

ENTRY 3 LEVEL AWARD IN
DEVELOPING ENTERPRISE
SKILLS NOTEBOOK

Qualification Title: Entry 3 Level Award in Developing Enterprise Skills

Qualification Code: 601/4148/7

Unit 1: Introduction to Enterprise Skills 3 Credits

Unit 2: Participate in an Enterprise Activity 3 Credits

It is important that this notebook is fully completed

First Name _____ Surname _____

Age _____ Date of Birth _____ / _____ / _____ Boy Girl

Class Name _____ School _____

Teachers Name _____

Date Qualification Started _____ / _____ / _____

Date Qualification Completed _____ / _____ / _____

I can confirm that all of the work completed is my own work

Signed _____ Date _____ / _____ / _____

Teacher Signature _____

Internal Moderator _____ External Moderator _____

Your Workbook & How to Use it

This award is here to give you the knowledge and understanding of enterprise skills and the chance to take part in your own enterprise activity. You may have never heard the word 'enterprise' before but this book is here to help guide you through what you need to know.

You will use this notebook together with your own workbook and daily diary. All of the questions in your workbook can be answered by reading through this notebook with your class and listening carefully throughout the different activities. Remember to use great full sentences and punctuation through all your work.

The lessons that you have are going to be exciting and allow you to get involved in thinking about all the different things you can do as you progress through life!

IMPORTANT NOTE PLEASE COMPLETE THE SKILLS WHEEL ON PAGE 8 AT THE BEGINNING AND END OF THE QUALIFICATION.

By the end of this course you will have achieved the following learning outcomes:

Unit 1: Introduction to Enterprise Skills

1. Understand what makes someone enterprising
2. Understand the characteristics of a successful entrepreneur

Unit 2: Participate in an enterprise activity

1. Be able to plan an enterprise activity
2. Be able to take part in an enterprise activity
3. Be able to review the enterprise activity

Unit 1: Introduction to Enterprise Skills

In this unit you are going to discover what enterprising means and what exactly makes a person enterprising. Then you are going to discover all of your own enterprising qualities and research a local entrepreneur.



ENTERPRISE

What is enterprise?

There are many different meanings for the word enterprise. For example, it is another name for business so if you start a new business you can also say you have a new enterprise.

Enterprise also describes someone who uses their skills to invest in and run a business. To be enterprising you need to be able to take some **initiative** and **risks**. During this course we are going to look at this meaning of the word enterprise.

An entrepreneur is an enterprising person who sees an opportunity, takes it and develops it into something brilliant. They use their forward and creative thinking to take risks.

Have you heard of Facebook? This website was created by Mark Zuckerberg who is an enterprising person. He saw an opportunity and took a risk and luckily his business grew very quickly!

Can you think of any other enterprising people?

Take the quiz below and see how many of the enterprising people you can guess correctly!

1. Which famous enterprising person now has a programme called The Apprentice?
2. Who started the brand Virgin?
3. Which Dragon entrepreneur ran a family holiday business?
4. Which entrepreneur started Microsoft?
5. Which entrepreneur is the chairperson of West Ham football club?
6. Which enterprising person based in the North East owns an international sports chain?

What makes an enterprising person?

Each person has many different skills, qualities, attitudes and behaviours. These are what make each person an individual; however, enterprising people tend to have a lot of these things in common.

Skills are things that you can do well. For example, being good at leading a team, or being good at communicating with people or being good with numbers. Which skills do you have?

Qualities are things which say what you are like as a person. For example you could be patient, calm or confident. Which qualities do you have?

