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Young Enterprise

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- ENTREPRENEURSHIP
- WORK READINESS

Company Programme

Educator and Business Mentor Toolkit - Scotland

2026 - 2027

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Introduction

Thank you for giving your time and expertise to a Young Enterprise student company.

Welcome to your Company Programme Toolkit. This is your 'one-stop shop' for guidance on the programme and your role. It contains essential information, such as **YE's Operating Framework**, as well as tips and suggestions for supporting and developing students. We also provide guidance for using and optimising our platforms, Company Connect and YE Trading Station.

We suggest you read through everything before getting started on the programme, but encourage you to make use of this Toolkit at any stage of your Company Programme journey.

Support and Guidance

You can email **company.scotland@y-e.org.uk** for help and support with Company Connect, Events, the SCQF Level 6 Qualification and Product Approval. Include your centre name and (where relevant) 6-digit company number.

You can also email **programmes.support@y-e.org.uk** for help with Company Connect and Trading Station. Alternately, phone us on **0186776845** and select option 2.

If you are a YE volunteer, contact volunteer support for information and guidance at: **volunteer.support@y-e.org.uk.**

Please read and share our **Student Etiquette Guide** with participants - this guide covers expected behaviours around communication, social media and events.

About the programme

Company Programme provides a real-life learning opportunity that introduces young people aged 13-19 to the world of work. Young people work in teams to set up and run their own Young Enterprise student company under the guidance of a Business Mentor (where possible) and with extensive resources, videos and step-by-step guidance on our Company Connect platform.

Teams make all the decisions about their business, from deciding on their product or service, branding and goals to managing company finances through their own business current account. They will have opportunities to sell to the public at trade fairs, and through our secure online e-commerce platform, YE Trading Station.

Throughout the programme, young people gain the practical business experience, enterprising mindset and employability skills needed to help them build successful futures. By completing an online self-assessment, young people can receive a personalised certificate to evidence the skills they have developed by taking part in Company Programme.

SCQF LEVEL 6 QUALIFICATION - GLASGOW KELVIN COLLEGE

As part of the Company Programme, students have the opportunity to gain an SCQF Level 6 qualification worth 26-30 credit points and 21 UCAS points.

In order to achieve the accreditation, participants will be enrolled as students at Glasgow Kelvin College. They will need to collect their 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.

For more information:

- View the Accreditation Guide here
- Hear from Students and Teacher's who have completed the qualification

REFLECTIVE EXAM - STRATHCLYDE BUSINESS SCHOOL

Written by the Hunter Centre for Entrepreneurship, Strategy and Innovation, the reflective exam is graded by academics to the same quality standards of all Business School courses.

The examination seeks to highlight and provide:

- Evidence of ability to reflect and learn from the experience
- A certified qualification for application forms and CVs.
- A valuable talking point at interviews

Enrolment information will be sent to Educators in December 2025.

For more information:

- Strathclyde Business School website
- Hear from the students and Educators who have sat the exam!

Your role

Educator

The Educator is crucial to ensuring students get the most out of Company Programme. As the key centre representative, they provide the environment and facilities for the students to learn.

Business Mentor

The Business Mentor is there to help develop the potential of the young people. They will support them to run a successful student company, whilst reflecting and learning from the experience.

What to expect

Where possible, YE will aim to connect schools with a Business Mentor who can provide support and insight to individual student companies. Educators should be available for consultation and issue resolution throughout the programme. Many educators enjoy an extensive involvement with the company but we know that there are times when other commitments must take priority.

We recommend that the educator is present at the team's first few meetings to establish expected behaviours, help with early discussions, and help build the student's relationship with their volunteer.

Working together should mean:

- The volunteer aims to attend meetings regularly, and communicates in advance if they are unable to attend.
- Educators try to accommodate the needs of the volunteer in making meeting arrangements and being flexible in relation to these. Most companies meet at the same time each week and this needs to match the availability of the volunteer.
- Both should feel able to raise issues with the other about the working relationship and how things might be improved.

