

National Occupational Skill Standard (NOSS)

Occupational Title : Enterprise Development Facilitator

Level : 2

Sector : Business

Sub - Sector : Enterprise Development

NOSS ID/NSCO ID :

ISCO NO :



Council for Technical Education and Vocational Training

NATIONAL SKILL TESTING BOARD

Madhyapur Thimi-17, Sanothimi, Bhaktapur, Nepal



2045

Developed: 03-07-2023 (18-03-2080)

DACUM Panel

S.No.	Name	Designation	Organization
1.	Mr. Uttam Mani Dhungana	Member	SESDEC, Kavre
2.	Mr. Hari Bishokarma	Member	SIDEC, Sindhupalchok
3.	Mr. Rabindra Prasad Chaulagain	Member	SESDEC, Kavre
4.	Ms. Menka Ghole (Tamang)	Member	SESDEC, Kavre
5.	Mr. Som Bahadur Darlami	Member	SESDEC, Kavre
6.	Mr. Khadga Bahadur Thapa	Member	SESDC, Kavre
7.	Mr. Bikash Ramtel	Member	SESDEC, Kavre
8.	Mr Chhitendra Shrestha	Member	Kanchanjangha P. Inst., Rupandehi
9.	Ms. Sabita Dhakhwa	Member	MEDEP, Lalitpur
10.	Ms. Sudha Karna	Member	MUBK, Dhanusha
11.	Ms. Kanchi Danuwar	Member	SESDEC, Kavre
12.	Mr. Narayan B.K	Member	SIDEC, Sindhupalchowk

DACUM Facilitator/Co-facilitator:

1. Mr. Deepak Prasad Poudel, Dy-Director, NSTB, Sanothimi, Bhaktapur
2. Mr. Santosh Kumar Mahaseth, NSTB, Sanothimi, Bhaktapur

DACUM Workshop on September 09-10,2010



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Verification Panel

S.No.	Name	Designation	Organization
1.	Ms. Sabita Dhakhwa	Member	MEDEP, Lalitpur
2.	Mr. Rajan K.C	Member	MEDEP, Lalitpur
3.	Ms. Rachana Pandit	Member	COBDEPS, Nuwakot
4.	Ms. Suphal Thapaliya	Member	COBDEPS, Nuwakot
5.	Mr. Chhitendra Shrestha	Member	Kanchanjangha P. Inst., Rupandehi.
6.	Mr. Bijaya Krishna Shrestha	Member	SIDEC, Sindhupalchok
7.	Mr. Uttam Mani Dhungana	Member	SESDEC, Kavre.
8.	Mr. Arjun Prasad Bhattarai	Member	COBDEPS, Nuwakot
9.	Mr. Surya Khand Thakuri	Member	SEEWA, Parbat
10.	Mr. Gita Purkuti	Member	SESDEC, Kavre.

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Mr. Ram Hari Devkota, Dy-Director, NSTB

Mr. Ishwar Chandra Ghimire, Skill Testing Officer, NSTB

DACUM Workshop on December 29,2010



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The Occupational Profile (OP) Developed by:

No	Name	Designation	Organization
1.	Dr. Lakshman Pun	Coordinator	Coordinator, Entrepreneurship Development Technical Sub Committee
2.	Mr. Chandra Bhakta Nakarmi	Director	National Skill Testing Board Sanothimi, Bhaktapur
3.	Ms. Sabita Dhakhwa	Member	MEDEP Lalitpur
4.	Mr. Rajan K.C	Member	MEDEP Lalitpur
5.	Mr. Sanad Rajbhandari	Member	Director, Center for Business Development Lalitpur
6.	Mr. Dilip Thapa	Member	SIYB Master Trainer IEDI, Kathmandu
7.	Ms. Laxmi Limbu	Member	MEDEP Lalitpur
8.	Mr. Deepak Prasad Poudel	Member	Dy. Director NSTB, Sanothimi, Bhaktapur
9.	Mr. Ishwar Chandra Ghimire	Member	Skill Testing Officer, National Skill Testing Board Sanothimi, Bhaktapur

Recommended by Business Technical Sub Committee: January 3, 2011



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The National Occupational Skill Standard Developed by:

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2.	Mr. Tek Bahadur Malla	Director	National Skill Testing Board Sanothimi, Bhaktapur
3.	Mr. Megharaj Acharya	Member	MR Acharya & Association Gaththaghar, Bhaktapur
4.	Mr. Gokul Pyakurel	Member	Multidimensional Entrepreneurship and Business Nepal Chahabil, Kathmandu
5.	Mr. Prem Raj Neupane	Member	Natural Resource and Agriculture Management Center Banasthali, Kathmandu
6.	Mr. Binod Adhikari	Member	Global Academic Research and Consultancy Tokha, Kathmandu
7.	Mr. Uttam Shrestha	Member	Freelancer, Entrepreneurship Development Expert Tripureshwor, Kathmandu
8.	Mr. Purna Bahadur Tamang	Member-Secretary	Business Technical Sub Committee National Skill Testing Board, Sanothimi, Bhaktapur
9.	Mr. Tulsi KC	Member	Sr. Skill Testing Officer National Skill Testing Board, Sanothimi, Bhaktapur
10.	Mr. Suresh Maharjan	Member	Sr. Skill Testing Officer National Skill Testing Board, Sanothimi, Bhaktapur

