YOUNG ENTERPRISE
COMPANY
PROGRAMME

GUIDE TO ACCREDITATION 2022/23

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programme

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COMPANY
PROGRAMME
ACCREDITATION

ye company
programme

As part of the Company Programme, you have the opportunity to gain an SCQF Level 6 qualification worth 26-30 credit points.

In order to achieve the 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.

The information in this guide 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 Mentor and Educator but help is at hand via the support team at Young Enterprise Scotland also. Contact information is available through the Moodle portal, and at the end of this document.

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 someone 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.

GETTING **STARTED**

Getting registered for the SCQF Level 6 qualification can be completed in 4 simple steps...

1

Educator Signs Up For Accreditation

Once your company is fully registered on YE Online for the Company Programme, your teacher will recieve an e-mail from Young Enterprise Scotland with more information on the accreditation and a pre-enrolment form to complete.

If your school wishes to sign up to take part in the accreditation, your teacher should respond as soon as possible to this email to begin the enrolment and registration process.

> Once we have been notified, YE Scotland will register the school with Glasgow Kelvin College.
>
> YE Scotland will inform the school once this registration is complete, and you will be instructed by your teacher to continue onto stage 2 listed below.

2

Student Enrolment with Glasgow Kelvin College

Once notified, your teacher will ask you to individually enrol with Glasgow Kelvin College here: **https://digitallearning.glasgowkelvin.ac.uk/yes**, click on "Sign Up Now" and follow the instructions. You will need to enter the access code to get through one of the stages which is: **A55irmative93***

> When you access the enrolment portal, you should complete all questions accurately, and in one sitting. You will require your Scottish Candidate Number to do this.
>
> After enrolment, you will automatically have a Moodle account created. From this point on, you should access the Moodle site directly with this link: **https://yes.glasgowkelvin.ac.uk/**

3

Students Login to Moodle

Once you have enrolled with Glasgow Kelvin College, you will use these details to login to Moodle here: **https://yes.glasgowkelvin.ac.uk/**

This is the link that you will use from now on to login and upload evidence and recieve feedback from the markers.

> Make sure to familiarise yourself with the Moodle platform at this stage. There is also a Moodle app you can download for mobile devices if that is easier for you to operate when uploading photographic evidence.

4

Understand the Deadlines & Evidence Requirements

Now that you are on Moodle, you are good to go! Make a note of the Unit deadlines listed below in your diaries so you know what you are working towards.

We recommend that you take the time to read the rest of this document in detail as it outlines all of the evidence that you will require to collect across the 4 units.

If you have any questions, please do not hesitate to get in touch with us on **accreditationsupport@yes.org.uk**

> **Unit Recommended Timeline**
> - ✓ Unit 1 - Friday 25th November 2022
> - ✓ Unit 2 - Friday 24th February 2023
> - ✓ Unit 3 - Friday 28th April 2023
> - ✓ Unit 4 - Friday 26th May 2023

FREQUENTLY ASKED
QUESTIONS

What is SCQF?

The Scottish Credit and Qualifications Framework is a way of comparing Scottish qualifications to other qualification frameworks. It gives them credit points, which show how much learning has been achieved, and a level which shows how demanding the learning is. Company Programme is an SCQF Level 6 qualification worth between 26 - 30 Credit Points.

Is this qualification recognised by UCAS?

Yes, absolutely! But SCQF credit points are not the same as UCAS tariff points. Tariff points relate to the grade at which a qualification has been achieved. SCQF credit points are a measure of how much learning needs to be done to achieve a particular qualification, whatever the final grade.

Who runs the accreditation?

The accreditation is run by Young Enterprise Scotland in partnership with Glasgow Kelvin College.

What is Moodle?

Moodle is an open-source learning platform. You will use Moodle to submit your work for the accreditation.

What is YE Online?

YE Online is an online platform of resources to guide you, your Educator and your Business Mentor through the Company Programme. Here you will find all the template documents you'll need to complete and upload to Moodle at the end of each unit of the accreditation.

Will I have a qualification at the end of it?

Yes. Young Enterprise Scotland Company Programme is a recognised qualification broadly equivalent to a Scottish Higher.

FREQUENTLY ASKED
QUESTIONS

Do I have to do the accreditation if I'm doing Company Programme?

No, some schools run Company Programme without signing up for the accreditation. However, the work required is the same for both, so we'd encourage students and educators to sign up for the accreditation and have all that hard work recognised!

