Assignment

ASSIGNMENT

Occupational Certificate Real Estate Agent 118714

Test Yourself

Learner Name and Surname	
Learner ID	
Date	
Learner Signature	

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Foreword to the Learner

Programme	**Assignment in preparation for EISA**
Qualification Curriculum Structure/Skills Programme	**OC Real Estate Agent 118714 FISA**

Internal assessments are conducted by Skills Development Providers according to curriculum guidelines, comprising three components/modules namely Knowledge, Summative, Practical and Workplace, as outlined in each relevant qualification/part qualification and the assessment specification document.

Workplaces providing work experience must maintain a work experience record (SWEL), completed, signed off, and accompanied by specific supporting evidence. Learners' achievements from internal assessment are documented in their statement of results by the Skills Development Provider. Candidates qualify for external assessment (EISA) upon completing all three modules' state of results as specified in the curriculum assessment specification.

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Note: Learners must demonstrate completion of all required modules (knowledge, practical and workplace) and possess minimum requirements of NQF 3 for external integrated summative assessment (EISA)

The External Integrated Summative Assessment (EISA) ensures consistency and credibility, conducted by the relevant AQP using nationally standardized assessment instruments. Upon completion, the candidate receives certification from the QCTO.

A variety of assessment techniques ensure educational soundness and alignment with the assessment criteria including validity, reliability, authenticity and feasibility.

Internal Assessments in this Qualification Curriculum include:

- **Internal Formative Assessment**: Ongoing classroom assessments- Learner workbook
- **Internal Summative Assessment:** Evaluation using individual learner tests, tasks, research and case studies.
- **Practical Application Assessments** Evaluation of practical skills aligned with the curriculum- Practical activities workbook.
- **Workplace Assessment:** evaluation based on workplace curriculum and SWEL working with a qualified mentor/Work-Based Learning and Development Practitioner.
- **This would have been concluded with your training provider/skills development provider-** We supply this assignment to practice being ready for EISA

Assessment Focus Area 1:

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 1	Time	Marks
IAFA0101 ELO 1	20%	Focus Area 1	The frequency and extent of employing macro trends to develop contracts in line with clients' needs and legislative compliance	Base current trends on industry supply and demand Apply market knowledge and trend analysis to relevant property and real estate practices Adhere to legislative and regulatory frameworks Establish contract required for various property and real estate transactions Identify and explain legislation and regulations impacting the industry	42 minutes	50

SECTION A : MULTIPLE CHOICE

IAFA0101

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1. Which of the following best describes a "buyers market" (mark correct answer with an X)?[1]

A	Demand is greater than supply
B	Property Prices are increasing due to limited stock
C	Supply exceeds demand, leading to low prices
D	Interest rates are high

2. Which document is used to legally transfer ownership of immovable property (mark correct answer with an X)? [1]

A	Mandate
B	Offer to purchase
C	Title Deed
D	Lease agreement

3. Match the legislation act with its correct description, Write only the letter next to the number? [4]

1	Financial Intelligence Centre ACT (FICA)	
2	The Property Practitioners Act	
3	National Credit Act	
4	Consumer Protection Act	

A. Regulates and protects consumers in the property sector
B. Requires identification of clients and reporting of suspicious transactions
C. Protects consumers when entering into financial agreements
D. Protects all consumers in all transactions

4. Which of the following best describes a mandate? (mark correct answer with an X) [1]?

A	A property title document
B	A verbal agreement to purchase a property
C	Written instruction from a seller to a property practitioner
D	The fee charged by a bond originator

5. Match the Mandate with the correct description, Write only the letter next to the number? [3]

1	Sole Mandate	
2	Open Mandates	
3	Exclusive Mandate	

A. Only the seller may sell the property
B. Only Property Practitioner/Agency can sell the property
C. Anyone can sell the property
D. Sellers and Property Practitioner/Agency may sell the property.

