

## Business start-up content: 10am - 4pm £TBC (2 days)

Read the exciting brief outline of the units. (Preparation for Life and Work)



For learners aged 16 and above.

No.	Course	Unit information
1	Unit 01 Preparing to achieve own job goals (2 credits)	This unit helps learners to identify the skills and qualities needed to achieve their job goals. Learners will identify their own skills and qualities applicable to the workplace and identify job goals that are relevant to them.
2	Unit 04 Money matters for employment (2 credits)	This unit aims to give learners an understanding of personal finance, managing personal finance and how to produce a personal budget. This unit also provides learners with an understanding of the financial impact of moving into employment, including support available and their entitlement to benefits.
3	Unit 07 Business start-up (2 credits)	This unit provides learners with an understanding of the main aims of a new business, the challenges they can face and how best to deal with these challenges. Learners will also understand the difference between products and services, and the resources required to offer them. This unit also provides learners with an understanding of business start-up opportunities, looking at the types of business they could start up, identifying realistic opportunities and the resources these opportunities might require.
4	Unit 08 Understanding business culture and values (2 credits) <b>**OPTIONAL**</b>	This unit will provide learners with an understanding of the importance of business culture and values, why businesses have them and the importance of fitting in with a business's culture and values. This unit also covers the rights and responsibilities of employers and employees, why they are important in the workplace and how they are communicated.

Successfully achieving the qualification: Internally assessed portfolio of evidence

Timetable of UNITS DAYS						
COURSE		Week 1 - am	Week 1-pm	Week 2 -am	Week 2-pm	
	Business start-up		No.1	No.2 Portfolio building	No.3	No.4 Portfolio submission

\*Days of timetabled units are subject to change.