Recommended by Business Technical Sub Committee: 03 July 2023 (18 Asar 2080)



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1	Occupational Title: Enterprise Development Facilitator Level: 2
2	Job Description: Enterprise Development Facilitator, L-2, identifies potential entrepreneurs through social mobilization, provides entrepreneurship development training, develops basic business plan, performs business linkage development activities, and performs business counselling.
	UNITS OF COMPETENCY: <ol style="list-style-type: none"> 1. Identify potential entrepreneurs through social mobilization 2. Provide entrepreneurship development training 3. Develop basic business plan 4. Perform business linkage development activities 5. Perform business counselling 6. Perform communication 7. Develop professionalism <p>*Note: Units 6 and 7 are not for testing purpose.</p>
4	Qualifying Notes/Prerequisites: <ul style="list-style-type: none"> • Physical Requirements: Sound health • Entry Requirements: As per NSTB rules Additional Information: <ul style="list-style-type: none"> • Assessment Types: Performance and Written test. • Assessment Duration: 12 to 14 Hours (Full competency) • Recommended Group Size: 6 to 8 Candidates



5	Unit No:2		Unit code:	
	Unit Title: Identify potential entrepreneur through social mobilization			
	Elements of competency		Performance standards	
	1.1 Organize orientation program		1.1.1 Consultation meeting conducted with local government. 1.1.2 Proposal for orientation program prepared and approval taken from local government. 1.1.3 Ward-level members orientated on program objectives. 1.1.4 Targeted community members informed about the program schedule. 1.1.5 Orientation program conducted as per the schedule. 1.1.6 Participants' queries answered clearly during the orientation program.	
1.2 Conduct participatory rural appraisal (PRA)		1.2.1 Community members including key informants informed for PRA. 1.2.2 Materials for PRA managed based on orientation program. 1.2.3 PRA facilitated as per PRA process . 1.2.4 PRA tools used to capture information related to key areas from community members. 1.2.5 Information received recorded in Management Information System (MIS) . 1.2.6 Summary report prepared as per industry norms.		
1.3 Conduct household survey		1.3.1 Selected settlement members informed about the survey. 1.3.2 Household selected based on well-being ranking report . 1.3.3 Respondents informed about the objective of the survey. 1.3.4 All the questions mentioned in the survey form asked sequentially and recorded in the form clearly. 1.3.5 Respondents thanked for their valuable time after completing the survey. 1.3.6 Summary report prepared as per industry norms.		



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	1.4 Analyze household information	<p>1.4.1 Survey data entered in Management Information System (MIS).</p> <p>1.4.2 Socio economic status analyzed to identify the potential participants for entrepreneurs.</p> <p>1.4.3 Per capita income of each household calculated and recorded.</p> <p>1.4.4 Summary report prepared as per industry norms.</p>
	1.5 Select potential entrepreneurs	<p>1.5.1 Comparison chart prepared based on summary reports.</p> <p>1.5.2 Household members having the highest score selected as potential entrepreneurs.</p> <p>1.5.3 Selected participants informed and confirmed for participation.</p> <p>1.5.4 Entrepreneurs' selection report prepared and submitted to concerned authority.</p>
	1.6 Form entrepreneurs' group	<p>1.6.1 Group formation meeting scheduled and informed to selected potential entrepreneurs.</p> <p>1.6.2 Meeting facilitated and potential entrepreneurs briefed on group formation.</p> <p>1.6.3 Entrepreneurs group formed from the potential entrepreneurs with requisite committee members.</p> <p>1.6.4 Meeting minutes prepared with required meeting details.</p>
6	<p>Task Performance Requirements (Tools, Equipment and Materials):</p> <ul style="list-style-type: none"> Ruler, pencil, pen, paper, sharpener, eraser, marker, computer with management information system, printer, highlighter, notebook, register, survey form, calculator, corns, beans, brown paper, chart paper, flip chart with stand, board marker, duster, pin, newsprint, meta card, masking tape, water tape, scissors, glue stick, stapler with pin, punching machine, record file, clear bag, and personal protective equipment. 	



7	Safety and Hygiene (Occupational Health and Safety): <ul style="list-style-type: none">• Use personal protective equipment.• Safe handling of materials, tools and equipment.
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8	Required Knowledge		
	Technical Knowledge	Applied Calculation	Graphical Information
	<ul style="list-style-type: none"> • Enterprise <ul style="list-style-type: none"> ○ Introduction ○ Classification of industry based on capital and nature (Industrial enterprise act, 2076) ○ Micro-enterprise development model • Roles, functions, and types of entrepreneurs • Concept of entrepreneurship • Problems of entrepreneurship development in Nepal • Role of micro and small enterprise • MEDPA operational guidelines, 2077 • Local government operation act, 2074 (Enterprise related) • Concept of social mobilization • Income-generating activities • Concept and application of saving and saving mobilization • Types and importance of orientation program • Importance of consultation meeting • Institutional mechanism of Local government for enterprise development 	<ul style="list-style-type: none"> • Calculate per capita income • Calculate household income and expenses 	<ul style="list-style-type: none"> • Read and interpret comparison chart • Read and interpret PRA tools



