



Developing an Enterprising Character
F/615/2244

*Assessment
Workbook*

Copyright © 2016 SFEDI Enterprises Ltd

All rights reserved. This book or any portion thereof may not be reproduced or used in any manner whatsoever without the express written permission of the publisher (address below).

Approved SFEDI Awards centres and learners undertaking a SFEDI Awards qualification may photocopy this document free of charge and/or include a PDF version on its intranet where it is only done so for the purposes of the approved delivery of this qualification.

SFEDI Enterprises Ltd t/a SFEDI Awards
53 Coniscliffe Road
Darlington
County Durham
DL3 7EH
www.sfedigroup.com

Every effort has been made to ensure that the information contained in this publication is true and accurate at the time of publication. However, SFEDI Enterprises t/a SFEDI Awards strives to continually develop and improve our qualifications and, as such, there may be occasions where changes are required. SFEDI Enterprises t/a SFEDI Awards does not accept liability for any loss or damage arising from the use of the information contained within this publication.

Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to the development of an enterprising character.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains three learning outcomes and will support you to be able to:

- Understand the meaning of the term enterprising character
- Understand your own enterprising character
- Understand how to develop your own enterprising character

The evidence within this workbook will be assessed by,

Assessor Name:

and will be quality assured by,

Internal Quality Assurer Name:

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

Task	Target Date	Re-planned Target Date
Completion of the activities included within this workbook		

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

Learner Name:

Signature:

Date:

Assessor Name:

Signature:

Date:

Activities

Activity 1

Using the box below, provide a definition for the term 'enterprising character' that would help another person to understand what it means

Enterprising Character means.....

Activity 2

Use the table below to list a minimum of four enterprising character traits, these could be abilities, behaviours or skills, and how they can be seen as both positive and negative

Enterprising character trait	Ability (A), Behaviour (B), Skill (S)?	How is it positive?	How is it negative?
eg. problem solving	S, B	<i>Problem solving means that you can overcome challenges in a productive and effective way in order to move forward and achieve my goals</i>	<i>Problem solving can sometimes mean you miss the bigger picture as you concentrate too much on one thing and miss other important details</i>

Activity 3

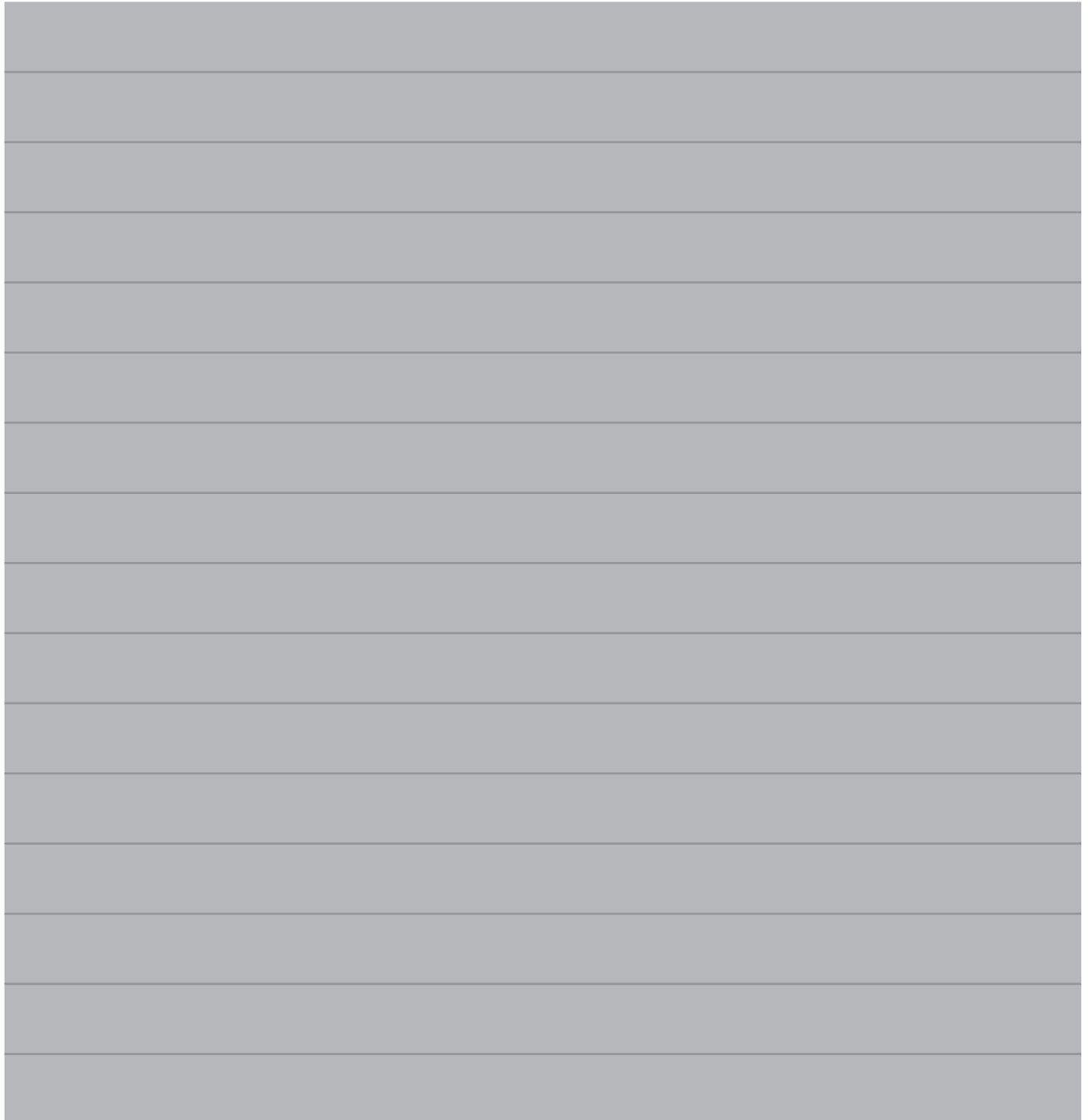
Now look at your own abilities, behaviours and skills. Use the table below to list your own enterprising character traits and describe how you currently use them in your personal and/or working life

