

# Company Programme Registration FAQ's 2009-2010



**Q: What is the Company Programme ?**

A: Full details are on our website here:

<http://www.yes.org.uk/programmes/school-delivery/company-programme>

**Q: Which age group is this programme aimed at?**

A: S5 and S6

**Q: How many students can form a YES Company?**

A: Minimum of 6 and a maximum of 25.

**Q: When does it run?**

A: Over the full academic year from August until May/June although each company decides when it wants to stop trading.

**Q: Are there any limitations on the products we can make?**

A: Yes, for insurance purposes you cannot make anything that plugs into the power supply, or you can eat or apply to your skin.

**Q: When can I register for the Company Programme?**

A: From 17 August 2009. Registration is done online through the Company Programme website - <http://www.young-enterprise.org.uk/company/>

**Q: How much does it cost ?**

A: There is a £100 registration fee per company.

Previously, some banks have supported companies with a grant of £67.50.

Given the current economic downturn the situation with the banks this year regarding setting up accounts for YES companies, and supported by a grant of £67.50 is as follows:

- Lloyds Banking Group (which encompasses Bank of Scotland) is still considering supporting opening accounts for YES companies – without the grant.
- Royal Bank of Scotland is still considering supporting opening accounts.
- Clydesdale Bank is not supporting this year.
- HSBC supports YES companies in opening their bank account but does not provide the grant.

### Q: How do I register ?

A: Go to the Company Programme website ([www.young-enterprise.org.uk/company](http://www.young-enterprise.org.uk/company)) and follow the process online. The Company Programme Registration Guide has a step-by-step guide you can use.

#### Before you register:

- You will need your Business Adviser's **VR Number** – this is number each volunteer receives once they have been disclosure checked.
- If you don't yet have a Business Adviser you can use your Area Board Member's VR number to register initially. To get this, contact your Board Member in the first instance. This information can be changed at a later date.
- You only need the **name** and **e-mail** of the Link Teacher (they are automatically disclosure checked being from a school).
- It is **essential** that the correct Link Teacher e-mail address is entered at registration as the Link Teacher will be e-mailed the website passwords **to this e-mail address** to hand out to their students
- At the moment it says "Year 10, Year 11" etc – this is the English system but this, too, can be changed at a later date.
- Anything you enter (except the initial e-mail addresses) e.g. names of students, business adviser etc can be changed at a later date.

### Q. What happens once I register?

A. Once you register:

- The Link Teacher will receive their sign-in details along with those of all the students
- The Business Advisor will receive an e-mail with their sign-in details only. If this person is the Board Member, they can pass these to the new business adviser once he/she is appointed.

**Q. How do I get share certificates/Director's diaries?**

A. You must have paid your £100 registration fee.

When you register you will get access to a number of materials on-line but you will only get **full access** to the site and your Director's diaries and share certificates once you have paid your registration fee of £100.

We cannot help companies pay their registration fee. Some companies raise this themselves by holding a fundraising event, some receive a loan from the school or from their Link Teacher and pay this back once they are up and running.

**Q. How do I pay the registration fee?**

A. The invoice for the £100 registration fee is online.

- When you log in to the Company Site you will find the invoice in the Company Resources section.
- Download and print off the invoice and return it to us (Suite 222-223, Baltic Chambers, 50 Wellington Street, Glasgow, G2 6HJ) with the £100 registration fee. We will then approve the company with Young Enterprise UK who will send out the share certificates and directors' diaries to you by post.

**Q: We are a college/other establishment. Can we take part in the Company Programme?**

You must be registered as a centre. Please contact Michelle Lyden for more info.

**Q. Top tips?**

Companies who have used the site before report that it is easy and clear to use.

Their top tips are:

- Start using the financial system on the site from Day 1, this means at the end of the year, it automatically calculates everything for you!
- Link Teachers can tell who has used the site and who has logged in!
- You can personalise the company website easily and put up as much information as you would like.
- You can network with other companies!

**If you have further questions about Registration or the Company Programme, please contact your Board Member who will be able to help or the YES team on 0141 548 4930.**