6. Which Act governs the registration of deeds in South Africa? (mark correct answer with an X)?[1]

A	Sectional Titles Act
B	Deeds Registries Act
C	Estate Agency Affairs Act
D	National Building Regulations Act

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7. Which of the following best describes the impact of low interest rates on property demand? (mark correct answer with an X)? [1]

A	Demand usually decreases
B	No effect on demand
C	Demand typically increases
D	Demand stabilises

8. Which of the following describes demographics? [1]

A	Age, race
B	Sex
C	Average household income
D	All of the above

Section A Total marks 13

 **SECTION B : SHORT ANSWERS**	IAFA0101

Instruction: Answer the following questions in your own words. Use full sentences

9. What are the elements of a contract? [5]

10. What are the three "P's" of a Real Estate contract (essential terms)? [3]

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11. What does section 48 and section 54 of the Property Practitioners Act focus on? [8]

Section A Total marks 16

	**SECTION C : CASE STUDY**	IAFA0101

Instructions: Read the case study scenario below and answer the questions that follow:

Case Study (1):

You are a newly qualified estate agent working in a growing urban area. You have been asked to prepare a report for a client interested in purchasing a property for rental income. The area has recently seen new developments, a rise in rental demand, and increased competition among agents. Interest rates are stable, but property prices have started to drop.

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12. Using your own market knowledge and trend analysis, explain and advise the client on whether this is a good time to invest in the area and why? [8]

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Instruction: Read the scenario below and answer the questions that follow.

Case Study (2):

*BrightHome Properties is assisting a new client, Mr. Patel, with the purchase of a residential property valued at **R3.8 million**. When the agent requests FICA documents, Mr. Patel provides a passport instead of a South African ID and says he is "not comfortable sharing proof of address" because he has "just moved in with a friend temporarily."*
*He insists the transaction must be completed **as quickly as possible** and offers to pay the **full purchase price in cash**, stating that he "doesn't want to involve banks."*

During discussions, the agent notices that Mr. Patel becomes defensive when asked about the source of funds. He also asks the agent whether there is "any way to avoid reporting the transaction because it is private."

The agency's compliance officer becomes concerned about whether the transaction could be suspicious under FICA requirements.

13. Identify three red flags in this scenario that may indicate a suspicious transaction under FICA? [3]

14. What steps must be taken when a suspicious transaction is identified?[3]

15. Name four FICA records to be obtained from Mr Patel? [4]

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16. True or false – A Risk assessment does NOT have to be conducted on Mr Patel to verify his KYC documentation? [1] Mark the correct answer in box below

True		**False**	

17. Do you proceed with the transaction, explain and how long must Property Practitioners keep records as set out by FICA? [2]

Section C Total marks 21

EXIT LEVEL OUTCOME 1 TOTAL MARKS /50

Assessment Focus Area 2:

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 2	Time	Marks
IAFA0201 ELO 2	20%	Focus Area 2	Ethical principles applied in the interest of all stakeholders	Comply with applicable legislation and regulations, Maintain ethical property and real estate practices aligned with regulatory industry standards and apply code of conduct	42 Minutes	50

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SECTION A: MULTIPLE CHOICE

IAFA0201

1. What is the primary purpose of the PPRA Code of Conduct (mark correct answer with an X)? [1]

A	To regulate building inspections
B	To set ethical guidelines for property practitioners
C	To determine rental prices
D	To replace existing property legislation

2. Which Act governs that a sales agreement must be in writing? (mark correct answer with an X)? [1]

A	PPRA Act
B	Consumer Protection Act
C	Alienation of Land Act
D	Sectional Title Act

3. A Property Practitioner knowingly omits to supply a Mandatory disclosure form to the buyer, which Act has been contravened? [1]

A	Financial Intelligence Centre ACT (FICA)
B	PPRA Code of Conduct
C	National Credit Act
D	Property Practitioners Act

4. A Property Practitioner knowingly omits a property defect when MARKETING a property This violates which Act/Regulation/Code? (mark correct answer with an X)? [1]

A	Financial Intelligence Centre ACT (FICA)
B	National Building Regulations
C	The PPRA Code of Conduct
D	Town Planning regulations

5. Which of the following actions best reflects ethical conduct? (mark correct answer with an X)? [1]

A	Honesty and Integrity
B	Disclosing all known defect to the buyer
C	Trust, lawfulness and compliance
D	All of the above

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6. What does compliance with legislation ensure in real estate transactions? (mark correct answer with an X)? [1]

A	Increased profit
B	Faster sales
C	Protection of all parties rights
D	Government Subsidies

Section A Total marks 6



SECTION B : SHORT ANSWERS

IAFA0201

Instruction: Answer the following questions in your own words. Use full sentences

7. Describe two examples of UNETHICAL behaviours in the real estate industry and the possible fines and consequences? [2]

8. List two key responsibilities of property practitioners under the PPRA Code of Conduct? [2]

9. Explain the requirements of a trust account and the interest as set out by Property Practitioners Act in section 32? [5]

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Section B Total marks 9

SECTION C CASE STUDY	IAFA0201

Instruction: Read the scenario below and answer the questions that follow.