Main responsibilities

Educator responsibility	Business Mentor responsibility
Recruit students to do the programme and upload them to Company Connect	Regularly attending weekly board meetings and communicate in advance if unable to attend
Ensure students have access to school resources e.g. rooms for meetings, and follow the best standards of behaviour expected by the school.	Ensure the teams operate within the legal parameters and programme rules set out in the operating framework and secure product approval before selling their product/service
Agree the best meeting date to match the availability of the volunteer	Facilitate the programme and support the students to complete it
Ensure the volunteer is made aware of centre-specific safeguarding policies and procedures	Ensure the team understand and follow sensible financial management practices and maintain an appropriate level of financial control
Upload photo consent forms to Company Connect before the student company attend any in-person events	Share lessons and experiences to enhance the realism of the programme experience and to reinforce learning
Secure permissions in line with school policies for students to attend events e.g. local trade fairs and competition events	Respond to student queries on the messaging section of Company Connect (communication with students MUST only be done through Company Connect or the educator).
Both: Observe the team in action and help all team members to make an appropriate contribution	
Both: Encourage students, fostering their enthusiasm and focus and helping them to recover from setbacks as necessary	
Both: Help the teams make the necessary preparations for key events such as sales events and competitions	

At the end of this document you will find our **key documents and policies** which you must read before working with students on the programme.

The Company Programme journey

1. Milestone Map

The programme is broken up into 7 milestones that each represent a key stage in running a business, followed by a Review section which can be accessed at any time throughout the programme. Click on the numbers in the Milestone Map to see a video introduction for each milestone.

2. Planning the journey

The Planning the Journey document goes one step further and provides a breakdown of tasks for each milestone, alongside a suggested timeline, acting as a checklist for you and the students you're working with. We also have a downloadable **Scottish Year Overview** which is great to print and have on the wall!

Please note: The programme is flexible and timescales will vary depending on the centre, young people and the product or service they choose.

3. Operating framework

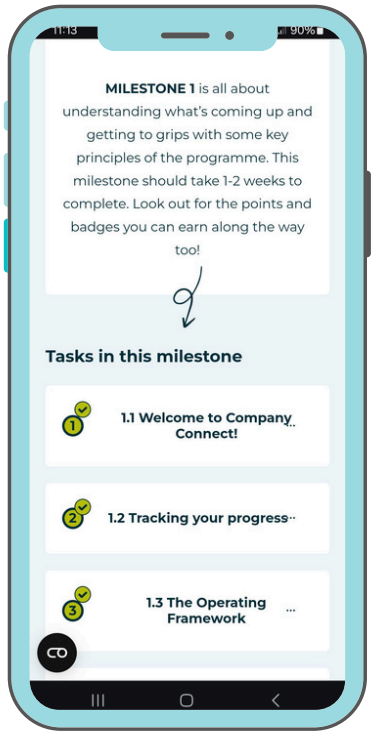
Through Company Programme, each student company operates as if a branch of Young Enterprise. It is vital that each team abides by the legal, insurance and charity commission parameters set out in the Operating Framework.

It is important that you familiarise yourself with the Operating Framework to ensure that your students follow the programme rules and that their product or service is covered under YE's Public and Product Liability insurance policy.

4. Developing skills

By participating in Company Programme, young people develop and improve employability and life skills including:

Explore these skills through the **Skills Builder Universal Framework**.



Milestone content

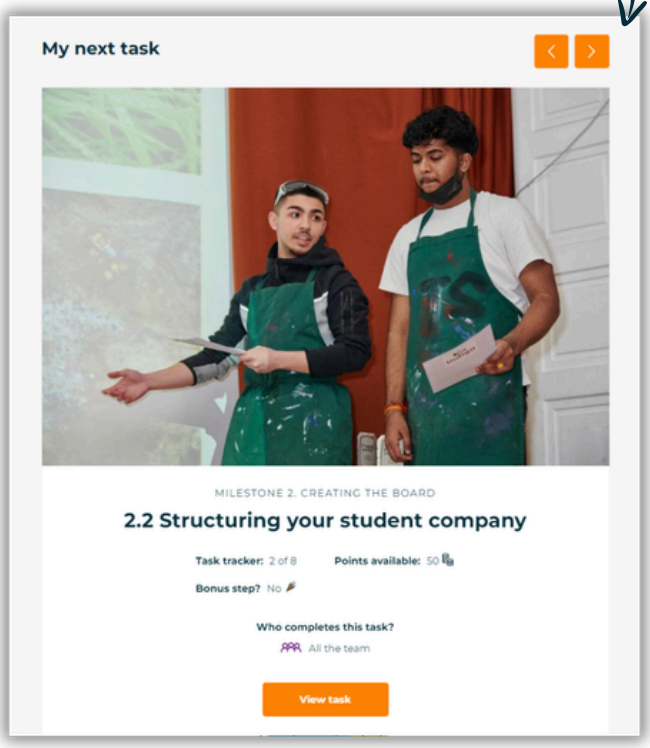
The content of Company Programme is delivered through 7 milestones. In each milestone, students complete a series of tasks, which present a key piece of content. To complete a task, they must answer a question or submit an activity to confirm their learning.

