



Towards Independence **Business Enterprise**

Name:

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This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

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Welcome

You are starting a module called

Business Enterprise

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

Record Boxes

At the end of each section you will find a page of record boxes:

This box can be used by your tutor to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

This box can be used to record your achievement by allocating a P level or other descriptor and subject area.

This box shows skills you have used well. These might be Basic Skills, Key Skills or other important life skills.

This box shows what sort of help you had.

This box shows where the work is kept in your ring binder (or other place).

The diagram shows a record box form with the following fields and sections:

- Activity: (with an optional label)
- Comments: (with a label 'Tutor/Supervisor/Learner' and an optional label)
- P level or other centre assessment tool: (with an optional label)
- Subject area:
- Level of support:
- Skills:
- Evidence ref:
- Verified by:
- Date:

Your tutor will sign and date these boxes when all the other boxes have been filled in.

Levels of Support

Ask your tutor to talk to you about these:



NH No Help – you can do things on your own



SH Spoken/Signed Help – you are helped by someone speaking or signing suggestions to you



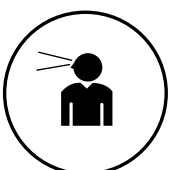
GH Gestural Help – you are helped by someone using hand signals or other gestural prompts



PH Physical Help – you are helped by someone holding you and/or helping you to move



SE Sensory Experience – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste



ER Experience Recorded – you are provided with an experience of the activity but are unable to take part

Section A:

Planning your business enterprise

- 1 Choose what your project will be.
- 2 Show what you will need for your enterprise.
For example:
 - Equipment
 - Customers
 - Venue
 - Other
- 3 Show the different jobs that need to be done in your enterprise.
- 4 Show how many people you will need to run the enterprise.
- 5 Show what each member of the group will do to support the enterprise.
- 6 Show how much money you will need to start your enterprise.
- 7 Show how much you will charge for the products or service you provide.
- 8 Show what the group will do with any profits.
- 9 Show how long the enterprise will run for.
- 10 As a group, produce a business plan for your enterprise.

✓

Section A:

Planning your business enterprise

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section D:

Running your enterprise

- 1 Produce your product or run your service for customers.
- 2 Check your stock of things you need.
- 3 Buy things you need to keep your enterprise running.
- 4 Collect the money for your product or service.
- 5 Show how much money you have made.



Section D: Running your enterprise

optional

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section F:

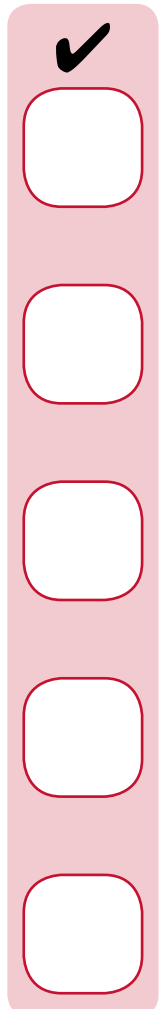
Project

In this section you can choose your own activity.

Here are some ideas:

- Take part in an enterprise day
- Invite a visitor from a local business
- Take part in a project with a local business
- Find out about banking or financial services
- Other

- 1 Decide what your project will be.
- 2 Plan your project.
- 3 Make a list of the things you need.
- 4 Do your project.
- 5 Show what went well in your project.



A vertical bar with five checkboxes. The top checkbox is checked with a black tick mark. The other four checkboxes are empty.

Section F:

Project

optional

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:

Sample



TISM49/1

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