Case Study (1):
You are working with a couple looking to buy a family home. You notice a visible crack in the wall during your inspection. The seller asks you not to mention it and claims it's just cosmetic. You are aware of your ethical and legal obligations under the PPRA Code of Conduct and Act.

10. What should you do as a Property Practitioner in this situation to comply with ethical and legal standards? [1]

11. How does the PPRA Code of Conduct guide your response to the seller's request? [5]

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12. Based in the Property Practitioners Act, what fine will a property practitioner be liable for if they do not supply the buyer a filled in mandatory disclosure form from the seller? [1]

Instruction: Read the scenario below and answer the questions that follow.

Case Study (2):
The PPRA Code of Conduct and Ethics

Dr. Tiran More wishes to establish medical practice in her hometown of Pietermaritzburg. She grew up in Pietermaritzburg, and her family has always lived in the area. She is convinced, therefore, that Pietermaritzburg is the correct location for her proposed medical practice.

To provide the right accommodation for her proposed new practice, Dr. More enlisted the property practitioner services of Sarah Buthelezi, a childhood friend and practicing property practitioner. Dr More requested Sarah to help her to find suitable premises for her medical practice. Sarah agreed to help. After some preliminary research and investigations, Sarah feels that she had located the ideal premises for Dr More's practice.

The property was a small two-storey building in an accessible part of the city. The property has been advertised by Tom Brown, a property practitioner in the service of Ace Estates, a business property practitioner firm also operating in Pietermaritzburg, as "..a sound investment, perfect for the offices of a young professional or entrepreneur…" with the added bonus that it contained "…a residential flat on the second floor that could either be self-occupied or rented out to tenants to supplement the owner's income stream."

Sarah e-mailed full details of the property to Dr. More to see if she was interested in the property. She suggested that they approach Tom Brown should Dr. More think the building to be suitable.

Sarah, however, received an immediate return e-mail from Dr. More indicating, as she recalled, that Tom's advertisement was neither accurate nor correct. Dr. More advised that the building was in an area where her uncle lived. Her uncle had once been interested in purchasing that building but had withdrawn from the transaction after it seemed that there was a major problem with the local authority. The building owners had added a kitchen and additional bathroom to the second floor, so they could like above their business, without first obtaining permission to do so.

Sarah consulted with officials of the local authority who confirmed Dr. More's suspicions. The building was, and always been, zoned "commercial". This zoning did not permit a residential apartment. Permission had not been sought or obtained for the construction of the kitchen and additional bathroom – these were, therefore, illegal alterations to the building.

Sarah, upset that she had been misled by the misrepresentation concerning the property, to the extent that she had recommended it to Dr. Moreover, contacted Tom Brown to verify the position. Tom Brown indicated that he knew that the building was zoned "commercial" but stated that he was unaware that the second-floor alterations were made without the necessary permits. He advised Sarah that, as far as he was concerned, the apartment had not previously been rented out. Tom Brown, nevertheless, said that his advertisement was correct since he did not foresee any problem for a new owner to apply for a re-zoning of the property and for condonation of the alterations that had been made. Doing so would enable a purchaser to make use of the flat indicated in the advertisement.

Sarah lodged a complaint against both Tom Brown Estates and Ace Estates with the PPRA.