- Proposal writing technique
- Concept and application of PRA
- Types and use of PRA tools
- Introduction to survey
- Household survey
 - Introduction
 - Types
 - Importance
 - Process
- Data collection method
- Data entry and data analysis technique
- Management Information System
- Socio economic status
- Introduction of entrepreneurs
- Entrepreneur selection process
- Concept of group
- Methods of entrepreneur group formation
- Meeting
 - Introduction
 - Types
 - Process



	<ul style="list-style-type: none"> • Minute taking process • Record keeping and report writing • Waste management • Occupational health and safety (OHS) 		
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9	Assessment of Competency				
Unit: 1					
Unit Title: Identify potential entrepreneur through social mobilization					
Candidate Details			Assessors Detail		
Candidate's Name:			Assessors' Name		ID/License No:
Registration Number:			1.		
Symbol No:			2.		
Test Centre:			3.		
Test Date:					
Element of competency	Performance Standards	Standard Met	Standard Not Met	Evidence Type	Comments
1.1 Organize orientation program	1.1.1 Consultation meeting conducted with local government.				
	1.1.2 Proposal for orientation program prepared and approval taken from local government.				
	1.1.3 Ward-level members orientated on program objectives.				
	1.1.4 Targeted community members informed about the program schedule.				
	1.1.5 Orientation program conducted as per the schedule.				
	1.1.6 Participants' queries answered clearly during the orientation program.				
1.2 Conduct participatory rural appraisal (PRA)	1.2.1 Community members including key informants informed for PRA.				



	<p>1.2.2 Materials for PRA managed based on orientation program.</p> <p>1.2.3 PRA facilitated as per PRA process.</p> <p>1.2.4 PRA tools used to capture information related to key areas from community members.</p> <p>1.2.5 Information received recorded in Management Information System (MIS).</p> <p>1.2.6 Summary report prepared as per industry norms.</p>				
<p>1.3 Conduct household survey</p>	<p>1.3.1 Selected settlement members informed about the survey.</p> <p>1.3.2 Household selected based on well-being ranking report.</p> <p>1.3.3 Respondents informed about the objective of the survey.</p> <p>1.3.4 All the questions mentioned in the survey form asked sequentially and recorded in the form clearly.</p> <p>1.3.5 Respondents thanked for their valuable time after completing the survey.</p> <p>1.3.6 Summary report prepared as per industry norms.</p>				
<p>1.4 Analyze household information</p>	<p>1.4.1 Survey data entered in Management Information System (MIS).</p> <p>1.4.2 Socio economic status analyzed to identify the potential participants for entrepreneurs.</p> <p>1.4.3 Per capita income of each household calculated and</p>				



	recorded.				
	1.4.4 Summary report prepared as per industry norms.				
1.5 Select potential entrepreneurs	1.5.1 Comparison chart prepared based on summary reports. 1.5.2 Household members having the highest score selected as potential entrepreneurs. 1.5.3 Selected participants informed and confirmed for participation. 1.5.4 Entrepreneurs' selection report prepared and submitted to concerned authority.				
1.6 Form entrepreneurs' group	1.6.1 Group formation meeting scheduled and informed to selected potential entrepreneurs. 1.6.2 Meeting facilitated and potential entrepreneurs briefed on group formation. 1.6.3 Entrepreneurs group formed from the potential entrepreneurs with requisite committee members. 1.6.4 Meeting minutes prepared with required meeting details.				

WT- Written Test

OQ- Oral Question

PT- Practical Test

DO – Direct Observation

SR- Supervisor’s report

SN–Simulation

RP- Role Play

PG –Photographs

VD- Video

CT – Certificates

TS – Testimonials (Reward)

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Range Statement

Variable	Range
Consultation meeting	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Ward selection • Target • Budget
Proposal	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Introduction • Objective • Activities • Timeline • Venue • Budget • Program schedule
PRA materials	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Corns • Beans • Paper • Brown paper • Chart paper • Flip chart • Board marker • Scale



PRA process	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Defining objectives • Ground rules • Introduction • Facilitating • Brainstorming • Participatory group discussion • Effective communication
PRA tools	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Social map • Wellbeing ranking • Resource map • Venn diagram • Seasonal calendar
Management Information System (MIS)	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Word processing software • Spreadsheet software • Database software
Well-being ranking report	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Very poor • Poor • Lower
Survey form	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Baseline survey form • Entrepreneurship competency test form



	<ul style="list-style-type: none"> Existing business/enterprise assessment form
Socio economic status	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> Wealth of family Income status Family background: family support, knowledge of enterprise Willingness to establish enterprise
Concerned authority	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> Supervisor Manager Local authority/government
Group formation	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> Group advantages Group formation process Group activities
Committee members	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> Chairperson Treasurer Secretary Members
Meeting details	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> Meeting date and time Meeting attendees Signature Meeting agenda Decision made



5	Unit No: 2 Unit Title: Provide entrepreneurship development training	Unit code:	
Elements of competency		Performance standards	
2.1 Provide training of potential entrepreneur (TOPE) training		2.1.1 Training proposal prepared in standard format and approval taken from concerned authority . 2.1.2 Selected potential entrepreneurs informed about the training date, time and venue. 2.1.3 Logistics arranged based on approved training proposal. 2.1.4 Training material collected and prepared based on the start and improve your business (SIYB) manual. 2.1.5 TOPE training conducted based on the training schedule. 2.1.6 Pre- and post-training evaluation conducted. 2.1.7 Training information updated in Management Information System (MIS) . 2.1.8 Training completion report prepared and submitted to the concerned authority.	
2.2 Provide TOSE training		2.2.1 Training proposal prepared in standard format and approval taken from concerned authority. 2.2.2 Selected potential entrepreneurs informed about the training date, time and venue. 2.2.3 Logistics arranged based on approved training proposal. 2.2.4 Training material collected and prepared based on the start and improve your business (SIYB) manual. 2.2.5 TOSE training conducted based on the training schedule. 2.2.6 Pre- and post-training evaluation conducted. 2.2.7 Training information updated in Management Information System (MIS).	