Who will help me?

Support is available from staff at Young Enterprise Scotland, from your Educator and from your Business Mentor who will guide you through your Company Programme journey.

My business isn't doing well. Will that affect my results in the accreditation?

Starting a new company is a risky business! Sometimes things don't always go to plan, but the accreditation is all about reflecting on the process. You will be assessed on what you have learnt during the process of setting up your student company, not on the success of that company.

When will my work be marked?

There are a team of markers from Young Enterprise Scotland and Glasgow Kelvin College that will continually mark your submissions from September - May. Feedback will be provided to you on each submission via Moodle.

What happens if I don't pass a submission?

Each student has three attempts per submission. If a piece of work is sent back to you by our marking team, then there will be detailed feedback on what you need to improve. Make sure to go back in and check for feedback on your submissions throughout the year.

Do I need to pass 100% of the submissions?

In order to pass a unit, students need to complete and pass at least 70% of the course work.

THE **8 MILESTONES** OF **COMPANY PROGRAMME**

The qualification is split into 4 units, which cover the 8 milestones of the company programme.

Unit 1 - Milestones 1-3
Unit 2 - Milestones 4-5
Unit 3 - Milestone 6
Unit 4 - Milestones 7-8

UNIT ONE

1 STARTING UP
Meet your Business Volunteer and decide if you will set up a company or a social enterprise.

2 CREATING THE BOARD
Decide the structure of your company, allocate director roles and set up your bank account.

3 GENERATING THE IDEA
Brainstorm and evaluate ideas for your product or service.

UNIT TWO

4 BUSINESS PLANNING
Conduct market research, develop a business plan and start to raise capital.

5 LAUNCHING
Launch your products and services.

UNIT THREE

6 RUNNING THE ENTERPRISE
Start selling your products or services and have opportunities to participate in competitions.

UNIT FOUR

7 WINDING UP
Host an AGM and decided how to distribute the profits of your company.

8 NEXT STEPS & LOOKING BACK
Develop a personal action plan, update your CV with your skills and join the YE Alumni network. By completing an online self assessment, you can receive a certificate to evidence the skills you have developed from taking part in Company Programme.

UNIT ONE
MILESTONE 1 - 3

MILESTONE ONE
SETTING UP

Folio of Evidence Requirements

MILESTONE ONE: STARTING UP	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Your Starting Up Survey			✓
Employability Skills Summary	✓		
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			✓

Student Guidance Notes

1.1 YOUR STARTING UP SURVEY

At the start of your Company Programme journey, you will be asked to complete a Starting Up Questionnaire on YE Online. Make sure to either take a screenshot of your answers, or have your centre lead present to witness the completion. You do not have to upload this to Moodle as this is included in the Centre Statement provided to us by your Centre Lead..

1.2 EMPLOYABILITY SKILLS SUMMARY

You will need to complete a short written statement which gives us an idea what you think of your current employability skills answering three questions. You will need to provide a response with a minimum of 100 words.

1.3 YE STUDENT COMPANY OPERATING FRAMEWORK QUIZ

In order to make sure that you have read and understood the YE Operating Framework (found on YE Online), 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.

1.4 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 you must make sure that your own name is written next to the idea.

1.5 DECISION TAKEN ON BUSINESS MODEL / COMPANY TYPE

As a Company, you need to decide on the right business model for you - either a commercial enterprise or a social enterprise. 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. A template for this can be found on YE Online.

1.6 COPY OF SIGNED MEMORANDUM & ARTICLES OF ASSOCIATION

As a group, show your completed copy of the Memorandum and the Articles of Association to your Centre Lead.

1.7 COPY OF CERTIFICATE OF INCORPORATION

As a group, show a copy of the Certificate of Incorporation to your Centre Lead.

MILESTONE TWO
CREATING THE BOARD

Folio of Evidence Requirements

MILESTONE TWO: CREATING THE BOARD	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Knowing Me Skills & Qualities Analysis	✔		
Pitch proposal video	✔		
Organisational structure with names and job roles		✔	
Group Company Statement on Financial Management Procedures (Bank Account etc.)		✔	

Student Guidance Notes

2.1 KNOWING ME SKILLS & QUALITIES ANALYSIS

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

2.2 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. There is a template on Moodle to help you prepare for this.

2.3 YE COMPANY ORGANISATION STRUCTURE

Decide on the Company organisational structure make sure we have names against the job roles. There is a template you can use on YE Online.

2.4 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.