13. May a principal property practitioner raise a defence that he was not aware of a candidate property in a case involving proceedings in respect of sanctionable conduct? if not so, indicate which specific provisions of the Code of Conduct have in your view, make provision for this situation? [5]

14. Do you think that Sarah's complaint to the Property Practitioners Regulatory Authority is valid? [5]

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15. Has Tom Brown contravened any provisions of the Code of Conduct for Property Practitioners, if so, indicate <u>which</u> specific provisions of the Code have, in your view, been contravened and <u>why</u> those provisions were contravened? [8]

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16. What in your view would be the position of Ace Estates, the Business Property Practitioner enterprise in whose service Tom Brown was at the relevant time? [5]

17. If Tom Brown was to be found guilty of conduct deserving of sanction by a committee of inquiry of the property Practitioners Regulatory Authority, what penalties may that committee impose? [5]

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Section C Total marks 35

EXIT LEVEL OUTCOME 2 TOTAL MARKS /50

Assessment Focus Area 3:

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 3	Time	Marks
IAFA0301 ELO 3	15%	Focus Area 3	Develop proficient and sustainable client relationships	Acquire a detailed understanding of clients and their needs Grow consultative working relationship with clients Negotiate and consult service level agreements/contracts Evaluate, update and maintain databases	32 minutes	37



SECTION A : MULTIPLE CHOICE

IAFA0301

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1. What is the first step in building a strong client relationship? (mark correct answer with an X)? [1]

A	Sending a sales proposal
B	Understanding the clients' needs and expectations
C	Offering a discount
D	Closing the deal quickly

2. Which of the following is a key feature of a service level agreement (SLA) (mark correct answer with an X)? [1]

A	Listing the agents preferred commission rate
B	Defining service expectations and performance indicators
C	Replacing the offer to Purchase
D	Guaranteeing highest market value

3. Why must a property practitioners database be regularly updated? (mark correct answer with an X)? [1]

A	To remove all property listings
B	To ensure accurate and current client/property information and adhere to the Protection of Personal information Act
C	To comply with building regulations
D	To save printing costs

4. Which action best demonstrates a consultative relationship with clients? (mark correct answer with an X)? [1]

A	Only sending emails
B	Ignoring concerns
C	Listening actively and offering tailored advice
D	Telling the client what to do

5. A good client relationship is sustainable when? (mark correct answer with an X)? [1]

A	The Property Practitioner avoids discussing price
B	Trust and communication are consistently maintained
C	The Property Practitioner only contacts the client during transfer
D	Commission is paid upfront

6. It is advisable that an agent work with a good CRM system, what does CRM stand for? (mark correct answer with an X)? [1]

A	Customer Relationship Management
B	Customer Response Magic
C	Customer Regular Maintenance
D	Customer Rights Managed

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Section A Total marks 6

SECTION B : SHORT ANSWERS

IAFA0301

7. Name any four EXTERNAL stakeholders in the Property Sector? [4]

8. Name any four INTERNAL stakeholders in the Property Sector? [4]

9. Name three reasons why conflicts arise in real estate transactions? [3]

10. Explain the difference between verbal and non-verbal communication? [2]

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Section B Total marks 13



SECTION C CASE STUDY | IAFA0301

Instruction: Read the scenario below and answer the questions that follow.

Case Study:

You are assisting a young couple looking to purchase their first home. During your first meeting, you note that they are unsure about the home loan process and require guidance. You want to ensure their concerns and needs are addressed, build trust, and offer solutions based on their financial situation. You also want to record your interactions in your customer relationship management database.

11. What steps would you take to fully understand the couple's needs and expectations? [8]

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12. How would you approach the couple to build a consultative working relationship? [5]

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13. How can maintaining your client database support future communication with the couple? [5]

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Section C Total marks 18

EXIT LEVEL OUTCOME 3 TOTAL MARKS /37

Focus Area 4:

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 4	Time	Marks
IAFA0401 ELO 4	10%	Focus Area 4	Build a brand reputation and develop a target market	Identify Strengths and area of importance to define personal brand, Analyse feedback from clients, service providers, peers and stakeholders, Execute area of improvement and innovation Measure performance again set targets and analyse time management practices	21 minutes	26

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SECTION A : MULTIPLE CHOICE

IAFA0401

1. Why is it important to identify your strengths and areas for improvement? (mark correct answer with an X)? [1]

A	To avoid change
B	To develop your personal brand and improve service
C	To compare with colleagues
D	To decrease accountability

2. What is a reliable way to gather feedback from clients (mark correct answer with an X)? [1]

A	Social Media likes only
B	Ignoring complaints
C	Structured surveys and follow-up communication
D	Listening to rumours

