



Young
Enterprise

Member of JA Worldwide

- FINANCIAL CAPABILITY
- ENTREPRENEURSHIP
- WORK READINESS

Team Programme

SCQF Level 3

Accreditation Guide



About the programme

As part of the Team Programme, students have the opportunity to gain an SCQF Level 3 qualification worth 15 SCQF credit points (15 Insight points for High Schools).

In order to achieve the accreditation for taking part in Young Enterprise's Team Programme, students need to collect both personal and group evidence in either a physical or digital portfolio. All the evidence will be generated as you work through the milestones in your resource pack.

The information in this guide is set out to guide you along the process so that you know what is expected of you. Help is also at hand from the Young Enterprise Scotland team who will be able to provide support and advice as your school works through the programme and gathers assessment evidence.

The Team Programme has been developed using the YE Team Programme Delivery and Resource Guide. Nearly all of the assessment tasks are contained within the resource guide. This document will take you through the assessment process and how to gather the portfolio evidence which will contain individual and group evidence. Group evidence need only consist of one copy for the group.





GETTING STARTED

Getting registered for the SCQF Level 3 qualification can be completed in 2 simple steps...



Throughout the Year

As a starting point, we recommend that you take the time to read the rest of this document in detail as it outlines all of the evidence that students will require to collect across the 4 outcomes.

Keep a physical or digital portfolio of evidence for each student as they work through the Programme milestones and worksheets. Some learning outcomes can be show with group evidence but this needs to be logged for each student.

We recommend setting up folders at the start of the Team Programme journey so that it makes it easy to collect the evidence throughout the year.



Towards the end of the programme:

April 2027: A member of the Young Enterprise in Scotland team will be in touch to ask you to confirm if students are taking part and provide you with a template to collate & submit names, DOBs and SCN numbers where possible.

May 2027: Initial marking checks against the criteria is done by the Educator against criteria in this guide and any gaps in evidence identified and filled in with students.

June 2027: Young Enterprise staff will organise an in-person or online verification meeting to talk through the evidence for each student. With additional information and context given by Educator. If you are a new centre, we collect a 100% sample, if the schools is a returner then a 20% sample is collected.

August 2027: College have checked samples and issued certificates. These are distributed to schools in August to disseminate to students.

This is an optional qualification - if only a portion of your group have the evidence to complete the qualification then just put those students forward.

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. The Team Programme is an SCQF Level 3 qualification worth 15 Credit Points.

Who runs the accreditation?

The accreditation is run by Young Enterprise (in Scotland) in partnership with Glasgow Kelvin College. Educators are the main assessors of the work, with YE fulfilling the external verifier role and a sample submitted to the college.

Do students have to do the accreditation if doing Team Programme?

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

The business isn't doing well. Will that affect the 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.

Do students need to pass 100% of the submissions?

No. In order to pass an outcome, students need to complete and have relevant evidence for at least 70% of the course work. All 4 outcomes must be passed to receive the full unit.

OUTCOME ONE

GETTING STARTED

1.1 INDUCTION

We know that at the start of the programme, learners will be introduced to the Team Programme. We need the Team to provide evidence that they have read the Operating Framework, and have participated in the induction phase of the programme.

Each learner needs to complete the template in the resource pack called **Who Will Help You Run Your Company**.

Group evidence can be gathered in a variety of formats and you might choose to provide some screenshots of Company Connect, photographs of the team members during the induction phase, team meeting minutes or induction materials used like a PowerPoint presentation. You do not have to use all of these examples, but you need to tell us how the induction was delivered.

1.2 SKILLS AND QUALITIES FOR THE 7 JOB ROLES

The group should discuss the seven job roles on the **Job Roles to Choose From** pages: Management Team, Finance Team, Production Team, Events Team, Marketing Team, Sales Team, Administration Team, and brainstorm the skills and qualities needed in each team.

1.3 INDIVIDUAL SKILLS

This is where the learner identifies their own individual skills to participate in the Team Programme using the **What Skills Do you Have?** resource. This can be found within the resource guide.

1.4 JOB ROLES

Each learner should choose two job roles they think are best suited to their individual skills and get them to explain why they would be good in these roles using the Choosing Your Job Role worksheet.

1.5 COMPANY CONNECT FORMS

Provide evidence that the group have completed Company Connect forms e.g. Certificate of Participation, Certificate of Insurance, Product Approval. This can be photographic or a screenshot of completed forms. **Note:** Students can not sell in school/to the public until they have received Product Approval for all products and services.

1.6 STUDENT EVALUATION

Each individual learner should complete the Team Programme - Learner Survey - Before worksheet in the resource pack. This logs the starting point for their skills and confidence, so this can be compared at the end of the programme.

OUTCOME TWO

BUSINESS PLANNING

2.1 JOB ROLE ALLOCATION

Learners should produce a minute of a meeting where the job roles have been discussed for the relevant job teams e.g. Management Team; Production Team etc. Individual evidence of completed worksheet **Who's Doing What?**

2.2 COMPANY NAME

Learners should decide on a Company name. Provide evidence of individual and group name suggestions with the final name choice. Group/individual completion of the **Thinking of a Company Name** worksheet.

2.3 BEST LOGO

Each learner has to source three well known Company logos and explain why each is eye catching. Then each learner must design their own Company logo. The Company must decide which logo they are going to choose for their business. Individual evidence includes the **Designing A Logo** worksheets.

2.4 MISSION STATEMENT

As a group, learners will read the mission statements in the resource pack for Young Enterprise Scotland and Instagram. Then they will each individually complete the worksheet **Writing a Company Mission Statement**. First of all each learner should indicate any key words they think might be useful. As a group they need to compose the final mission statement and each learner should write this in the worksheet. They should also complete the reflections on the group Mission Statement.

2.5 BUSINESS IDEA

Individual learners need to complete the worksheets **Coming Up With a Business Idea** and **Choosing a Product or Service**. The first task is to list five ideas for a product or service. Then the group agree the top three ideas listing the advantages and disadvantages for each. The group then discuss the three options (evidence of the discussion could be by a short video/ mind map/ photo of group discussion) and the group then name the product(s) or service(s) they will choose as their Business Idea.

2.6 MARKET RESEARCH

As a group, the students should undertake some Market Research to check that their Business Idea is viable, desired and to give an indication of the type/design/price they should produce and sell. There is a **Market Research Questionnaire** Template which can be used, or the students can create their own paper or digital survey. Evidence of interviews, focus groups and desk research can also be evidence!

OUTCOME THREE

RUNNING THE BUSINESS

3.1 CREATE AND MAINTAIN RECORDS OF THE COMPANY FINANCES

Creating and maintaining records of Company finances (templated for each are in the resource pack):

- Record of start-up capital
- Daily record of sales
- Record of stock purchased
- Bank Account Record (if applicable)/ Cash flow in and out recorded

3.2 CALCULATE THE COSTS INVOLVED IN PRODUCING THE PRODUCT/ PROVIDING THE SERVICE

The Company team should complete the **Finding Out the Cost of Making Your Product** worksheet.

3.3 FOUR METHODS TO PROMOTE THE BUSINESS

Individual learners need to write an advert. The best advert is then chosen to be represented at the Best Advert Competition in February.

Group evidence - completion of the **How Will You Promote Your Business** worksheet which identifies the four chosen methods of promoting the Company and the reasons for these choices. **The Writing an Advert** worksheet can also be logged as evidence.

The group need to provide the evidence for the four methods e.g. Company advert and any other three from the following: poster, email, website, YE Trading Station (screenshot), newsletter, word of mouth or reduced pricing.

3.4 TEAM POSTER

Produce a Team poster to promote the Company Business. The **Create a Poster** worksheet can be used as evidence and the final poster.

3.5 TRADE STAND

Individuals need to complete the worksheet **Planning your Trade Stand**. The group need to complete the worksheet **Making Your Trade Stand**. Photos of selling events can also be logged as evidence.

3.6 PROMOTIONAL EVENTS

Any group evidence of promotional activities. This can be done using a group presentation e.g. video; PowerPoint; photographs etc.

OUTCOME FOUR

COMPANY CLOSURE

4.1 SELLING OFF REMAINING STOCK

We need the group to record the details (minute of a meeting) explaining how they have sold off any remaining stock.

4.2 PROFIT DISTRIBUTION

A meeting record needs to show how the profits have been distributed and accounts have been closed.

4.3 STUDENT EVALUATION

Individual learners complete the Evaluation worksheet **Team Programme - Learner Survey - After**. These results can be compared to the “Before” survey to track growth.

4.4 CELEBRATION OF LEARNING

The group should hold a Celebration of Learning event to an audience where learner achievements are recognised.

4.5 WHAT'S NEXT?

Carry out a group feedback session to review the Employability and Enterprise skills learned throughout the Team programme. Evidence can be gathered on flip chart paper of group responses and/or using Post-It notes. Make sure that all learners contribute to the session (Write the names of those who contributed to the session). Include what the learners see as their next steps e.g. going to college; getting a job etc.

CONTACT US



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

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

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