

## Enterprise Level 3 Diploma

### Enterprising Skills in a Business Environment mandatory unit content



This map accompanies the PLTS Guide for practitioners which can be downloaded from [www.cfa.uk.com](http://www.cfa.uk.com) The guide includes:

- an explanation about the importance of PLTS
- general principles for delivery
- where there is little or no coverage in the mandatory units, illustrations of where PLTS can be found in the optional units
- illustrations of PLTS in Functional Skills, ERR and other processes.

	Creative Thinking	Independent Enquiry	Reflective Learning	Teamworking	Self-Management	Effective Participation
<b>Enterprise L3 mandatory unit content</b>						
<b>Unit 1 - Developing the Mindset and Skills Required for Enterprise (A/503/4621)</b>						
LO1: Understand the mindset and skills required to be a successful entrepreneur					SM1, SM2, SM4	
LO2: Understand the mindset and skills required to be a successful intrapreneur					SM1, SM2, SM4	
LO3: Understand how enterprising skills contribute to business success					SM4	

Note: For a description of the reference numbers in the tables below, please refer to the key at the end of this mapping document.

	Creative Thinking	Independent Enquiry	Reflective Learning	Teamworking	Self-Management	Effective Participation
<b>Enterprise L3 mandatory unit content</b>						
<b>Unit 2 - Developing the Innovative Intrapreneur (F/503/4622)</b>						
LO1: Understand how intrapreneurs are innovative	CT1, CT2					
LO2: Be able to demonstrate personal creativity through the use of different methods	CT1, CT3, CT5					
LO3: Be able to propose solutions to business problems	CT4, CT5	IE3, IE6				EP3
LO4: Be able to develop own enterprising skills and attributes				TW5	SM1, SM4, SM6	
<b>Enterprise L3 mandatory unit content</b>						
<b>Unit 3 - Planning and pitching a new business opportunity (J/503/4623)</b>						
LO1: Be able to develop a business idea	CT1, CT3, CT6					
LO2: Be able to develop a marketing and sales plan		IE1				
LO3: Know techniques for planning resources for a business plan		IE2				
LO4: Be able to use financial techniques for planning a business opportunity						
LO5: Be able to develop a structured business plan			RL1			
LO6: Be able to present a pitch for approval of a business idea		IE6	RL6			EP2

	Creative Thinking	Independent Enquiry	Reflective Learning	Teamworking	Self-Management	Effective Participation
<b>Enterprise L3 mandatory unit content</b>						
<b>Unit 4 - Business Organisation, Behaviour and Communication (L/503/4624)</b>						
LO1: Understand the structure and function of an organisation						
LO2: Be able to agree work activities with others			RL2	TW2	SM3	
LO3: Be able to behave appropriately in the workplace				TW3, TW4		
LO4: Be able to communicate effectively in the workplace			RL6			EP1
<b>Unit 5 - Project Management (Y/501/5168)</b>						
LO1: Understand the principles of project management						
LO2: Be able to produce a project plan to achieve specified aims and outcomes		IE2				
LO3: Be able to implement the project plan		IE5				EP3
LO4: Be able to evaluate the success of the project			RL3, RL5			
<b>Unit 6 - Using Enterprise Skills in the Workplace (R/503/4625)</b>						
LO1: Be able to use negotiation skills						EP5
LO2: Be able to network to support role in business				TW1	SM7	
LO3: Be able to innovate in the workplace	CT1, CT2, CT3					
LO4: Be able to carry out research to inform decision-making		IE2				
<b>Unit 7 - Leadership and Teamwork (A/600/0320)</b>						
LO1: Understand the importance of teams				TW4, TW5		
LO2: Understand leadership attributes and skills				TW3		EP6
LO3: Be able to contribute effectively as a team member and leader				TW1, TW3		
LO4: Be able to assess effectiveness of team performance			RL4, RL5	TW6		EP1, EP4
<b>Unit 8 - The Business Environment (Y/503/4626)</b>						
LO1: Know about current socio-economic trends						
LO2: Understand how the current business environment may impact on business opportunities		IE4, IE5				
LO3: Understand the stages of business development						
LO4: Be able to make business decisions using knowledge of the current business environment						EP4, EP5

## Key to reference numbers

CODE	Creative Thinking
CT1	Generating ideas and exploring possibilities
CT2	Asking questions to extend thinking
CT3	Connecting own and others' ideas and experiences in inventive ways
CT4	Questioning own and others' assumptions
CT5	Trying out alternatives or new solutions and following ideas through
CT6	Adapting ideas as circumstances change

CODE	Reflective Learning
RL1	Assessing yourself and others, identifying opportunities and achievements
RL2	Setting goals with success criteria for your personal development and work
RL3	Reviewing progress, acting on the outcomes
RL4	Inviting feedback and dealing positively with praise, setbacks and criticism
RL5	Evaluating experiences and learning to inform your future progress
RL6	Communicating your learning in relevant ways for different audiences

CODE	Self-Management
SM1	Seeking out challenges or new responsibilities and showing flexibility when priorities change
SM2	Working towards goals, showing initiative, commitment and perseverance
SM3	Organising time and resources, prioritising actions
SM4	Anticipating, taking and managing risks
SM5	Dealing with competing pressures, including personal and work-related demands
SM6	Responding positively to change, seeking advice and support when needed
SM7	Managing your emotions and building and maintaining relationships

CODE	Independent Enquiry
IE1	Identifying questions to answer and problems to resolve
IE2	Planning and carrying out research, appreciating the consequences of decisions
IE3	Exploring issues, events or problems from different perspectives
IE4	Analysing and evaluating information, judging its relevance and value
IE5	Considering the influence of circumstances, beliefs and feelings on decisions and events
IE6	Supporting conclusions, using reasoned arguments and evidence

CODE	Teamworking
TW1	Collaborating with others to work towards common goals
TW2	Reaching agreements, managing discussions to achieve results
TW3	Adapting behaviour to suit different roles and situations, including leadership roles
TW4	Showing fairness and consideration to others
TW5	Taking responsibility, showing confidence in yourself and your contribution
TW6	Providing constructive support and feedback to others

CODE	Effective Participation
EP1	Discussing issues of concern, seeking resolution where needed
EP2	Presenting a persuasive case for action
EP3	Proposing practical ways forward, breaking these down into manageable steps
EP4	Identifying improvements that would benefit others as well yourself
EP5	Trying to influence others, negotiating and balancing diverse views to reach workable solutions
EP6	Acting as an advocate for views and beliefs that may differ from your own