3. What is one benefit of executing innovations in your business practices? (mark correct answer with an X)? [1]

A	Guess Market trends
B	Meet sales quotas without strategy

C	Create virtual tours, social media and marketing, AI powered tools, automated client updates to make the buying and selling process faster, more convenient and more transparent for clients
D	Avoid reflection

4. Measuring performance helps property practitioners to: (mark correct answer with an X)? [1]

A	Guess Market trends
B	Meet sales quotas without strategy
C	Track progress against clear goals and targets
D	Avoid reflection

5. Time Management ensures? (mark correct answer with an X)? [1]

A	Clients wait for you
B	Improved professionalism and service consistency
C	You don't need to plan
D	Overlooking of appointments

Section A Total marks 5



SECTION B : SHORT ANSWERS

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IAFA0401

6. What is the difference between personal branding and professional branding? [2]

7. Explain how knowing your personal strengths and weaknesses can influence your brand reputation? [2]

8. Create a SWOT analysis on your professional brand against your competitor? [8]

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9. Give two examples of how poor time management could negatively affect your brand and client relationships? [2]

Section B Total marks 16

 **SECTION C CASE STUDY**	IAFA0401

Instruction: Read the scenario below and answer the questions that follow.

Case Study:

You are trying to grow your business in a highly competitive market. Your manager advises you to reflect on your brand image, gather feedback, and set measurable goals to improve service delivery. You also notice that your busy schedule causes late replies to clients, which may impact your reputation.

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10. Suggest a measurable performance goal you could set for yourself and describe how you would track the progress to improve your service delivery (SMART)? [5]

11. How would you improve your time management to enhance client experience and brand perceptions? [1]

Section C Total marks 6

EXIT LEVEL OUTCOME 4 TOTAL MARKS /27

Focus Area 5:

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 5	Time	Marks
IAFA0501 ELO 5	20%	Focus Area 5	Conduct productive property and related functions	Market property and real estate in all sectors Ensure that property and real estate in all areas is bought and sold. Let and rent property and real estate within all industries Manage property and real estate portfolios Clients are provided with after-sale service	42 minutes	50

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SECTION A : MULTIPLE CHOICE

IAFA0501

1. What is a key benefit to using multi-channel marketing (all mediums) in property sales? (mark correct answer with an X)? [1]

A	Reduces advertising costs
B	Targets a single type of buyer
C	Increases exposure to diverse market segments
D	Avoids online platforms

2. In which scenario is after sale service most important (mark correct answer with an X)? [1]

A	Once the commission is paid
B	Before the sale begins
C	When client needs support after purchase and transfer
D	Only during property listing

3. Which of the following best describes the letting function? (mark correct answer with an X)? [1]

A	Selling commercial property only
B	Assisting client to rent or lease property

C	Buying residential land
D	Conducting home inspections

4. Based on the Rent Act, a lease agreement would typically include: (mark correct answer with an X)? [1]

A	The names, and addresses of the lessor and the lessee, the description of the leased premises, the amount of rental and escalation, if any
B	Payment frequency, i.e. monthly or weekly, the deposit amount, fi any
C	Any other charges payable by the lessee in addition to the rental, the lease period, or if there is no agreed period, the notice period for termination, the lessors and lessees' obligation
D	All of the above

5. What is one way to ensure effective buying and selling across ALL areas in the property sector? (mark correct answer with an X)? [1]

A	Focus on one suburb only
B	Limit listings to affluent market
C	Understand local market conditions and regulations
D	Ignore area zoning laws and regulations

6. What does CSOS stand for: (mark correct answer with an X)? [1]

A	Community Schemes Ombud Service
B	Community Schemes and Other Services
C	Conduct scheme and other services
D	Conduct Sanctions offering systems

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7. The elements of a marketing progress report on a specific property includes"

A	Property Address
B	Reporting Period
C	Listed Price
D	Number of days the property has been on the market
E	Number of prospective buyers introduced to the property
F	Whether or not any firm offers to purchase have been received, and details thereof
G	Response received to media advertising
H	Comments received regarding the property
I	All of the Above
J	None of the Above

Section A Total marks 7

SECTION B : SHORT ANSWERS	IAFA0501

8. Name the simple elements to follow for creating a sound real estate marketing plan? [10]

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9. What are the 7 Ps of Marketing? [7]

10. Briefly explain how you would conclude a comparative marketing analysis to come to the value of a property. [5]

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Section B Total marks 22



SECTION C CASE STUDY | IAFA0501

Instruction: Read the scenario below and answer the questions that follow.