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		✓
Unit One Reflective Account	✓	

Student Guidance Notes

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 and evidence this.

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. This can be found in the resources section of YE Online.

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.

3.5 UNIT ONE REFLECTIVE ACCOUNT

This is where you review and reflect on the learning in Milestones 1-3 and then complete the reflective account. Please answer all of the reflective questions on Moodle fully. The word count should be at least 200 words. You can write more than this if you need to.

UNIT TWO
MILESTONE 4 - 5

MILESTONE FOUR
BUSINESS PLANNING

Folio of Evidence Requirements

MILESTONE FOUR: BUSINESS PLANNING	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Team Product / Service Approval Form			✓
Evidence of Market Research (Questionnaires, focus groups, survey results)		✓	
Company Mission, Goals and Values Document		✓	
Student Company SWOT Analysis		✓	
One Page Business Plan / Canvas		✓	
Evidence of Raising Capital for the Business		✓	

Student Guidance Notes

4.1 TEAM PRODUCT/SERVICE APPROVAL FORM

What we are looking for here is that you have been working as a team to approve one business idea to take forward. We need you to complete this as a team via YE Trading Station, and show your Centre Lead that this is completed. You do not need to upload this to Moodle.

4.2 EVIDENCE OF MARKET RESEARCH

This is where the group will have been carrying out all kinds of market research and we need you to show at least one method of market research that you have carried our. This might include things like: questionnaires/surveys; or you might have run a focus group so share this information with us.

4.3 COMPANY MISSION, GOALS AND VALUES DOCUMENT

All we need you to do here is to upload the completed template from YE Online which provides information relating to the following: Company Mission; Company Goals; Company Values.

4.4 STUDENT COMPANY SWOT ANALYSIS

We need to know what you think as a group to be your strengths, weaknesses, opportunities and threats. We need you to bullet point a minimum of 4 bullet points in each quadrangle. For example, you may decide as a group that one of your key strengths is teamwork and working cooperatively with each other.

4.5 ONE PAGE BUSINESS PLAN/CANVAS

Just upload a copy of the completed Company one page business plan/canvas which will provide details of the Company vision. You need to decide which format works best for your company - either the Business Plan OR Business Canvas.

4.6 RAISING CAPITAL FOR THE BUSINESS

Just tell us the details of how you plan to raise capital and if this is through selling shares or fundraising.

MILESTONE FIVE
LAUNCHING

Folio of Evidence Requirements

MILESTONE FIVE: LAUNCHING	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Individual Task List/s	✓		
Minutes of Meetings agreeing decisions for launch of product/ service		✓	
Product/Service Resources List		✓	
Copy of Certificate of Insurance			✓
Unit Two Reflective Account	✓		

Student Guidance Notes

5.1 INDIVIDUAL TASK LIST

At this point individual tasks will have been agreed and you will have a list of priorities. We need you to provide the list and evidence of the tasks you have completed e.g. emails, phone logs, letters, photos, meetings etc. It is important that you keep a record of all that you do so that this information can be uploaded individually to the Company portfolio. Remember that this is your own individual evidence of the tasks you have undertaken so don't leave anything out.

5.2 MINUTES OF MEETINGS - AGREEING DECISIONS FOR LAUNCH OF THE PRODUCT OR SERVICE

It is important that meetings have taken place regarding the decisions taken to launch the product or service. This could be one or more meetings and these minutes need to be uploaded to Moodle.

5.3 PRODUCT/SERVICE RESOURCE LIST

The team will have sourced a wide range of resources to launch the product or service and so we need all the details of what you have gathered to do this. Remember to tell us of all the problems you encountered, not just the successes, as the positive and negative aspects are all very important.

5.4 COPY OF THE CERTIFICATE OF INSURANCE

Make sure to show a copy of your Company Certificate of Insurance to your Centre Lead. This does not need to be uploaded to Moodle.

5.5 UNIT TWO REFLECTIVE ACCOUNT

Now all you have to do is complete the reflective account for Milestone 4-5 and make sure that you write a minimum of 200 words answering all the reflective prompt questions.