While the milestones provide a suggested journey to follow, this order is not rigid and we understand that students often want to dip in and out of the content in their own way. They can do this by clicking on the milestone number from the progress bar or visiting the "view all milestones" page.

Upon logging in, students will see their next task, which is the task after the one they last completed, and can click through to another task with the orange arrows.

In Milestone 1, students are asked to appoint a Managing Director (MD). This student is responsible for uploading the completed Memorandum and Articles of Association and Certificate of Incorporation documents in Task 5.

In Milestone 2, the whole team is invited to select their director roles, and from this point forward, tasks are assigned to the relevant team members to help them to identify their responsibilities. Students can change their roles at any time from their "My profile" page. We recommend that all director roles are covered, so smaller teams may want to take on multiple roles.



Task map: To quickly find the key tasks in each milestone, refer to our handy Task Map or use the search bar on Company Connect.

Documents and resources: Outside of the tasks, key documents are listed by milestone on the Documents and Resources page.

Company Connect

To facilitate the programme, you have access to our dedicated platform, Company Connect, which holds all programme information and guidance. Below is a flow diagram to show the steps you should take to get set up on Company Connect as an educator or volunteer.

Getting set up as an Educator

1 — REGISTER

Head to the **YE website** to make your purchase. You will then receive a unique URL by email. Click on this to register for Company Connect.

2 — ACTIVATE YOUR COMPANIES

Click on "Activate companies" to activate the companies you have purchased.

3 — ADD STUDENTS

Upload your students using the bulk upload form. At this point you will be asked to provide photo consent via a downloadable form from Company Connect.

4 — ADD CO-EDUCATORS

Send any other educators who will be working with your companies the access codes and this **registration link** so they can join you on Company Connect.

5 — MONITOR PROGRESS

Log back into your account **here** and monitor your companies and student progress from your dashboard page.

Please note: You cannot add volunteers as an educator. Volunteers will be given access to Company Connect by YE.

Getting set up as a Volunteer

1 — REGISTER ON ASSEMBLE

You must be 'active' on YE's volunteering platform, **Assemble**, with a valid PVG check and online safeguarding training certificate before you can act as a volunteer and access Company Connect. These each remain valid for three years.

2 — COMPANY ASSIGNED

Your YE Staff will work with the relevant Local Area Team and will assign you a company and send you a 6 letter access code via email. The code will allow you to register as part of that company.

3 — REGISTER ON COMPANY CONNECT

Follow the registration link in the email and input your access code. Make sure to use exactly the same name and email address listed on Assemble so we can match your record.