Case Study:

You are assisting a property investor who wants to diversify their portfolio by including residential, commercial, and industrial units in different provinces. They are also interested in letting out student accommodation and want to ensure their buyers and tenants receive ongoing support. You are tasked with helping them manage the full cycle from purchase to marketing, leasing, portfolio management, and after-sale service.

11. What marketing strategy would you use to market the properties across various sectors effectively? [6]

12. How would you ensure legal and area-specific compliance when facilitating purchases in different provinces? [5]

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13. What systems or processes could you implement to manage investors' property portfolios efficiently? [5]

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14. Describe how you would deliver after-sales service to the investor's tenants or buyers? [5]

Section C Total marks 21

EXIT LEVEL OUTCOME 5 TOTAL MARKS /50

Assessment Focus Area 6

Integrated Assessment focus number	Integrated assessment focus and associated assessment criteria					
	Percentage	NLRD	Title	ELO 6	Time	Marks
IAFA0601 ELO 6	15%	Focus Area 6	Execute sound financial principles	Manage budget and financial controls Create a personal financial plan to improve alignment to business objectives Review taxation on personal income Produce a business plan for an area of operation to support a property and real estate business	32 minutes	36



SECTION A: SHORT ANSWERS

IAFA0601

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1. Explain the difference between fixed interest and variable interest? [2]

2. Explain why it is important for a property practitioners to understand personal tax obligations? [1]

3. What is meant by Capital Gains tax and when is it applicable (Natural person)? [2]

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4. What does the Income tax Act (35A)say about Foreigners/non-residents wishing to sell their property in South Africa? [3]

Section A Total marks 8

SECTION B: CASE STUDY	IAFA0601

Instruction: Read the scenario below and answer the questions that follow.

Case Study:
***Thandi Mokoena** is a property practitioner operating independently in Midrand. Over the past year, her business has grown due to consistent marketing, networking, and client referrals. However, her **personal financial decisions have not kept pace with her business growth**, causing misalignment between her personal spending and business objectives.*

Current Situation

Business Finances

- ***Monthly business income:** R58,000 (variable depending on commission)*
- ***Business expenses:***
  • Office rental – R8,500
  • Marketing campaigns – R6,000
  • Fuel & travel – R4,000
  • Assistant (part-time) – R5,500
  • Software & subscriptions – R1,500
  • Misc. admin – R2,500
  ***Total:** R28,000*
- ***Net business surplus:** R30,000*
- ***Business goals for next 12 months:***
  • Increase exclusive mandates by 30%
  • Improve digital marketing visibility
  • Build a 3-month operating cash reserve
  • Attend two professional training workshops

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Personal Finances

- ***Personal monthly income withdrawn from business:** R25,000*
- ***Personal expenses:***
  • Rent – R10,000
  • Car instalment – R6,200
  • Groceries – R4,500
  • Clothing – R2,500
  • Entertainment & dining – R2,200
  • Personal loans – R3,800
  ***Total:** R29,200*

- ***Personal financial challenges:***
  *• Monthly shortfall of **R4,200***
  • Reliance on credit card for groceries and petrol
  • No emergency fund
  • Irregular contributions to retirement savings
  • Stress due to inconsistent income

The Problem

Thandi's personal expenses exceed her drawings from the business.
*The overspending creates pressure on business cash flow because she often transfers **extra money from the business** to cover her personal shortfalls, reducing funds available for marketing, training, and growth.*

This misalignment is now preventing her from achieving her business objectives.