		2.2.8 Training completion report prepared and submitted to the concerned authority
	2.3 Provide gender sensitization training	<p>2.3.1 Training proposal prepared in standard format and approval taken from concerned authority.</p> <p>2.3.2 Selected potential entrepreneurs informed about the training date, time and venue.</p> <p>2.3.3 Logistics arranged based on approved training proposal.</p> <p>2.3.4 Training material collected and prepared based on the start and improve your business (SIYB) manual.</p> <p>2.3.5 Gender sensitization training conducted based on the training schedule.</p> <p>2.3.6 Pre- and post-training evaluation conducted.</p> <p>2.3.7 Training information updated in Management Information System (MIS).</p> <p>2.3.8 Training completion report prepared and submitted to the concerned authority</p>
	2.4 Coordinate for skill development training	<p>2.4.1 Sector-wise need-based skill training identified based on the gap analysis.</p> <p>2.4.2 Training proposal prepared in standard format and approval taken from concerned authority.</p> <p>2.4.3 Selected potential entrepreneurs informed about the training.</p> <p>2.4.4 Logistics arranged based on approved training proposal.</p> <p>2.4.5 Sector-wise need-based skill development training conducted in collaboration with sector-based experts.</p> <p>2.4.6 Pre- and post-training evaluation conducted.</p> <p>2.4.7 Training information updated in Management Information System (MIS).</p> <p>2.4.8 Training completion report prepared and submitted to the concerned authority</p>



6	<p>Task Performance Requirements (Tools, Equipment and Materials):</p> <ul style="list-style-type: none"> Ruler, pencil, pen, paper, sharpener, eraser, marker, computer with management information system, printer, projector, highlighter, notebook, register, calculator, brown paper, chart paper, flip chart, board marker, scale, whiteboard, duster, pin board, pin, newsprint, meta card, masking tape, water tape, scissors, glue stick, stapler with pin, punching machine, record file, clear bag, transparency paper, binding tape, SIYB tool kit, and personal protective equipment.
7	<p>Safety and Hygiene (Occupational Health and Safety):</p> <ul style="list-style-type: none"> Use personal protective equipment. Safe handling of materials, tools and equipment.



8	Required Knowledge		
	Technical Knowledge	Applied Calculation	Graphical Information
	<ul style="list-style-type: none"> • Training <ul style="list-style-type: none"> ○ Training need analysis ○ Training design ○ Implementation of training ○ Training methodology ○ Training evaluation and monitoring ○ Training completion report • SIYB training • TOPE training • TOSE training • Gender sensitization training • Skill development training • Training proposal • Letter writing • Facilitating technique • Report writing • Management information system • Coordination and resource mobilization • Record keeping • Waste management • Occupational health and safety (OHS) 	<ul style="list-style-type: none"> • Perform basic mathematic operations 	



9	Assessment of Competency				
Unit: 2					
Unit Title: Provide entrepreneurship development training					
Candidate Details			Assessors Detail		
Candidate's Name:			Assessors' Name		ID/License No:
Registration Number:			1.		
Symbol No:			2.		
Test Centre:			3.		
Test Date:					
Element of competency	Performance Standards	Standard Met	Standard Not Met	Evidence Type	Comments
2.1 Provide training of potential entrepreneur (TOPE) training	2.1.1 Training proposal prepared in standard format and approval taken from concerned authority .				
	2.1.2 Selected potential entrepreneurs informed about the training date, time and venue.				
	2.1.3 Logistics arranged based on approved training proposal.				
	2.1.4 Training material collected and prepared based on the start and improve your business (SIYB) manual.				
	2.1.5 TOPE training conducted based on the training schedule.				
	2.1.6 Pre- and post-training evaluation conducted.				
	2.1.7 Training information updated in Management Information System (MIS) .				



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	2.1.8 Training completion report prepared and submitted to the concerned authority.				
2.2 Provide TOSE training	<p>2.2.1 Training proposal prepared in standard format and approval taken from concerned authority.</p> <p>2.2.2 Selected potential entrepreneurs informed about the training date, time and venue.</p> <p>2.2.3 Logistics arranged based on approved training proposal.</p> <p>2.2.4 Training material collected and prepared based on the start and improve your business (SIYB) manual.</p> <p>2.2.5 TOSE training conducted based on the training schedule.</p> <p>2.2.6 Pre- and post-training evaluation conducted.</p> <p>2.2.7 Training information updated in Management Information System (MIS).</p> <p>2.2.8 Training completion report prepared and submitted to the concerned authority</p>				
2.3 Provide gender sensitization training	<p>2.3.1 Training proposal prepared in standard format and approval taken from concerned authority.</p> <p>2.3.2 Selected potential entrepreneurs informed about the training date, time and venue.</p> <p>2.3.3 Logistics arranged based on approved training proposal.</p> <p>2.3.4 Training material collected and prepared based on the start</p>				



