at all times be adhered to.

Pre-Assessment

Assessment process explained to the Trainee (✓ if Yes).		☐
Any appeal relating to the outcome of the assessment or the way in which the assessment was conducted shall be made through the TEVETA <u><i>fair treatment policy</i></u> as explained to the Trainee (✓ if Yes).		☐
Learner/Trainee Learner/Trainee name: (Print) Learner/Trainee comments:	Assessor/Examiner Assessor/Examiner name: (Print) Assessor/Examiner comments:	
I fully understand the assessment and appeals process.	Theory assessment sighted and checked as satisfactory.	☐
Signature: Date:	Signature: Date:	

CONTENTS

TASK 1: INTERACTING WITH AN ENTREPRENEUR	5
TASK 2: ASSESSING PERSONAL ENTREPRENEURIAL COMPETENCES	6
TASK 3: GENERATING BUSINESS IDEAS	8
TASK 4: IDENTIFYING BUSINESS OPPORTUNITIES	9
TASK 5: DEVELOPING A BUSINESS MODEL FOR THE IDENTIFIED BUSINESS OPPORTUNITY	11
TASK 6: CONDUCTING A MARKET RESEARCH FOR THE IDENTIFIED BUSINESS OPPORTUNITY	12
TASK 7: CARRYING OUT A SWOT ANALYSIS FOR THE IDENTIFIED BUSINESS OPPORTUNITY	13
TASK 8: PREPARING A BUSINESS PLAN FOR THE IDENTIFIED BUSINESS	14
TASK 9: MOBILISING RESOURCES FOR IDENTIFIED BUSINESS	15
TASK 10: FORMALISING THE IDENTIFIED BUSINESS	16
TASK 11: DEVELOPING A STRATEGIC PLAN FOR THE BUSINESS.....	18
TASK 12: MANAGING THE OPERATIONS OF THE BUSINESS.....	19
TASK 13: MANAGING HUMAN RESOURCE	20
TASK 14: MANAGING FINANCIAL RECORDS	21
TASK 15: MANAGING FINANCES	22
TASK 16: MARKETING THE BUSINESS	23
TASK 17: CREATING NETWORKS.....	24
TASK 18: ASSESSING BUSINESS PERFORMANCE	25
TASK 19: FOSTERING BUSINESS EXPANSION	26
TASK 20: NEGOTIATING AGREEMENTS AND CONTRACTS IN BUSINESS.....	27
TASK 21: EXIT STRATEGY.....	28
TASK 22: DEVELOPING A BUSINESS SUCCESSION PLAN	29
TASK 23: ANNUAL BUSINESS REPORT	30
FINAL PRACTICAL ASSESSMENT SUMMARY	31
ASSESSMENT OUTCOME	34
VALIDATION OF THE ASSESSMENT	35

TASK 1: INTERACTING WITH AN ENTREPRENEUR

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Select a successful entrepreneur This could include but not limited to: ○ Environmental scanning ○ Entrepreneur ○ Questionnaire ○ Interviews	☐	☐	☐	☐	☐	☐
b) Report on the successful entrepreneur This could include but not limited to: ○ Profile of entrepreneur ○ Enterprise type ○ Experiences ○ Benefits ○ Successes and failures ○ Attributes ○ Lessons learnt	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 2: ASSESSING PERSONAL ENTREPRENEURIAL COMPETENCES

Activity/ operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Administer a self-rating questionnaire This should include: ○ Questionnaire ○ Scores ○ Personal Entrepreneurial Competences	☐	☐	☐	☐	☐	☐
b) Practice Opportunity Seeking This should include: ○ Games (Ozzobulla) ○ Role play (Hotel Building) ○ Lessons learnt	☐	☐	☐	☐	☐	☐
c) Practice Initiative. This should include: ○ Role play (Goat Trader) ○ Lessons learnt	☐	☐	☐	☐	☐	☐
d) Practice Risks This should include: ○ Games (Ring Toss) ○ Lessons learnt	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 3: GENERATING BUSINESS IDEAS

Activity/ operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidates demonstrated that they can:	1	2	3	1	2	3
Scan the Environment for sources of business ideas This should include: ○ Sources of business ideas ○ Business idea	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 4: IDENTIFYING BUSINESS OPPORTUNITIES

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Collect data This could include but not limited to: ○ the target group ○ questionnaire ○ interviews ○ observations	☐	☐	☐	☐	☐	☐
b) Analyse Data This could include: ○ Payback Period ○ Net Present Value(NPV) ○ Internal Rate of Return(IRR)	☐	☐	☐	☐	☐	☐
c) Interpret Data This could include: ○ Report ○ Presentation	☐	☐	☐	☐	☐	☐
d) Select a business opportunity This could include: ○ Business opportunity	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 5: DEVELOPING A BUSINESS MODEL FOR THE IDENTIFIED BUSINESS OPPORTUNITY