5. As learnt in class develop a PERSONAL financial Plan for Thandi to improve alignment between personal finances and her personal goals

The plan must include:

- **Personal Budget Adjustment (financial format) (revise her budget taking emergencies into account) [8]**

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6.Now separate the Business from personal account and Create a cash flow alignment strategy managing debt for the business [8]

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7. Explain how to improve the Business finance and Personal finances and indicate at least 3 ways to reduce financial risk and mitigate the plan [3]

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Section B Total marks 19

SECTION C : TASK ACTIVITIY	IAFA0601

8. Create your simple Business Plan based on the case study above using the Business plan elements you learnt in class? Don't forget the evaluation process [9]

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EXIT LEVEL OUTCOME 6 TOTAL MARKS /36

CHECKLIST

Focus area 1/ELO 1 Checklist (mark allocation 50, time allocated 42 minutes)

Learner Name		Date	

Focus area 1	Submitted Yes/No	Name of my document / Comments
1. Section A Multiple choice- question 1 to 10 answered		
2. Section B Short answers, question 9-11, these questions have been answered sufficiently to warrant the mark allocations		
3. Section C Case studies 1, I have read the first case study and answered question 12 and have been answered sufficiently to warrant my marks I have read case study 2 and answered question 13-17, these questions have been answered sufficiently to warrant the mark allocations		

Learner Signature		Date	

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FISA Focus area 2/ELO 2 Checklist (mark allocation 50, time allocated 42 minutes)

Learner Name		Date	

FISA Focus area 2	Submitted Yes/No	Name of my document / Comments
1. Section A Multiple choice- question 1 to 6 answered		
2. Section B Short answers, question 7-9, these questions have been answered sufficiently to warrant the mark allocations		
3. Section C Case studies 1, I have read the first case study and answered question 10-12 and have been answered sufficiently to warrant my marks I have read case study 2 and answered question 13-17, these questions have been answered sufficiently to warrant the mark allocations		

Learner Signature		Date	

Focus area 3/ELO 3 Checklist (mark allocation 37, time allocated 32 minutes)

Please tick that you have submitted the following evidence as per the instructions in the FISA activity :

Learner Name		Date	

FISA Focus area 3	Submitted Yes/No	Name of my document / Comments
1. Section A Multiple choice- question 1 to 6 answered		
2. Section B Short answers, question 7-10, these questions have been answered sufficiently to warrant the mark allocations		
3. Section C Case study 1, I have read the one case study and answered question 11-13 and have been answered sufficiently to warrant my marks		

Learner Signature		Date	

FISA Focus area 4/ELO 4 Checklist (mark allocation 27, time allocated 21 minutes)

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Learner Name		Date	

FISA Focus area 4	Submitted Yes/No	Name of my document / Comments
1. Section A Multiple choice- question 1 to 5 answered		
2. Section B Short answers, question 6-9, these questions have been answered sufficiently to warrant the mark allocations		
3. Section C Case study 1, I have read the one case study and answered question 10-12 and have been answered sufficiently to warrant my marks		

Learner Signature		Date	

Focus area 5/ELO 5 Checklist (mark allocation 50, time allocated 42 minutes)

Learner Name		Date	

FISA Focus area 5	Submitted Yes/No	Name of my document / Comments
1. Section A Multiple choice- question 1 to 7 answered		
2. Section B Short answers, question 8-10, these questions have been answered sufficiently to warrant the mark allocations (note 10 or 8 points on some)		
3. Section C Case study 1, I have read the one case study and answered question 11-14 and have been answered sufficiently to warrant my marks		

Learner Signature		Date	

FISA Focus area 6/ELO 6 Checklist (mark allocation 36, time allocated 32 minutes)

Please tick that you have submitted the following evidence as per the instructions in the FISA activity :

Learner Name		Date	

FISA Focus area 6	Submitted Yes/No	Name of my document / Comments
1. Section A Short answers, question 1-4, these questions have been answered sufficiently to warrant the mark allocations (		
2. Section B Case study 1, I have read the one case study and answered question 5-7 and concluded Financial activities and have been answered sufficiently to warrant my marks		
3. Section C **Task Activity** Create a Business plan using the case study above NB note you could use these financials already created for the **Business** Use the elements of the Business plan learnt in class and your study guide, Don't forget to include the evaluation of your Business plan and changes that might be required in the future		

Learner Signature		Date	

Learner Name		
Overall marks		
Section	**Marks**	**Result**
ELO 1		**/50**
ELO 2		**/50**
ELO 3		**/37**
ELO 4		**/27**
ELO 5		**/50**
ELO 6		**/36**
Overall Internal Judgment		**/250**

Notes

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