

# Young Enterprise Scotland Company Programme

**Preparing the workforce of the future**

*Developing adaptability, an entrepreneurial  
mindset, and employability skills*

## Unit One Setting Up A Student Company (Milestones 1-3)



Starting Up



Creating The Board



Generating The Idea

### Folio of Evidence Requirements & Student Guidance



## Unit One Setting Up A Student Company (Milestone 1-3)

In order to achieve accreditation for taking part in Young Enterprise Scotland's Company Programme, you will need to collect your own personal evidence and group evidence in an online portfolio via Moodle. All the evidence will be generated as you work through the milestones on YE Online. Unit One consists of working through Milestones 1 - 3.

The information in this document is set out to help you and to guide you along so that you know what is expected of you. You will get advice and support from your Business Adviser and Centre Lead but help is at hand via the college and Young Enterprise Scotland. Contact information is available through the Moodle portal, and at the bottom of this page. We recognise that this year will be a bit different as we all adapt to COVID restrictions, but we are confident that you will find ways of doing things as a group using a range of technologies and social media.

For each milestone, there is a *Folio of Evidence checklist* and accompanying *student guidance* which lists all of the evidence you will need to submit to achieve accreditation. Some of the tasks you will need to complete individually and upload, while other evidence is marked as a group task e.g. brainstorming activity. Where it is a group task we need one person in the Student Company to take responsibility to upload the evidence. All evidence must be clear as this is assessment evidence, for example, if this is a minute of a meeting then the minute needs to be readable and contain the information required. We don't accept scribbles - try to keep it tidy!

#### Important Deadline Dates for each Unit

Unit 1 – Friday 27th November 2020

Unit 2 – Friday 26th February 2021

Unit 3 – Friday 30th April 2021

Unit 4 – Friday 28th May 2021

#### Key Contacts

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## Milestone One : Setting Up Folio of Evidence Requirements



## Milestone One : Setting Up Student Guidance

**You will see that there are 4 pieces of group evidence and 4 pieces of personal/individual evidence to be submitted. There is a template for every piece of evidence and you will be guided by your business adviser so don't panic!**

Milestone One: Starting Up	Personal Evidence	Group Evidence
Employability Skills Analysis Pre-Evaluation Survey	✓	
Employability Skills Candidate Summary Statement	✓	
YE Student Company Operating Framework Quiz	✓	
Creating a Company name brainstorming evidence		✓
Decision taken on business model/ company type		✓
Copy of signed Memorandum & Articles of association		✓
Copy of Certificate of Incorporation		✓
Milestone 1 Reflective Account	✓	

### 1.1 a Employability Skills Analysis Pre-Evaluation Survey & Candidate Statement

Take a screen shot of the Employability skills survey before you submit this to YE online. What we are looking for here is that you upload the survey you completed to the College Moodle.

### 1.1 b Employability Skills Candidate Summary Statement

You will need to complete the candidate statement which gives us an idea what you think of your Employability skills analysis profile. (Tip: what is the survey telling you and what do you need to tell us?) You will need to provide a response with a minimum of 100 words.

### 1.2 YE Student Company Operating Framework Quiz

In order to make sure that you have read and understood the YE Operating Framework, there is a short 10 question quiz which will require you to answer some true/false statements on Moodle. You will need to get at least half of them correct if not you will need to do the Quiz again.

### 1.3 Creating a Company Name

Using flip chart paper (or similar), you should work as a team to brainstorm ideas for the Company name. Take a photo of the ideas on the paper and highlight the Company name you have decided on and upload the picture to the group folder. Each student should submit at least one idea, and make sure that their own name is written next to the idea.

### 1.4 Decision Taken On Business Model / Company Type

As a Company, you need to decide on the right business model for you. Make sure you provide us with a minute of a meeting where this has been discussed, a decision made and the reasoning detailed. Then you should upload the minute of the meeting to Moodle. YES companies can either be: Commercial Enterprises or Social Enterprises.

### 1.5 Copy of Signed Memorandum & Articles of Association

Just upload a signed copy of the Memorandum and the Articles of Association which can be found on YE Online.

### 1.6 Copy of Certificate of Incorporation

Just upload a copy of the Certificate of Incorporation which can be found on YE Online.

### 1.7 Milestone 1 Reflective Account

This is an important part of every milestone where you have to tell us what you have been doing and at the same time reflect on your experience and tell us what this has meant for you and for the Company team. Be sure to tell us about the successes but also the failures as the things that can go wrong, can be a huge learning curve and are just as important.