UNIT THREE
MILESTONE 6

MILESTONE SIX
RUNNING THE ENTERPRISE

Folio of Evidence Requirements

MILESTONE SIX: RUNNING THE ENTERPRISE	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Minutes of Meetings recording key priorities, company progress and any issues/barriers encountered		✓	
Individual Task List/s	✓		
Company Goals & Values Progress Report		✓	
Final Profit & Loss / Balance Sheet		✓	
Company Report		✓	
Take part in a Regional Final Competition			✓
Unit Three Reflective Account	✓		

Student Guidance Notes

6.1 MINUTES OF MEETINGS

We require the company to upload the minutes of every meeting held in this unit. This is where we want to be able to see how the Company team have recorded key priorities; Company progress and any issues or barriers faced.

6.2 INDIVIDUAL TASK LIST

This is an individual task where each member of the team needs to upload their own task list. The file needs to indicate the priorities that have been set and explain what tasks will be carried out. It is really important that individual team members showcase what they are doing and how they are contributing to the company's progress.

6.3 COMPANY GOALS AND VALUES PROGRESS REPORT

This is where we need the team to tell us if you have met your Company goals and how you have made progress with your Company values. On Moodle there are some prompt questions to get you started. Please do not answer these prompt questions with a simple yes or no. We need you to provide details and an explanation for each.

6.4 FINAL PROFIT AND LOSS ACCOUNT & BALANCE SHEET

Just upload a copy of the Company's final Profit and Loss Account & Balance Sheet.

6.5 COMPANY REPORT

We need you to submit the 10 page Company Report that you have produced for your regional final competition, using the template on YE Online.

6.6 TAKE PART IN A REGIONAL FINAL COMPETITION

We need your centre lead to confirm that you have taken part in the following two elements:
1. Company Presentation
2. Interview

6.7 UNIT THREE REFLECTIVE ACCOUNT

Finally we need a detailed individual reflective account which clearly shows your involvement in the running of the Student Company; the ups and downs and, most importantly, what you have learned from the whole process. Your reflective account needs to be a minimum of at least 200 words.

UNIT FOUR
MILESTONE 7 - 8

MILESTONE SEVEN
WINDING UP

Folio of Evidence Requirements

MILESTONE SEVEN: WINDING UP	PERSONAL EVIDENCE	GROUP EVIDENCE
Minute of Team Meeting finalising the closing down of the company		✓
Record of Stock Sales		✓
Evidence of an AGM		✓

Student Guidance Notes

7.1 MINUTE OF TEAM MEETING

The Company team need to produce a minute of a meeting to confirm the arrangements being made for the closing down of the Company which details how you have reached an agreement about the sharing of profits.

7.2 STOCK SALES

This is where the team will produce a record of stock sales and will indicate the selling off of any remaining stock.

7.3 EVIDENCE OF AN AGM

The Company need to hold an AGM (Annual General Meeting) and upload a record of this meeting where they detail the distribution of company assets.

MILESTONE EIGHT
LOOKING BACK & NEXT STEPS

Folio of Evidence Requirements

MILESTONE EIGHT: LOOKING BACK & NEXT STEPS	PERSONAL EVIDENCE	GROUP EVIDENCE	CENTRE STATEMENT
Completed Looking Back Questionnaire			✓
Completed Personal Action Plan	✓		
Completed CV	✓		
Alumni Network Confirmation Email			✓
Unit Four Reflective Account	✓		

Student Guidance Notes

8.1 COMPLETED "LOOKING BACK" QUESTIONNAIRE

Complete the YE end of programme questionnaire called "Looking Back" and make sure your Centre Lead has a screenshot, or can witness your completion.

8.2 COMPLETED PERSONAL ACTION PLAN

We need you to complete an individual personal action plan and evaluate your next steps beyond the programme e.g. going to College or University; setting up your own business; using the Company programme experience for next step employment opportunities.

8.3 COMPLETED CV

Upload a copy of your completed CV to Moodle. There are templates to help with this on YE Online.

8.4 ALUMNI NETWORK CONFIRMATION EMAIL

Complete your registration to the YE Scotland Alumni Network, and take a screenshot of your welcome e-mail, or ensure that your registration is witnessed by your Centre Lead.

8.5 UNIT FOUR REFLECTIVE ACCOUNT

Finally we need a detailed individual reflective account which clearly reflects on your learning journey through milestones 7 and 8. Your reflective account should be a minimum of at least 200 words.

CONTACT US

If you have any questions about Company Programme in general our team for assistance on: **companyprogramme@yes.org.uk**

Alternatively, if your query is about any element of the accreditation process, you can contact our Support Team on: **accreditationsupport@yes.org.uk**

We hope you enjoy your Company Programme experience!

To find out more about our full range of programmes and services visit: **www.yes.org.uk**

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