Find the 10 enterprising qualities in the word search below:

Enterprising Qualities

```

p i h u p h y e f m g x u k d
y o z g a h e v i t a e r c e
q b g n l v s i c p o j c q t
d f g o c k t s m r c w i i a
r p e i k v r a l o d o y k v
e e x t e v a u c b c a w g i
k c d a c g t s l l w r v o t
a n y n n w e r l e x f z q o
t e t i e r g e u m z c c p m
k i s m d a i p r s i b t v k
s t e r i v c q s o q t c z v
i a n e f j s n i l g z h x u
r p o t n v x m b v y h d g u
q e h e o g o v t e a d o l h
r f d d c f c i s r h y e l j
  
```

confidence

patience

creative

persuasive

determination

problem solver

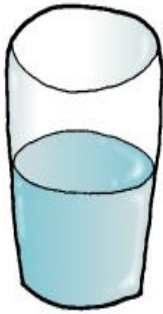
honesty

risk taker

motivated

strategic

Your **attitude** is how you look at things. Look at this glass:



Is this glass half-empty or half-full?

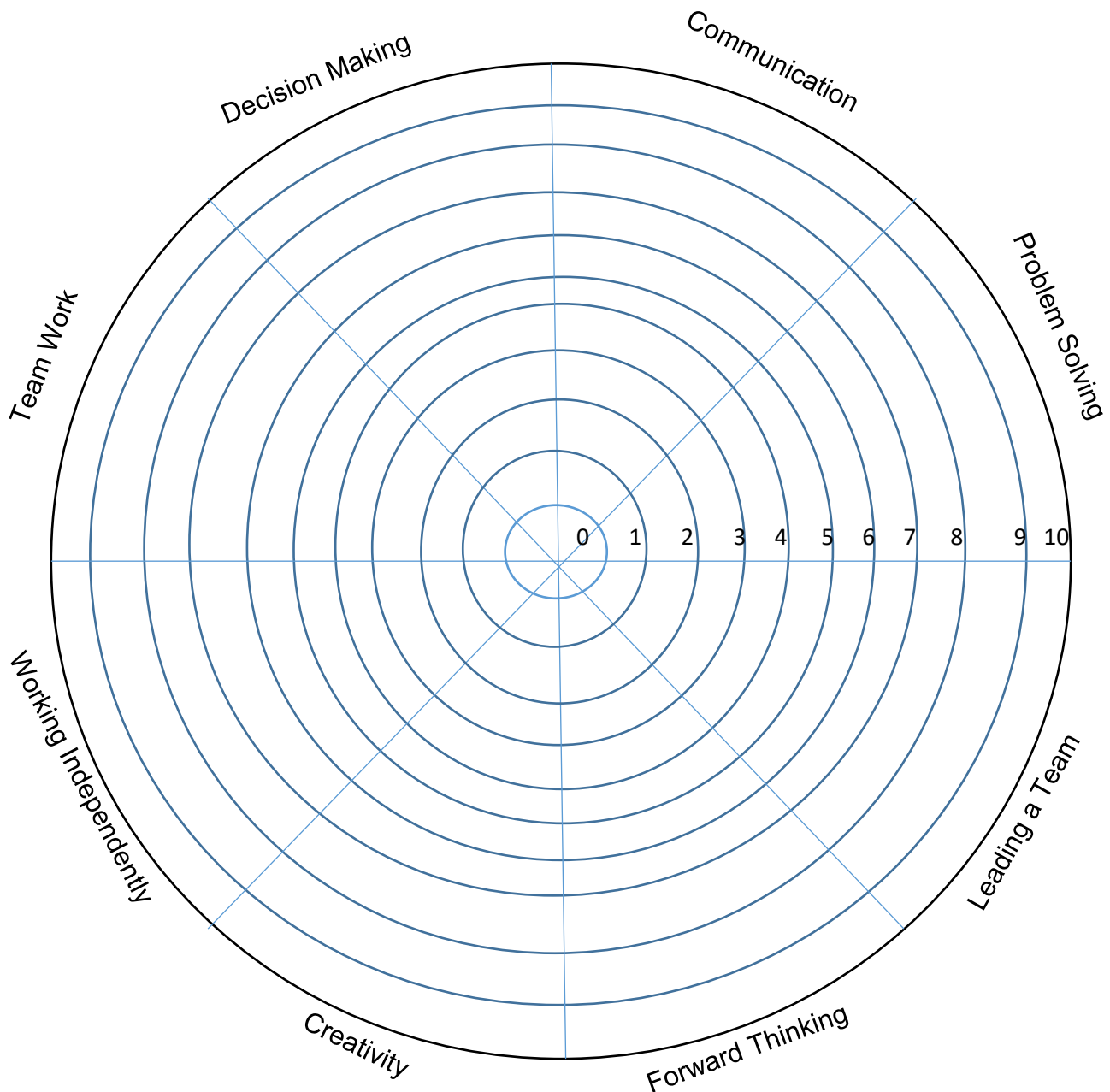
If you see it as half-full you can say that you have a positive attitude!