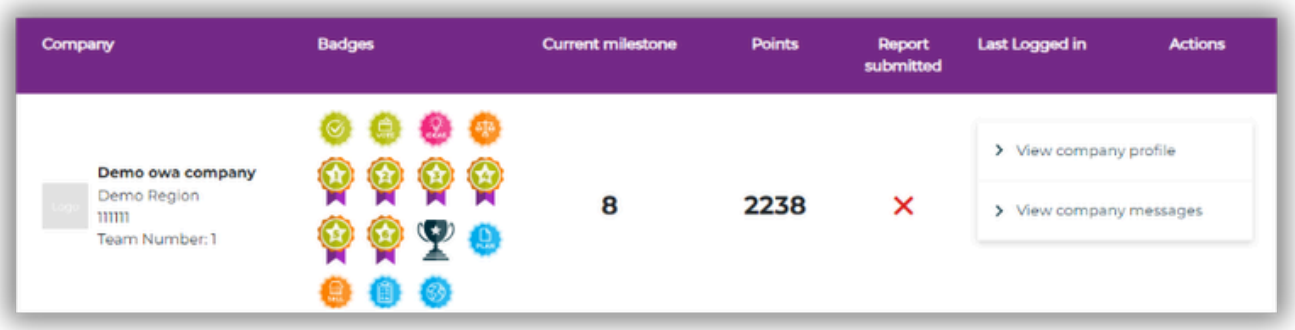
4 — MONITOR PROGRESS

Log back into your account **here** and monitor your companies and student progress from your dashboard page.

Navigating your account

When you login to your account, you will see all of your student companies displayed on your dashboard page. From the Actions column, click on "..." and "view company profile" to manage students and monitor progress.

Watch our videos on navigating your account: **Part 1** and **Part 2**



Company profile page

The student company profile page is the one place to go to keep tabs on a company's progress. Here is what you will see:

- **Company details:** The company name, number, logo, mission, goals, values and points total the student company has gained to date.
- **Product approval progress:** The status of all product approval requests submitted by the company. When a product approval request has been approved, this table will also show the product code the students will need to upload the product to YE Trading Station.
- **Team members table:** A table of the all users associated with that company (including all students, educators and volunteers). Educators can edit or deactivate students from this table.
- **Student progress table:** (Not visible to students) Below the team members table you will see another table which displays which milestone each student in the company has started or completed, and the badges they have earned. The table will also show you whether each student has completed the starting up and looking back certificates which they need to fill out in order to access their certificate at the end of the programme.

Product approvals

Before they sell their products, students must get their product or service idea approved by a member of the YE team. This is to ensure that the products they're selling fit within the requirements of the Operating Framework, and that they will be covered by the Product and Public Liability insurance policy.

Product approvals (continued...)

Students will learn about product approval in Milestone 4, Task 3. They can then head to the product approvals page to submit a product for approval. Here they will need to fill in some questions about their product to confirm whether it complies with the rules set out in the Operating Framework.

A member of the YE team will review their request and either approve, decline, or ask for further information. You can check on the status of any product approval requests made by your companies from their company profile page.

Once a product/service idea has been approved, students will receive a unique code which they can use to upload that product to our online sales platform, YE Trading Station. (See **page 13** for more information on YE Trading Station.)

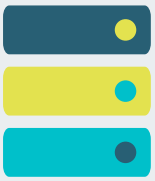
User permissions

Here is an overview of what YE EPMs, educators, volunteers and students can see and do on Company Connect:

TASK / FUNCTIONALITY	YE Staff	EDU	VOL	STU
Purchase companies		✓		
Add co-educators		✓		
Add students		✓		
Add volunteers	✓			
Complete tasks/milestones				✓
Edit the company profile page		✓	✓	✓
Edit the finance tables		✓	✓	✓
View the docs & resources page	✓	✓	✓	✓
Gain points/badges				✓
View the progress board				✓
View the latest activity feed				✓
Send/receive messages		✓	✓	✓
Upload the company report				✓
View/download company reports	✓	✓	✓	✓
Submit products for approval				✓
Approve products	✓			
View product approval progress	✓	✓	✓	✓
View student milestone progress	✓	✓	✓	
Edit students	✓	✓		
Remove students	✓	✓		

Company finances
The company finances package is a space for students to manage receipts, orders, payments and financial reports. Have a look at this page in advance so that you can support your student company to manage their finances.

Messaging
Student companies can communicate with their educator or volunteer through the messaging section on Company Connect. You will see a little red dot over your messaging page if you have unopened messages.



Activity feed
The latest activity feed, on the student dashboard page, updates each time a student completes a task on Company Connect. View the the latest activity feed from the company profile page.

Badges
Students will receive badges for completing key tasks or finishing a milestone to recognise their personal achievements. These can be viewed by educators and volunteers on the “Team members” table of their company profile page.