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidates demonstrated that they can:	1	2	3	1	2	3
a) Identify a product or service This should include ○ Identified business ○ List of possible products or services ○ Select products or services	☐	☐	☐	☐	☐	☐
b) Identify resources This should include but not limited to : ○ Human Resources ○ Financial Resources ○ Equipment ○ Land ○ Raw materials	☐	☐	☐	☐	☐	☐
c) Develop a business chain process This could include: ○ Production plan ○ Marketing plan ○ Distribution plan ○ Sales plan	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 6: CONDUCTING A MARKET RESEARCH FOR THE IDENTIFIED BUSINESS OPPORTUNITY

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
	1	2	3	1	2	3
During observation of work activities, the candidates demonstrated that they can:						
Conduct a market survey This should include: ○ Data collection ○ Data analysis ○ Interpret results ○ Report	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 7: CARRYING OUT A SWOT ANALYSIS FOR THE IDENTIFIED BUSINESS OPPORTUNITY

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
Carry out a SWOT analysis This should include ○ Strengths ○ Weaknesses ○ Opportunities ○ Threats	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 8: PREPARING A BUSINESS PLAN FOR THE IDENTIFIED BUSINESS

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
Develop the business plan This should include: ○ Vision Statement ○ Mission Statement ○ Market Plan ○ Production Plan ○ Organisation and Management Plan ○ Financial Plan ○ Executive Summary	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 9: MOBILISING RESOURCES FOR IDENTIFIED BUSINESS

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
Mobilize business resources This could include but not limited to: ○ Financial resources ○ Human resource ○ Infrastructure ○ Equipment, machinery, motor vans ○ Natural resources	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 10: FORMALISING THE IDENTIFIED BUSINESS

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Identify a Business Form This may include but not limited to: ○ Sole trader ○ Partnership ○ Private limited company ○ Cooperative	☐	☐	☐	☐	☐	☐
b) Identify the Enterprise type This could include but not limited to : ○ Manufacturing ○ Service ○ Construction ○ Trading ○ Agro business ○ Mining	☐	☐	☐	☐	☐	☐
c) Register the Business This could include but not limited to: ○ Local Authority ○ PACRA ○ Registrar of Societies ○ ZRA ○ NAPSA	☐	☐	☐	☐	☐	☐
d) Licence the Business This could include but not limited to: ○ Local authority ○ Professional bodies	☐	☐	☐	☐	☐	☐

e) Launch the Business This could include: ○ Physical setup ○ Advertising ○ Promotion ○ Branding ○ Contacting key stakeholders ○ Start the business	☐	☐	☐	☐	☐	☐
---	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 11: DEVELOPING A STRATEGIC PLAN FOR THE BUSINESS

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
	1	2	3	1	2	3
During observation of work activities, the candidate demonstrated that they can:						
Prepare a Strategic Plan This should include but not limited to: ○ The vision ○ The mission ○ Goals ○ Objectives ○ Action plan	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 12: MANAGING THE OPERATIONS OF THE BUSINESS

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
Manage production/service process This could include but not limited to: ○ Stages of production/service ○ Volumes produced ○ Production/service cost ○ Quality of materials ○ Product/service quality	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date

TASK 13: MANAGING HUMAN RESOURCE

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
a) Manage human resource This should include but not limited to: ○ Recruitment and selection ○ Performance appraisal ○ Training and development ○ Labour turnover	☐	☐	☐	☐	☐	☐
b) Adhere to health and safety standards This could include: ○ Safe work environment ○ Personal Protective Equipment(PPE) ○ Social security schemes ○ Safety inspections reports	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 14: MANAGING FINANCIAL RECORDS

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can	1	2	3	1	2	3
Maintain financial records This should include but not limited to: ○ Quotation book ○ Invoice book ○ Receipt book ○ Payment voucher ○ Cheque book ○ Cash book ○ Petty cash book ○ Customer's accounts book ○ Supplier's accounts book ○ Ledger book	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 15: MANAGING FINANCES

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Prepare financial statement This could include: ○ Cash flow statement ○ Income statement ○ Balance sheet	☐	☐	☐	☐	☐	☐
b) Forecast This could include: ○ Budget	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 16: MARKETING THE BUSINESS

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
Develop the marketing strategies This could include but not limited to: ○ Competitiveness ○ Market share	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 17: CREATING NETWORKS

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Create business networks This should include: ○ Internal ○ External	☐	☐	☐	☐	☐	☐
b) Maintain business networks This could include: ○ Internal stakeholders ○ External stakeholders	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 18: ASSESSING BUSINESS PERFORMANCE