Behaviours are how a person acts in certain situations with other people, so for example, if you deal with a difficult customer your behaviour should be to stay calm and polite. Can you think of the different behaviours you have shown in different situations?

- How do you behave when your friend asks you to help them with their work?
- How do you behave when you work with a group of people?
- How do you behave when you have to do something quickly?

Your Skills Wheel

This wheel has lots of skills around it and it is your chance to think about where you fit with all of these. Colour in each segment of the circle to show how you feel you fit with these skills. 0 means you feel it is an area that you are limited in experiencing and needs lots of improvement and 10 is for excellent.





What kind of skills, qualities, attitudes and behaviours do you think these jobs need?



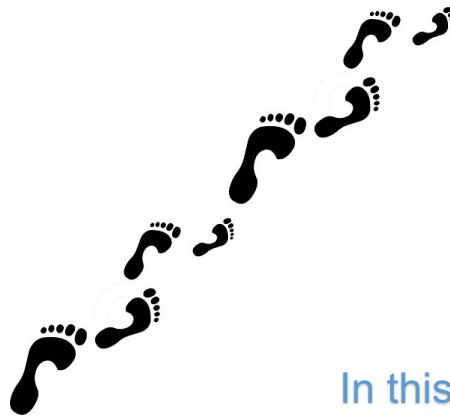
What is an Entrepreneur?

An entrepreneur is a person who has all of the enterprising qualities that we have talked about but then takes the financial risk and invests in their business idea in the hope to make a profit.

The enterprising people that we looked at earlier in the quiz are all entrepreneurs as they took a risk in investing their money to be successful. Which entrepreneur do you think has come up with a great idea? Can you think of an entrepreneur who is from your city?



Unit 2: Participate in an Enterprise Activity



In this unit you are going to plan, take part and review your own enterprise activity.

tivity

Every activity has an **objective**. This is the result that you want to have achieved by the end of your activity. For example, all of your lessons at schools have objectives, can you think of any?

Imagine you are on a football team. What are the objectives that you would have for a big match that your team is going to play in two weeks?

1.

2.

3.



The objectives that you decide for your football team just happen without **actions**. These are the things that you achieve what you want. For example, if your objective was to win a race could be to practice running every day for 30 minutes. Here you have an action and a **timescale**. The '30 minutes every day' gives you a target to work towards.

Going back to the football team now, what would your actions be in order to achieve your objectives?

1.

2.

3.

Take Part in an Enterprise Activity

Your enterprise activity is your chance to put all of your actions into place and meet your objectives. In order to run a successful business you need to use all of the skills, qualities, behaviours and attitudes that you identified before and shine!

How are you going to let everyone in your team know how you are doing? Which skills are required to keep them updated?

Review your Enterprise Activity

Reviewing your enterprise activity is very important! It is a great time to sit down with your team and see what you did well and what you could improve on if you could do it all over again. Businesses regularly review how they are doing in order to see how they can make their product better or their advertising or how to improve their staff, and all of this is done so that they can then see an increase in their profit.

If we use the example of our football team again, let's assume that we have played the big match that we were training for. The score was 1-1 so ended in a draw. We then need to review our performance because this was not the result we wanted. It may be that we need to have more shooting practice, or need to practice tackling in order to improve. If the other team had tried to score 10 times then our goalkeeper did well to save all of those other times so that is something that has been done well.

It always helps to review your performance as a team and as an individual.

Think over the last school year. Think of two things that you have done well with and two things you would like to improve next year:

