

# Business Skills (with Eduprint) C&G Level 1 Award



**Please contact the local Adult and Community Learning centre on 01444 236355 if you would like a map sent to you, or visit [www.westsussex.gov.uk/adulteducation](http://www.westsussex.gov.uk/adulteducation)**

<b>Course code: H1512A</b>	<b>Tutor: Elizabeth Graney</b>	
<b>Day: Monday</b>	<b>Start date: 3 October 2011</b>	<b>Time: 10.00 – 15.30</b>
<b>Number of sessions: *6</b>	<b>Venue: Marle Place, Leylands Road, Burgess Hill, RH15 8HZ</b>	

\* course will meet on 3, 17 & 31 October, 14 & 28 November and 12 December

## **What is the aim of the course?**

To introduce learners to world of self-employment and enterprise.

## **What level is the course?**

This is a Level 1 course designed for those wishing to gain an Award comprising 9 credits on the Qualification and Credit Framework. The units covered are:

1. Planning for Progression (7546-401) 3 credits
2. Effective Skills, Qualities and Attitudes for Learning and Work (7546-402) 3 credits
3. Enterprise Activity: Producing Products or Services (7546-408) 3 credits

## **What will the course cover?**

- To help learners plan for progression by understanding their programme and the facilities and the support available and by being able to recognise and build on personal strengths.
- To help learners to be able to demonstrate positive qualities, attitudes and behaviours for learning and work, and to communicate and work effectively.
- To help the learner develop their enterprise skills by planning, costing, producing, promoting and selling a product or service.

## **How will I be taught?**

You will be taught through a combination of discussion, demonstration and hands on practice. Time for you to practise all the new techniques you are shown is also part of the course. A selection of comprehensive handouts, worksheets and online interactive activities will also be utilised.

## **What can I expect to achieve?**

The content and outcomes of the course will be discussed with you and may be adapted to meet your needs and those of the group. As a guide, by the end of the course you should be able to:

- Understand own study or training programme
- Know the facilities and services provided in the place of study or learning
- Recognise personal strengths (skills, qualities and attitudes) needed for learning and work
- Action plan for self-improvement
- Demonstrate a range of positive qualities, attitudes and behaviour for learning and work
- Understand why effective communication is important

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- Work effectively
- Plan an enterprise activity
- Cost and price the enterprise activity
- Make a product or produce a service
- Promote and sell a product or service

### **How will I know I'm progressing?**

You will have an opportunity to maintain an Individual Learning Record and your tutor will discuss your progress and achievement with you throughout the course.

### **What will I need for the first session**

You will need to bring a pen and notepad.

### **Are there any other costs?**

No

### **What can I do next?**

If you would like more information about progression opportunities, please speak to your tutor or other member of staff. The following one day workshops may be suitable for future professional development:

- E-marketing for Business
- WordPress for websites and Blogging
- EBay for Business
- Amazon for Business

The West Sussex Adult and Community Centres and venues use computers with a variety of different operating systems, including Windows XP, Windows Vista and Windows 7. If it is important for you to be working on a particular system then you must enquire at the centre running the course you are planning to join. In general when taking one of our courses in ICT the particular operating system used should be of little importance and it is more important to think about whether the general course content suits your needs.

Our PCs will also have Microsoft Office installed and this is an important part of many courses. There are many versions of Microsoft Office but at our centres we currently use either Office 2003, 2007 or 2010. **If it is important** for you to be using a particular version you must check with the centre at the time of booking your course, that the version you wish to learn is used on the course you are joining.

### **WSACL Courses and the use of removable Computer media.**

A number of Adult and Community Learning courses make use of computers and they allow for the use of removable media either provided as part of the course or brought in by students or tutors. This media may include CDs, DVDs, USB memory sticks or digital camera memory cards. Although virus checkers are used on all course PCs there is always the possibility of virus infection owing to the wide ranging use of the computers. In all circumstances it is the responsibility of the user (student or tutor) to ensure that when they subsequently use such media on external computers they virus check the media prior to use. The Adult and Community Learning Service cannot accept any responsibility for the appearance of viruses on external computers.

***The West Sussex Adult and Community Learning Service welcomes students from all sections of our diverse community. If you feel you have additional learning needs, please ask about the support which is available.***