Points and progress board
Students will also receive points for each task they complete on Company Connect. The points they gain are added to their company points total displayed on their company profile page.*
Students can also see a progress board, which displays their company in a list of 50 companies that started around the same time.

***More info on points:** To make the programme fair for teams big and small, each task is assigned a maximum number of points which can be gained toward the company point total. To gain the maximum points, all students in the student company must complete the task.
Example: If Milestone 2, Task 1 is worth 500 points, and there are 5 students assigned to that company, each student will gain 100 points when they complete the task. However, if there are 10 students in the company, they will each gain 50 points for completing the task.

Company reports

In Milestone 7, each team will complete a company report. The report provides an overview of how their student company has performed, and forms part of their submission for the Company of the Year competition (see page 13).

The report template and submission link can be found in Milestone 7, Task 2. Students should work together to fill out the template, making sure that their answers are within the word limits for each question. The template should be saved as a pdf (see instructions in the task content) and submitted by the Managing Director at the end of the task.

Once uploaded, you can access the company report(s) from the companies you manage from the Company Reports page on your educator or volunteer account. YE Educational Partnerships Managers can also download company reports from their account for submission in competitions.

Questionnaires and certificates

To recognise their learning and development through the programme, each student completes a starting up questionnaire in Milestone 1, and a looking back questionnaire in the Review section.

Once they have completed both questionnaires, students will be able to access a personalised certificate from their My Profile page. The certificate will display their improvement across 8 key skills throughout the programme.

Check whether a student has completed the surveys from the student progress table displayed on their company profile page.

Once a student from one of your companies has received their certificate, you can download the pre and post scores displayed on the students' certificates. From your right-hand-side menu, click on the button "download survey results" for an excel file of their results (see **page 16** on how to use this data).

Running the programme

Equals Money

To enhance the programme experience, Young Enterprise have partnered with **Equals Money** to offer the only business current account for under 18's in the UK.

There is no charge for student companies to open an account with Equals Money, as YE are covering this cost. Associated fees charged by Equals Money for using their financial services are significantly reduced for YE student companies (see the fees table in Milestone 2, Task 6 on Company Connect).

You can find step-by-step instructions on applying for and navigating an Equals Money account on the Company Connect Documents and Resources Page in Milestone 2.

Equals Money will retain student data in line with their **privacy policy**.

Sales (in person)

Young Enterprise run trade fairs to give young people on the programme the chance to sell their products to a wider audience. Your YE representative will be in touch with details on where and when your local trade fair will be held.

Young people can also source their own trade events or markets. They will need to enquire with the venue well in advance to confirm their eligibility, any required documentation and fees.

When selling in person, your teams should consider the following:

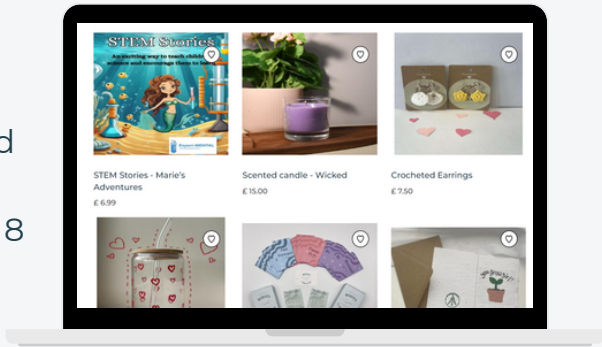
Handling money: Read up on face to face selling rules in the Operating Framework for information on handling cash and requirements for using card machines.

Certificate of insurance: When selling in person, young people must have a completed certificate of insurance to prove show that they are a branch of Young Enterprise. This is found in Milestone 5, Task 4.

Trade stands: Milestone 6, Task 4 has lot of information on setting up a trade stand, including a trade stand checklist.

Sales (online)

As part of Company Programme, students can upload their products to YE's approved online sales platform, YE Trading Station, and issue invoices to buyers with no over-18 authorisation needed. See Milestone 6 for information on selling online.



To upload and sell products on YE Trading Station, students must have received product approval (see **page 8**) confirmation for each product/service. The approval will provide them with a code which they can use to upload the product to YE Trading Station.