	<p>and improve your business (SIYB) manual.</p> <p>2.3.5 Gender sensitization training conducted based on the training schedule.</p> <p>2.3.6 Pre- and post-training evaluation conducted.</p> <p>2.3.7 Training information updated in Management Information System (MIS).</p> <p>2.3.8 Training completion report prepared and submitted to the concerned authority</p>				
<p>2.4 Coordinate for skill development training</p>	<p>2.4.1 Sector-wise need-based skill training identified based on the gap analysis.</p> <p>2.4.2 Training proposal prepared in standard format and approval taken from concerned authority.</p> <p>2.4.3 Selected potential entrepreneurs informed about the training.</p> <p>2.4.4 Logistics arranged based on approved training proposal.</p> <p>2.4.5 Sector-wise need-based skill development training conducted in collaboration with sector-based experts.</p> <p>2.4.6 Pre- and post-training evaluation conducted.</p> <p>2.4.7 Training information updated in Management Information System (MIS).</p> <p>2.4.8 Training completion report prepared and submitted to the</p>				



	concerned authority.				
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Range Statement

Variable	Range
Standard format	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Introduction • Objective • Activities • Budget • Timeline • Venue • List of participants and resource person • Training schedule
Concerned authority	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Supervisor • Manager • Local authority/government
Logistic	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Venue • Training materials • Pre- and post-training evaluation form • Refreshments (breakfast, meal, tea, snacks) • Computer and printer • Pen, paper, notebook, clear bag, pencil
TOPE training	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Participatory introduction



	<ul style="list-style-type: none"> • Training environment setting • Concept of enterprise and its importance • Characteristics of successful entrepreneurs • Entrepreneurship competencies • Family and enterprise relation
Management Information System (MIS)	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Word processing software • Spreadsheet software • Database software
Training completion report	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Training details • Training content • Participant details • Major activities • Training evaluation • Lessons learned
TOSE training	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Participatory introduction • Training environment setting • Identification of business and business selection • Customer identification • Salespersonship skill • Market survey • Resource utilization • Costing and pricing • Business plan



<p>Gender sensitization training</p>	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Physical characteristics of male and female • Natural characteristics of Male and female • Sex and gender • Function of Male and Female • Access and control on resources of male and female • Supporting environment for female entrepreneurs • Obstacle for female on entrepreneurship • Women friendly technology
<p>Sector-wise need based</p>	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Agriculture based • Forest based • Service based • Production based • Trade



5	Unit No: 3 Unit Title: Develop basic business plan	Unit code:	
Elements of competency		Performance standards	
3.1 Collect information for business plan		3.1.1 Information gathering checklist prepared based on identified business concept. 3.1.2 Appropriate data collection tools and techniques used to gather relevant information based on checklist 3.1.3 Entrepreneurs' skills assessed based on the selected business concept. 3.1.4 Collected information reviewed and compiled for business plan preparation.	
3.2 Conduct field observation		3.2.1 Potential entrepreneurs selected and confirmed for field observation. 3.2.2 Site based on business concept selected to get exposure from relevant business. 3.2.3 Business observed and interacted with owner/staff to gain practical knowledge. 3.2.4 Business knowledge and skill acquired through field observation. 3.2.5 Event wrapped up and acknowledged the owner/staff and organizer.	
3.3 Prepare business plan		3.3.1 Components of business plan identified and developed a format based on industry standards. 3.3.2 Overview/introduction of business concept, business and entrepreneur provided in business plan. 3.3.3 Market plan prepared to set production target and market promotion. 3.3.4 Production plan prepared to define production process and estimate the fixed assets. 3.3.5 Expenditure plan prepared covering all the aspects of expenses in the business. 3.3.6 Financial plan prepared covering all the financial aspects of business. 3.3.7 Business feasibility ensured based on the financial plan.	



		3.3.8 Business plan prepared by arranging all components sequentially and submitted for approval.
	3.4 Follow up business plan implementation	<p>3.4.1 List of the enterprises/business prepared to follow up whether the business plan implemented or not.</p> <p>3.4.2 Listed enterprises followed up to ensure the implementation the business plan.</p> <p>3.4.3 Feedback provided to the concerned entrepreneur based on the follow up report.</p> <p>3.4.4 Follow up report prepared as per industry norms and shared to the concerned authority.</p>
6	<p>Task Performance Requirements (Tools, Equipment and Materials):</p> <ul style="list-style-type: none"> Ruler, pencil, pen, paper, sharpener, eraser, marker, computer with management information system, printer, highlighter, notebook, register, calculator, scissors, glue stick, stapler with pin, punching machine, record file, clear bag, business plan template, binding tape and personal protective equipment. 	
7	<p>Safety and Hygiene (Occupational Health and Safety):</p> <ul style="list-style-type: none"> Use personal protective equipment. Safe handling of materials, tools and equipment. 	