A reflective account should focus on how you have developed since starting the programme. Examples include telling us about what new skills you may have learned since starting the course. What have you learned about yourself? Has your confidence increased? Have your communication skills improved since starting the course? Please provide these details, and do not simply tell us what has happened so far. This is about you as an individual. Your reflective account should be a minimum of 100 words.





## Milestone Two : Creating The Board Folio of Evidence Requirements

Milestone Two: Creating The Board	Personal Evidence	Group Evidence
Copy of the YE Company Organisation Structure		✓
Completed Knowing Me Skills & Qualities Analysis	✓	
Preparation notes for job role pitch	✓	
Pitch proposal video	✓	
Copy of the completed organisational structure with names and job roles		✓
Group Company Statement on Financial Management Procedures (Bank Account etc.)		✓
Milestone 2 Reflective Account	✓	



## Milestone Two : Creating The Board Student Guidance

**You have now reached Milestone 2 - well done! Here's what you have to do. There are 4 pieces of personal/ individual evidence to upload and 3 pieces of group evidence.**

### 2.1 Copy of the YE Company Organisation Structure

Decide on the Company organisational structure and upload this to the group portfolio. All we are looking for is a blank organisational structure with the job roles your company needs. You can find this on YE Online.

### 2.2 Knowing Me Skills & Qualities Analysis

Complete the skills and qualities analysis and upload this to your personal portfolio. You can find this in the "Resources" tab on YE Online under "Knowing Me" Worksheet.

### 2.3a Preparation notes for job role pitch

In order to prepare for your pitch you will need to think about what you want to say and how you want to sell yourself for one or more job roles. It is important that this is not a set of scribbles but clear notes showing how you will present your pitch! We have produced a template in Moodle for you to present your notes.

### 2.3b Pitch proposal

We want to see how you delivered a ONE Minute pitch for a job role(s). We need you to upload your pitch to Moodle. The time allocation is restricted for everyone so you must adhere to this. This video can be taken on a phone.

### 2.4 Copy of the completed organisational structure with names and job roles

This can be uploaded to the group portfolio. Just make sure we have names against the job roles. The group might have evidence of elections; minute of meeting; job role applications that should be uploaded as well.

### 2.5 Group Company Statement on Financial Management Procedures (Bank Account etc.)

This is just a very simple short statement from the group telling us how you manage the financial procedures. We know that more detail will be provided when the group completes the 10 page Company Report later on in Unit 3.

### 2.6 Milestone 2 Reflective Account

Now all you have to do is complete the reflective account for Milestone 2! Please answer all of the reflective questions on Moodle fully. The word count should be at least 100 words. You can write more than this if you need to.





## Milestone Three : Generating The Idea

### Folio of Evidence Requirements

Milestone Three: Generating The Idea	Personal Evidence	Group Evidence
Potential Product/Service Brainstorming Evidence		✓
Highlight reasons for elimination on brainstorming flip chart		✓
Completed Evaluating the Idea Worksheet		✓
Completed Research Forms		✓
Milestone 3 Reflective Account	✓	



## Milestone Three : Generating The Idea

### Student Guidance

**Congratulations you have reached Milestone 3 and this is where there are four pieces of group evidence to upload and one piece of personal evidence (the reflective account). This milestone is all about the group working together to generate ideas.**

#### 3.1 Potential Product/Service Brainstorming Evidence

Using flipchart paper (or similar), you will need to work together as a team to brainstorm your product/service ideas. We need to be able to identify who has contributed to this piece of work - you can do this by simply writing your name beside your suggestion on the brainstorming sheet. Each student should contribute at least one idea.

**Top Tip** - Number all of the suggestions, it will make the next task easier.

#### 3.2 Highlight reasons for elimination on brainstorming flip chart

Using a template from Moodle, you will need to eliminate any ideas which are not allowed due to restrictions from the YE Operating Framework. Complete this form as a group, and upload to Moodle.

#### 3.3 Completed Evaluating The Idea Worksheet

The group need to complete the worksheet called: Evaluating the Idea and upload this to the Moodle.

**Top Tip** - You can find this in the "Resources" tab on YE Online under "Evaluating Ideas Worksheet"

#### 3.4 Completed Research Forms

This is where the group need to create a short list of 3 product/service ideas and research the potential viability of each based on set criteria and sustainability. Work in small groups to complete a research form for each idea. The team will complete 3 evaluative ideas forms but only need to submit one to Moodle.

**Top Tip** - You can find this in the "Resources" tab on YE Online under "Product and Service Idea Research Form"

#### 3.5 Milestone 3 Reflective Account

This is where you review and reflect on the learning in Milestone 3 and then complete the reflective account. Please answer all of the reflective questions on Moodle fully. The word count should be at least 100 words. You can write more than this if you need to.