Competitions

Throughout the academic year, YE run a range of competitions which keep teams engaged and help them to consolidate their learning on a specific aspect of the programme journey. Competitions are listed on Company Connect on the Upcoming Competitions page. Click into the competition listing to see information on eligibility, the judging criteria, and how to apply.

Prizes: For our online competitions, students have the chance of winning between £50 - £100 for their student company. Check the competitions page to view the closing dates for competitions.

Company of the Year (COTY)

Starting in March and cumulating in the National final at the end of the academic year, YE runs the Company of the Year (COTY) competition where we recognise the achievements of our student companies.

The competition starts with local area showcase events. The best teams then compete in further rounds at County, Regional and National level until we crown our UK Student Company of the Year. This successful team then represents the UK in the European Company of the Year Competition final.

At each level of the competition, the student company will:

- Complete a **company report** (see **page 11**) using the standard template, to communicate their journey, learnings and achievements to a judging panel
- Take part in a **team interview** with the judges at the event
- Prepare a 4-minute **presentation** for either digital or 'in person' delivery (to be advised) with up to 5 members of the team.

For information on COTY, visit the **upcoming competitions** page.

Winding up

Toward the end of the programme, there are several important actions required to close down the student company. These are all detailed in Milestone 7 – Winding Up.

At this time, student companies will need to:

- Sell off remaining stock
- Produce their final accounts
- Agree on what to do with profits
- Hold a final meeting and invite shareholders
- Pay back shareholders
- Empty and close their Equals Money business current account

The timing of winding up will vary between companies, however all Equals Money accounts must be closed by 31st July. On 1st August, any accounts not already closed will be automatically closed by Equals Money and the funds will be transferred back to YE. Students needing to reclaim balances not previously withdrawn can email **finance@y-e.org.uk** after the end of September to reclaim.

Student companies cease to exist after 31st July and are no longer covered under YE's Product and Public Liability insurance. They will no longer have access to Company Connect or YE Trading Station. If student companies would like to establish a business outside of YE, they are free to do so and must seek guidance from an appropriate legal structure and consider IP, insurance and other legal requirements.

Next steps

To help student companies to utilise the skills and knowledge they've gained during the programme, the Review section offers a range of information, suggestions and opportunities for their next steps. This includes CV writing, the YE alumni network, their personal action plan and networking advice and opportunities.

Alumni Network

Our alumni network connects young people and YE alumni at every stage of their journey, supporting them to build skills, gain experience, and plan the future. Alumni can share their passion for entrepreneurship and develop their leadership through local, national, and international networking and events.

Student impact data

In their starting up and looking back questionnaires, students rate themselves on 8 key employability skills (see **page 11**). You can download a spreadsheet of the scores your students gave at the beginning and end of the programme by clicking on "download survey responses" from your right-hand-side menu on Company Connect.

Please note: this button will only appear once one of your students has completed both surveys.

End of programme

On **31st July**, educator, volunteer and student access to Company Connect will be removed, and all user data will be deleted to make way for the new academic year to begin on 1st August.

- Make sure your students have followed the winding up guidelines, downloaded their certificates and joined the alumni network before access is removed.
- Make sure you have downloaded your students impact data before your access is removed.

Interested in delivering Company Programme next year?

Educators: To sign your school up to run the programme next year, reach out to the YE in Scotland team here: **company.scotland@y-e.org.uk**

Volunteers: YE Staff or your Local Area Team will be in touch with you about volunteering on Company Programme for the next year. You can also get in touch with the Volunteering Team at YE if you have feedback or questions, at **volunteer.support@y-e.org.uk**.

Thank you for all your support, you are helping provide a unique life-long learning experience and we couldn't do it without you!

Policies and resources

Important: You must read through the following before working with students on the programme:

Key documents / policies:

- Operating framework
- Our policies
- Terms and Conditions

Here are some additional resources you may find helpful:

- Extended Project Qualification (EPQ)
- Planning the journey
- Milestone Map
- Company Connect Task Map
- Scotland - Year overview
- Company Programme SCQF Accreditation Guide
- Scotland - Student Etiquette Guide

We hope you enjoy Company Programme!

www.company-connect.org.uk