8	Required Knowledge		
	Technical Knowledge	Applied Calculation	Graphical Information
	<ul style="list-style-type: none"> • Business plan <ul style="list-style-type: none"> ○ Introduction ○ Components ○ Process of preparing business plan • Data collection tools and techniques • Process of collecting business information • Management information system • Field observation and exposure visit • Market plan • Production plan • Expenditure plan • Financial plan • Risk assessment and mitigation • Market survey • Demand and supply • Marketing mix (4Ps of Marketing) <ul style="list-style-type: none"> ○ Product ○ Place ○ Price ○ Promotion • Costing and pricing 	<ul style="list-style-type: none"> • Calculate business profit and loss • Calculate break-even point • Calculate return on investment (ROI) • Calculate depreciation • Calculate payback period • Assess the business viability (BEP, ROI, Profitability) 	



	<ul style="list-style-type: none"> • Financial analysis • Resource potentiality analysis • Monitoring of business plan • Depreciation • Interest calculation • Working capital • Fixed assets • Variable cost • Skilled, semi-skilled and unskilled • Report writing 		
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9	Assessment of Competency						
Unit: 3							
Unit Title: Develop basic business plan							
Candidate Details				Assessors Detail			
Candidate's Name:				Assessors' Name		ID/License No:	
Registration Number:				1.			
Symbol No:				2.			
Test Centre:				3.			
Test Date:							
Element of competency	Performance Standards			Standard Met	Standard Not Met	Evidence Type	Comments
3.1 Collect information for business plan	3.1.1 Information gathering checklist prepared based on identified business concept.						
	3.1.2 Appropriate data collection tools and techniques used to gather relevant information based on checklist.						
	3.1.3 Entrepreneurs' skills assessed based on the selected business concept.						
	3.1.4 Collected information reviewed and compiled for business plan preparation.						
3.2 Conduct field observation	3.2.1 Potential entrepreneurs selected and confirmed for field observation.						
	3.2.2 Site based on business concept selected to get exposure						



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	<p>from relevant business.</p> <p>3.2.3 Business observed and interacted with owner/ staff to gain practical knowledge.</p> <p>3.2.4 Business knowledge and skill acquired through field observation.</p> <p>3.2.5 Event wrapped up and acknowledged the owner/staff and organizer.</p>				
<p>3.3 Prepare business plan</p>	<p>3.3.1 Components of business plan identified and developed a format based on industry norms.</p> <p>3.3.2 Overview/introduction of business concept, business and entrepreneur provided in business plan.</p> <p>3.3.3 Market plan prepared to set production target and market promotion.</p> <p>3.3.4 Production plan prepared to define production process and estimate the fixed assets.</p> <p>3.3.5 Expenditure plan prepared covering all the aspects of expenses in the business.</p> <p>3.3.6 Financial plan prepared covering all the financial aspects of business.</p> <p>3.3.7 Business feasibility ensured based on the financial plan.</p> <p>3.3.8 Business plan prepared by arranging all components</p>				



	sequentially and submitted for approval.				
3.4 Follow up business plan implementation	<p>3.4.1 List of the enterprise/business prepared to follow up whether the business plan implemented or not.</p> <p>3.4.2 Listed enterprises followed up to ensure the implementation the business plan.</p> <p>3.4.3 Feedback provided to the concerned entrepreneur based on the follow up report.</p> <p>3.4.4 Follow up report prepared as per industry norms and shared to the concerned authority.</p>				

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TS – Testimonials (Reward)

PP – Product Produced

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Range Statement

Variable	Range
Information gathering checklist	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Market demand and supply • Target market • Industry trends • Potential competitors • Resources required • Business skill
Data collection tools and techniques	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Survey • Interview • Online research • Industry report
Components of business plan	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Overview of business concept • Introduction of business and entrepreneur • Define and describe products or services • Market plan • Production plan • Expenditure plan • Financial plan • Risk assessment and mitigation



Market plan	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Product or service information • Product price • Target market and customers • Distribution channel • Product promotion activities • Sales target
Production plan	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Production development cycle • Facilities required: land, building, furniture, fixtures • Equipment, machinery, plant and technology required
Expenditure plan	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Plan for raw materials • Plan for direct and indirect labour cost • Plan for overhead cost • Per unit cost
Financial plan	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Start-up cost • Operating cost • Total capital requirement • Source of capital: equity, loan grant • Income statement • Break even analysis • Return on investment: sales revenue, total variable cost, total fixed cost, net profit • Payback period



5	Unit No: 4 Unit Title: Perform business linkage development activities	Unit code:	
Elements of competency		Performance standards	
4.1 Facilitate entrepreneurs' access to financial linkage		4.1.1 Entrepreneurs' loan requirement identified based on nature and scale of business. 4.1.2 Potential financial institutions selected comparing financial details based on prepared financial mapping. 4.1.3 Interaction programs conducted among financial stakeholders to ensure demand and supply of loan. 4.1.4 Report prepared as per the industry norms and shared with concerned authority . 4.1.5 Loan disbursement information updated in management information system. 4.1.6 Utilization of loan monitored and status recorded.	
4.2 Facilitate entrepreneurs' access to technology		4.2.1 Technologies required for entrepreneurs identified based on nature of business. 4.2.2 List of technology service providers prepared based on identified technologies. 4.2.3 Exposure visits to relevant enterprises arranged and visited for technology transfer. 4.2.4 Entrepreneurs facilitated to purchase the required technology and installation. 4.2.5 Roaster of technology experts prepared from application call and shared with relevant entrepreneurs. 4.2.6 Report prepared as per industry norms and submitted to concerned authority 4.2.7 Information of appropriate technologies updated in management information system. 4.2.8 Effective utilization of the technology monitored and status recorded.	
4.3 Facilitate entrepreneurs' access to market		4.3.1 Information collected on market demand and supply of the similar goods and services. 4.3.2 Market demand of the business identified based on collected information.	