Activity/operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Identify key performance indicators This could include but not limited to: ○ Capital ○ Product ○ Customer retention ○ Sales ○ Profits	☐	☐	☐	☐	☐	☐
b) Measure performance This could include but not limited to: ○ Sales metrics ○ Financial metrics ○ Marketing metrics ○ Social media metrics ○ Supply chain metrics	☐	☐	☐	☐	☐	☐
c) Write a report	☐	☐	☐	☐	☐	☐

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 19: FOSTERING BUSINESS EXPANSION

Activity/ operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
a) Maintain key competitive advantage This could include but not limited to: ○ Patent ○ Trend setters ○ Product differentiation ○ Cost leaders	☐	☐	☐	☐	☐	☐
b) Apply growth strategies This could include but not limited to: ○ New business opportunities ○ Re-investment ○ Increase current production ○ Increase sales volume ○ Engage professional staff ○ Partnership ○ Joint ventures ○ Leasing ○ Diversification ○ Cooperatives	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 20: NEGOTIATING AGREEMENTS AND CONTRACTS IN BUSINESS

Activity/ operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidates demonstrated that they can:	1	2	3	1	2	3
Negotiate agreements and contracts This could include: ○ agreements ○ contracts	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 21: EXIT STRATEGY

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidates demonstrated that they can:	1	2	3	1	2	3
Develop strategies for exiting a business This could include but not limited to: ○ Mergers ○ Acquisition ○ Management buy out	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 22: DEVELOPING A BUSINESS SUCCESSION PLAN

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
	1	2	3	1	2	3
During observation of work activities, the candidates demonstrated that they can:						
Develop a succession plan This should include: ○ SWOT analysis ○ Roles ○ Structure	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

TASK 23: ANNUAL BUSINESS REPORT

Activity/Operation	Attempts					
	Satisfactory			Not Satisfactory		
During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
Prepare annual business report This should include: ○ Financial statement ○ Operational Report	☐	☐	☐	☐	☐	☐

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

FINAL PRACTICAL ASSESSMENT SUMMARY

PRACTICAL ASSESSMENT SUMMARY		Satisfactory	Not Satisfactory
1.	INTERACTING WITH AN ENTREPRENEUR	☐	☐
2.	ASSESSING PERSONAL ENTREPRENEURIAL	☐	☐
3.	GENERATING BUSINESS IDEAS	☐	☐
4.	IDENTIFYING BUSINESS OPPORTUNITIES	☐	☐
5.	DEVELOPING A BUSINESS MODEL FOR THE IDENTIFIED BUSINESS OPPORTUNITY	☐	☐
6.	CONDUCTING A MARKET RESEARCH FOR THE IDENTIFIED BUSINESS OPPORTUNITY	☐	☐
7.	CARRYING OUT A SWOT ANALYSIS FOR THE IDENTIFIED BUSINESS OPPORTUNITY	☐	☐
8.	PREPARING A BUSINESS PLAN FOR THE IDENTIFIED BUSINESS	☐	☐
9.	MOBILISING RESOURCES FOR IDENTIFIED BUSINESS	☐	☐
10.	FORMALISING THE IDENTIFIED BUSINESS	☐	☐
11.	DEVELOPING A STRATEGIC PLAN FOR THE BUSINESS	☐	☐
12.	MANAGING THE OPERATIONS OF THE BUSINESS	☐	☐

13.	MANAGING HUMAN RESOURCE	☐	☐
14.	MANAGING FINANCIAL RECORDS	☐	☐
15.	MANAGING FINANCES	☐	☐
16.	MARKETING THE BUSINESS	☐	☐
17.	CREATING NETWORKS	☐	☐
18.	ASSESSING BUSINESS PERFORMANCE	☐	☐
19.	FOSTERING BUSINESS EXPANSION	☐	☐
20.	NEGOTIATING AGREEMENTS AND CONTRACTS IN BUSINESS	☐	☐
21.	EXIT STRATEGY	☐	☐
22.	DEVELOPING A BUSINESS SUCCESSION PLAN	☐	☐
23.	ANNUAL BUSINESS REPORT	☐	☐

Assessor/Examiners comments:

ASSESSMENT OUTCOME

Competent ☐

Not Competent ☐

Learner/Trainee	Assessor/Examiner
Learner/Trainee name: _____ (Print)	Assessor/Examiner name: _____ (Print)
Learner/Trainee comments:	Assessor/Examiner comments:
Signature: _____ Date: _____	Signature: _____ Date: _____

VALIDATION OF THE ASSESSMENT

NAME:.....

DATE:.....

POSITION: **PRINCIPAL/HEAD OF INSTITUTION**

SIGNATURE:.....

NAME INSTITUTION:.....

STAMP:

