Young Enterprise

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Company Programme

SCQF Level 6 Accreditation Guide

Registered Charity No. 313697 in England & Wales and SC054666 in Scotland

About the 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 Scottish accreditation for taking part in the Young Enterprise 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 Company Connect.

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 Educator and Business Mentor but help is at hand via the support team at Young Enterprise 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.

COMPANY PROGRAMME

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 Company Connect for the Company Programme, the registered Educator will receive an e-mail from Young Enterprise 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 and return the completed pre-enrolment form.

Young Enterprise pass this information to Glasgow Kelvin College, who then add the students to their systems. Once this is done, Young Enterprise will be updated and will notify the Educator that they are ready to progress to Step 2 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: **3nt3rpr153**

When students access the enrolment portal, they should complete all questions accurately, and in one sitting. They will require their **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/

GETTING STARTED

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

3 STUDENTS LOG IN TO MOODLE

Once your students have enrolled with Glasgow Kelvin College, they will have their email and password and will use these details to login to Moodle here: **ttps://yes.glasgowkelvin.ac.uk/**

Educators will also be added to Moodle and will see the students Gradebook and the submission descriptions. However, Educators cannot see students uploaded work.

Make sure to familiarise yourself with the Moodle platform at this stage and encourage students to do so also. There is a folder of useful guides and support at the top of each Unit page.

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 be required to collect across the 4 units.

Deadline for your diaries:

- Unit 1 - Friday 20th November 2026
- Unit 2 - Friday 19th February 2027
- Unit 3 - Friday 23rd April 2027
- Unit 4 - Friday 21st May 2027 (Final deadline for all resubmissions from Units 1-3 also)

FREQUENTLY ASKED QUESTIONS

What is SCQF?

The Scottish Credit and Qualifications Framework is a way of comparing Scottish qualifications to other qualification frameworks. It assesses and assigns credit points to a qualification, 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! Passing the qualification gains you 21 tariff points on UCAS. 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 in partnership with Glasgow Kelvin College, who are the accrediting body.

What is Moodle?

Moodle is an open-source learning platform. Students will use Moodle to submit their work for the accreditation and college staff with mark the work on the platform.

What is Company Connect?

Company Connect is an online platform of resources to guide you, your students and your Business Mentor through the Company Programme. Here you will find all the template documents and guidance and once you have completed tasks, you can upload the evidence to Moodle to pass certain submissions.

Will students have a qualification at the end of the accreditation?

Yes, providing participants pass 70% of Units 1, 2 and 3 (including mandatory passes) you will be awarded a Young Enterprise Company Programme qualification which is broadly recognised as an equivalent to a Scottish Higher.

FREQUENTLY ASKED QUESTIONS

Do I have to do the accreditation if I'm doing the 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!

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 learned 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 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?

Students must pass Units 1, 2 and 3 to achieve the qualification gaining 26 SCQF points.
Unit 4 is optional and worth 4 additional points. Students need to pass 70% of submissions including the Reflective Account for each Unit.

- Unit 1 – 12 passes including 3.5: Unit 1 Reflective Account
- Unit 2 – 8 passes including 5.5: Unit 2 Reflective Account
- Unit 3 – 5 passes including 6.7: Unit 3 Reflective Account
- Unit 4 (**OPTIONAL** unit) - 6 passes including 8.5: Unit 4 Reflective Account

The 8 Milestones of the 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 & Review

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 and set up social media accounts

UNIT THREE

6 RUNNING THE ENTERPRISE

Start selling your products or services and have opportunities to participate in competitions

7 WINDING UP

Host an AGM and decide how to distribute the profits of your company

UNIT FOUR

REVIEW

Develop a personal action plan, update your CV with your skills and join the YE Alumni network

UNIT 1

MILESTONES 1-3

MILESTONE ONE: Starting up

Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
1.1: Company Connect "Starting Up Questionnaire"			✓
1.2: Employability Skills Summary	✓		
1.3: YE Student Company Operating Framework Quiz	✓		
1.4: Creating a Company name brainstorming evidence		✓	
1.5: Decision taken on business model/company type		✓	
1.6: Student Company Declaration			✓
1.7: Certificate of Incorporation			✓

MILESTONE ONE: Starting up
Student Guidance notes

1.1 COMPANY CONNECT "STARTING UP QUESTIONNAIRE"

At the start of your Company Programme journey, you will be asked to complete a Starting Up Questionnaire on Company Connect. Make sure to either take a screenshot of your answers, or have your Educator present to witness the completion. You have to upload this to Moodle as part of the Unit 1 Educator Statement along with 1.6 & 1.7 and the form must be signed by your **teacher**.

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, by 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 Company Connect), 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 ensure that your own name is attributed to your 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 minutes of a meeting where this has been discussed, a decision made and the reasoning detailed. Then you should upload the minutes of the meeting to Moodle. A template for this can be found on Company Connect.

1.6 & 1.7 STUDENT COMPANY DECLARATION AND CERTIFICATE OF PARTICIPATION

As a group, show these completed documents to your Educator which you will find on the Resources tab on Company Connect. These are important documents which should be kept safe as they prove you are a real-life business who can sell to the public. You have to upload the signed Unit 1 Educator Statement to Moodle.

MILESTONE TWO: Creating the Board
Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE
2.1: Knowing Me Skills & Qualities Analysis	✓	
2.2: Pitch proposal video	✓	
2.3: Organisational structure		✓
2.4: Statement on Financial Management Procedures		✓

2.1 KNOWING ME SKILLS & QUALITIES ANALYSIS

Complete the skills and qualities analysis worksheet and upload this to Moodle. You can find this under Milestone 2 on Company Connect under task 2.32 - "Knowing your Skills" 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 a video or audio file of your verbal pitch. This video can be taken on a phone or similar. The time allocation is restricted for everyone so you must adhere to this. There is a template on Moodle to help you prepare for this.

2.3 YE COMPANY ORGANISATION STRUCTURE

Decide on the Company organisational and structure make sure we have names against the job roles. You will find the template on Company Connect - Milestone 2, task 2.53.

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. There are prompt questions on Moodle and you will need to provide a response with a minimum of 100 words.

MILESTONE THREE: Generating the idea
Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE
3.1: Potential Product/Service Brainstorming Evidence		✓
3.2: Shortlisting your ideas		✓
3.3: Highlight reasons for eliminating ideas		✓
3.4: Validating the idea worksheet		✓
3.5: Unit One Reflective Account	✓	

3.1 POTENTIAL PRODUCT/SERVICE BRAINSTORMING EVIDENCE

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 SHORTLISTING YOUR IDEAS

Evidence that you completed the Company Connect activity “How to Shortlist” (Milestone 3, task 3.71. Take a screenshot of the task or make a word document/paper version.

3.3 HIGHLIGHT REASONS FOR ELIMINATING IDEAS

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.

3.4 VALIDATING THE IDEA WORKSHEET

This is just a very simple short statement from the group telling us how you manage the financial procedures. There are prompt questions on Moodle and you will need to provide a response with a minimum of 100 words.

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 2

MILESTONES 4-5

MILESTONE FOUR: Business Planning

Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
4.1: Team Product/Service Approval Form			✓
4.2: Evidence of Market Research		✓	
4.3: Company Mission, Goals and Values Document		✓	
4.4: Student Company SWOT Analysis		✓	
4.5: One Page Business Plan/Canvas		✓	
4.6: Evidence of Raising Capital for the Business		✓	

MILESTONE FOUR: Business Planning
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. One member of your team should submit the Product Approval form on Company Connect (Milestone 4, task 4.3). Once approved, you will see this on your Company Profile page. You have to upload this to Moodle as part of the Unit 2 Educator Statement along with 5.4 and it must be signed by your teacher.

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 out. This might include things like: questionnaires/surveys; or you might have run a focus group. 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 Company Connect which provides information relating to the following: Company Mission; Company Goals; Company Values (Milestone 4, task 4.4).

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 include 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. (Milestone 4, task 4.2B)

4.5 ONE PAGE BUSINESS PLAN/CANVAS

Just upload a copy of your completed Company one-page Business Plan **or** Business 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. (Milestone 4, task 4.53 or 4.3B).

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. You will need to provide a response with a minimum of 100 words.

MILESTONE FIVE: Launching
Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
5.1: Individual Task List(s)	✓		
5.2: Minutes of Meetings		✓	
5.3: Product/Service Resources List		✓	
5.4: Copy of Certificate of Insurance			✓
5.5: Unit Two Reflective Account	✓		

5.1 INDIVIDUAL TASK LIST(S)

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, minutes 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.

5.2 MINUTES OF MEETINGS

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

Complete your Company Certificate of Insurance and show your Educator so they can sign the Unit 2 Educator Statement. Upload the signed statement to moodle.

5.5 UNIT TWO REFLECTIVE ACCOUNT

This is where you review and reflect on the learning in Milestones 4-5 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 3

MILESTONE 6

MILESTONE SIX: Running the Enterprise

Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
6.1: Minutes of Meetings		✓	
6.2: Individual Task List(s)	✓		
6.3: Company Goals & Values Progress Report		✓	
6.4: Final Profit & Loss/Balance Sheet		✓	
6.5: Company Report		✓	
6.6: Take part in a Regional Final Competition			✓
6.7: Unit Three Reflective Account	✓		

MILESTONE SIX: Running the Enterprise
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 TAST 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 & BALLANCE SHEET

Please upload a copy of the Company's final Profit and Loss Account & Balance Sheet. You can use the online accounts system on Company Connect to create these.

6.5 COMPANY REPORT

Please upload the Company Report that you have produced for your regional final competition, using the template on **Company Connect.**

6.6 TAKE PART IN A REGIONAL FINAL COMPETITION

Your Educator should sign the Unit 3 Educator Statement to confirm that your group have taken part in the Company Presentation and team Interview. If you could not attend the Regional Final, your educator can justify this on the form too.

6.7 UNIT THREE REFLECTIVE ACCOUNT

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 4

MILESTONES 7 & REVIEW

MILESTONE SEVEN: Winding Up

Student Guidance notes

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
7.1: Minute of Closing down Meeting			✓
7.2: Record of Stock Sales			✓
7.3: Evidence of an AGM			✓

7.1 MINUTE OF CLOSING DOWN MEETING

The Company team need to produce the minutes 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. Use the AGM Agenda and Minute templates on Moodle.

REVIEW: Looking back and next steps

Student Guidance notes (Optional Unit)

	PERSONAL EVIDENCE	GROUP EVIDENCE	EDUCATOR STATEMENT
8.1: Completed Looking Back Questionnaire			✓
8.2: Completed Personal Action Plan	✓		
8.3: Completed CV	✓		
8.4: Alumni Network Confirmation			✓
8.5: Unit Four Reflective Account	✓		

8.1 COMPLETED "LOOKING BACK" QUESTIONNAIRE

Complete the YE end of programme questionnaire called "Looking Back" and make sure your Educator has a screenshot, or can witness your completion as part of the Unit 4 Educator Statement. Upload the signed statement to moodle (individually).

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 Company Connect.

8.4 ALUMNI NETWORK CONFIRMATION EMAIL

Complete your registration to the YE Alumni Network, and take a screenshot of your welcome e-mail, or ensure that your registration is witnessed by your Educator as part of the Unit 4 Educator Statement. Upload the signed statement to moodle (individually).

8.5 UNIT FOUR RELFECTIVE ACCOUNT

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

CONTACT US

If you have any questions about the Company Programme please contact us:

company.scotland@y-e.org.uk

We hope you enjoy taking part in the Company Programme experience!

To find out more about our full range of products and services visit: **https://www.young-enterprise.org.uk/young-enterprise-scotland**

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