		<p>4.3.3 Customers preference identified in terms of product, price, place and promotion.</p> <p>4.3.4 Entrepreneurs facilitated for wider customer base through market linkage activities.</p> <p>4.3.5 Guidance on marketing strategies provided to reach target market based on nature of business.</p> <p>4.3.6 Report prepared as per industry norms and submitted to concerned authority.</p> <p>4.3.7 Information of market linkages updated in management information system.</p> <p>4.3.8 Status of market linkage activities monitored as per industry norms.</p>
6	<p>Task Performance Requirements (Tools, Equipment and Materials):</p> <ul style="list-style-type: none"> Ruler, pencil, pen, paper, sharpener, eraser, marker, computer with management information system, printer, highlighter, notebook, register, survey form, calculator, brown paper, chart paper, flip chart with stand, board marker, duster, pin, meta card, masking tape, water tape, scissors, glue stick, stapler with pin, punching machine, record file, clear bag, and personal protective equipment. 	
7	<p>Safety and Hygiene (Occupational Health and Safety):</p> <ul style="list-style-type: none"> Use personal protective equipment. Safe handling of materials, tools and equipment. 	



8	Required Knowledge		
	Technical Knowledge	Applied Calculation	Graphical Information
	<ul style="list-style-type: none"> • Financial literacy • Types of financial institution (Bank, micro finance, cooperative) • Products of the financial institutions • Subsidized loan policy and procedure • Interest rate and calculation • Financial mapping • Financial needs assessment • Process of interaction meeting • Loan disbursement process • Loan agreement • Insurance services • Mechanism of coordination and collaboration • Appropriate technology <ul style="list-style-type: none"> ○ Importance and use ○ Availability and price ○ Preparing roster of experts ○ Evaluation • Field observation visit • Method of market survey • Market demand and supply 	<ul style="list-style-type: none"> • Calculate interest 	



	<ul style="list-style-type: none"> • Marketing Mix (4Ps – product, place, price, and promotion) • Costing and pricing • Market linkage activities • Marketing strategy • Product branding • Market networking • Targeted customer • Process of MIS data entry • Enterprise registration • Monitoring and follow up process • Report writing 		
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9	Assessment of Competency				
Unit: 4					
Unit Title: Perform business linkage development activities					
Candidate Details			Assessors Detail		
Candidate's Name:			Assessors' Name		ID/License No:
Registration Number:			1.		
Symbol No:			2.		
Test Centre:			3.		
Test Date:					
Element of competency	Performance Standards	Standard Met	Standard Not Met	Evidence Type	Comments
4.1 Facilitate entrepreneurs' access to financial linkage	4.1.1 Entrepreneurs' loan requirement identified based on nature and scale of business.				
	4.1.2 Potential financial institutions selected comparing financial details based on prepared financial mapping.				
	4.1.3 Interaction programs conducted among financial stakeholders to ensure demand and supply of loan.				
	4.1.4 Report prepared as per the industry norms and shared with concerned authority .				
	4.1.5 Loan disbursement information updated in management information system.				
	4.1.6 Utilization of loan monitored and status recorded.				



<p>4.2 Facilitate entrepreneurs' access to technology</p>	<p>4.2.1 Technologies required for entrepreneurs identified based on nature of business.</p> <p>4.2.2 List of technology service providers prepared based on identified technologies.</p> <p>4.2.3 Exposure visits to relevant enterprises arranged and visited for technology transfer.</p> <p>4.2.4 Entrepreneurs facilitated to purchase the required technology and installation.</p> <p>4.2.5 Roaster of technology experts prepared from application call and shared with relevant entrepreneurs.</p> <p>4.2.6 Report prepared as per industry norms and submitted to concerned authority</p> <p>4.2.7 Information of appropriate technologies updated in management information system.</p> <p>4.2.8 Effective utilization of the technology monitored and status recorded.</p>				
<p>4.3 Facilitate entrepreneurs' access to market</p>	<p>4.3.1 Information collected on market demand and supply of the similar goods and services.</p> <p>4.3.2 Market demand of the business identified based on collected information.</p> <p>4.3.3 Customers preference identified in terms of product, price,</p>				



	<p>place and promotion.</p> <p>4.3.4 Entrepreneurs facilitated for wider customer base through market linkage activities.</p> <p>4.3.5 Guidance on marketing strategies provided to reach target market based on nature of business.</p> <p>4.3.6 Report prepared as per industry norms and submitted to concerned authority.</p> <p>4.3.7 Information of market linkages updated in management information system.</p> <p>4.3.8 Status of market linkage activities monitored as per industry norms.</p>				
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Range Statement

Variable	Range
Financial institutions	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Commercial bank • Development bank • Microfinance institute • Cooperatives
Financial details	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Interest rate • Loan size • Loan repayment period • Insurance • Collateral • Default charge rate
Interaction programs	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Terms and condition of financial institute • Loan requirement of entrepreneurs' • Loan agreement
Financial stakeholders	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Entrepreneurs • Financial institutions • Local government



Concerned authority	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Supervisor • Manager • Local authority/government
Technologies	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Tools and equipment • Plants and machineries
Market linkage activities	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Direct sales • Sales outlet • Market outlet • Trade fair • Exhibition • Business to Business (B2B) linkages
Marketing strategies	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Market segments • Distribution channel • Product pricing • Packaging and labelling • Branding • Product promotion



5	Unit No: 5 Unit Title: Perform business counselling	Unit code:	
Elements of competency		Performance standards	
5.1 Review business		5.1.1 List of enterprises prepared based on business follow up. 5.1.2 Meeting organized with entrepreneur/group for problem identification. 5.1.3 Detail status of enterprises reviewed based on the prepared business plan and on-going business. 5.1.4 Issues, challenges, and best practices of the enterprises identified through business review. 5.1.5 Levels of issues identified in terms of priority to resolve. 5.1.6 Identified business issues documented as per industry norms.	
5.2 Identify business solution		5.2.1 Identified issues and challenges prioritized based on priority. 5.2.2 Problem solving procedures explored to solve the issues and challenges based on prioritized list. 5.2.3 Alternative solutions provided to entrepreneurs with best choices for resolving the issues. 5.2.4 Identified alternative solutions documented as per industry norms.	
5.3 Implement best business solution		5.3.1 Problem solving procedures developed based on identified alternative solutions involving entrepreneurs. 5.3.2 Best business solutions finalized in consultation with related agencies . 5.3.3 Entrepreneurs facilitated to implement the procedure for resolving the issues and challenges.	



		5.3.4 Follow up schedule prepared and implemented.
		5.3.5 Report prepared and submitted to the concerned authority .
6	Task Performance Requirements (Tools, Equipment and Materials): <ul style="list-style-type: none"> Ruler, pencil, pen, paper, sharpener, eraser, marker, computer with management information system, printer, highlighter, notebook, register, business plan, calculator, scissors, glue stick, stapler with pin, binding, punching machine, record file, clear bag, and personal protective equipment. 	
7	Safety and Hygiene (Occupational Health and Safety): <ul style="list-style-type: none"> Use personal protective equipment. Safe handling of materials, tools and equipment. 	



8	Required Knowledge		
	Technical Knowledge	Applied Calculation	Graphical Information
	<ul style="list-style-type: none"> • Business counselling <ul style="list-style-type: none"> ○ Introduction ○ Importance ○ Types ○ Steps of counselling ○ Counselling technique • Business plan comparison • Business review process • Business problems, issues and challenges <ul style="list-style-type: none"> ○ Analysis ○ Identification ○ Prioritizing ○ Documentation • Business's best practices • Business solution <ul style="list-style-type: none"> ○ Problem solving procedure ○ Alternative solutions ○ Evaluation criteria for selective best solutions ○ Implementation of solution • Mentoring and coaching • Monitoring tools 	<ul style="list-style-type: none"> • Compare business plan before and after the implementation 	<ul style="list-style-type: none"> • Read and interpret counselling manual



	<ul style="list-style-type: none">• Follow up process• Report writing		
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9	Assessment of Competency					
Unit: 5 Unit Title: Perform business counselling						
Candidate Details			Assessors Detail			
Candidate's Name:			Assessors' Name		ID/License No:	
Registration Number:			1.			
Symbol No:			2.			
Test Centre:			3.			
Test Date:						
Element of competency	Performance Standards		Standard Met	Standard Not Met	Evidence Type	Comments
5.1 Review business	5.1.1 List of enterprises prepared based on business follow up. 5.1.2 Meeting organized with entrepreneur/group for problem identification. 5.1.3 Detail status of enterprises reviewed based on the prepared business plan and on-going business. 5.1.4 Issues, challenges, and best practices of the enterprises identified through business review. 5.1.5 Levels of issues identified in terms of priority to resolve. 5.1.6 Identified business issues documented as per industry norms.					



<p>5.2 Identify business solution</p>	<p>5.2.1 Identified issues and challenges prioritized based on priority.</p> <p>5.2.2 Problem solving procedures explored to solve the issues and challenges based on prioritized list.</p> <p>5.2.3 Alternative solutions provided to entrepreneurs with best choices for resolving the issues.</p> <p>5.2.4 Identified alternative solutions documented as per industry norms.</p>				
<p>5.3 Implement best business solution</p>	<p>5.3.1 Problem solving procedures developed based on identified alternative solutions involving entrepreneurs.</p> <p>5.3.2 Best business solutions finalized in consultation with related agencies.</p> <p>5.3.3 Entrepreneurs facilitated to implement the procedure for resolving the issues and challenges.</p> <p>5.3.4 Follow up schedule prepared and implemented.</p> <p>5.3.5 Report prepared and submitted to the concerned authority.</p>				

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Range Statement

Variable	Range
Level of issues	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Must do: enterprise can be collapsed in the absence of counselling • Should do: enterprise can be improved with the help of the counselling • Can do: entrepreneur may be encouraged with the help of counselling
Problem solving procedures	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Mentoring • Coaching • Consulting • Coordinating • Collaborating • Facilitating to link with concerned service provider
Alternative solutions	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • List of service providers • More than one solution • Solution with options
Related agencies	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Local government • Technical experts/service providers • Financial service providers • Training institutions • Poly-technique intuitions • Government agencies • Development agencies



Concerned authority	<p><i>May include but not limited to:</i></p> <ul style="list-style-type: none"> • Supervisor • Manager • Local authority/government
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