Enterprising character trait	Ability (A), Behaviour (B), Skill (S)?	How do I currently put it into practice?
eg. problem solving	S, B	<i>I moved house and struggled to build a new circle of friends so I found out about all of the local clubs and groups and joined a couple to meet new people and make new friends</i>

Activity 4

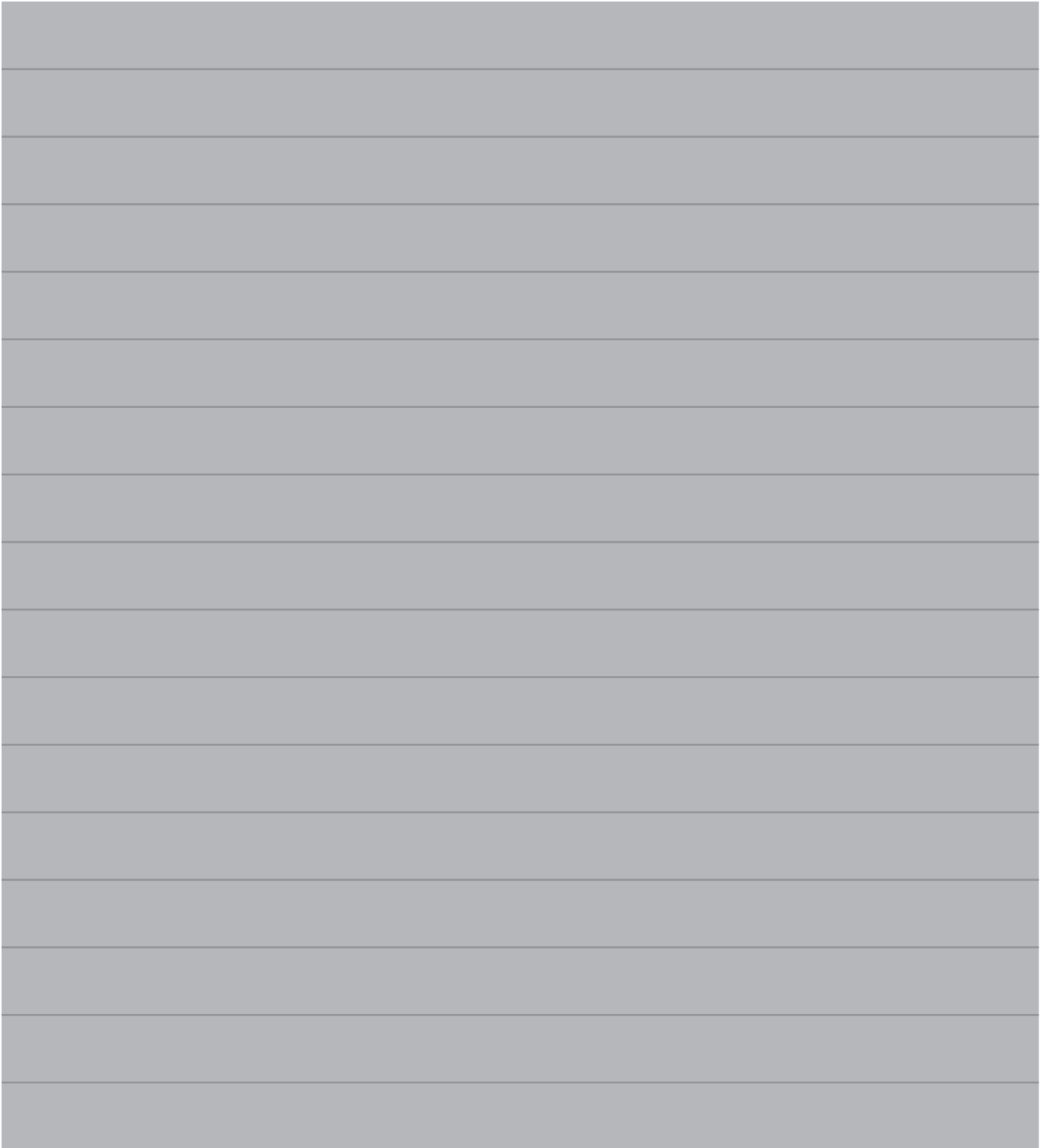
For the enterprising character traits you have identified, use the box below to explain how they have impacted on:

- Other people,
- Your own achievements, and
- Your own self-esteem and self-belief



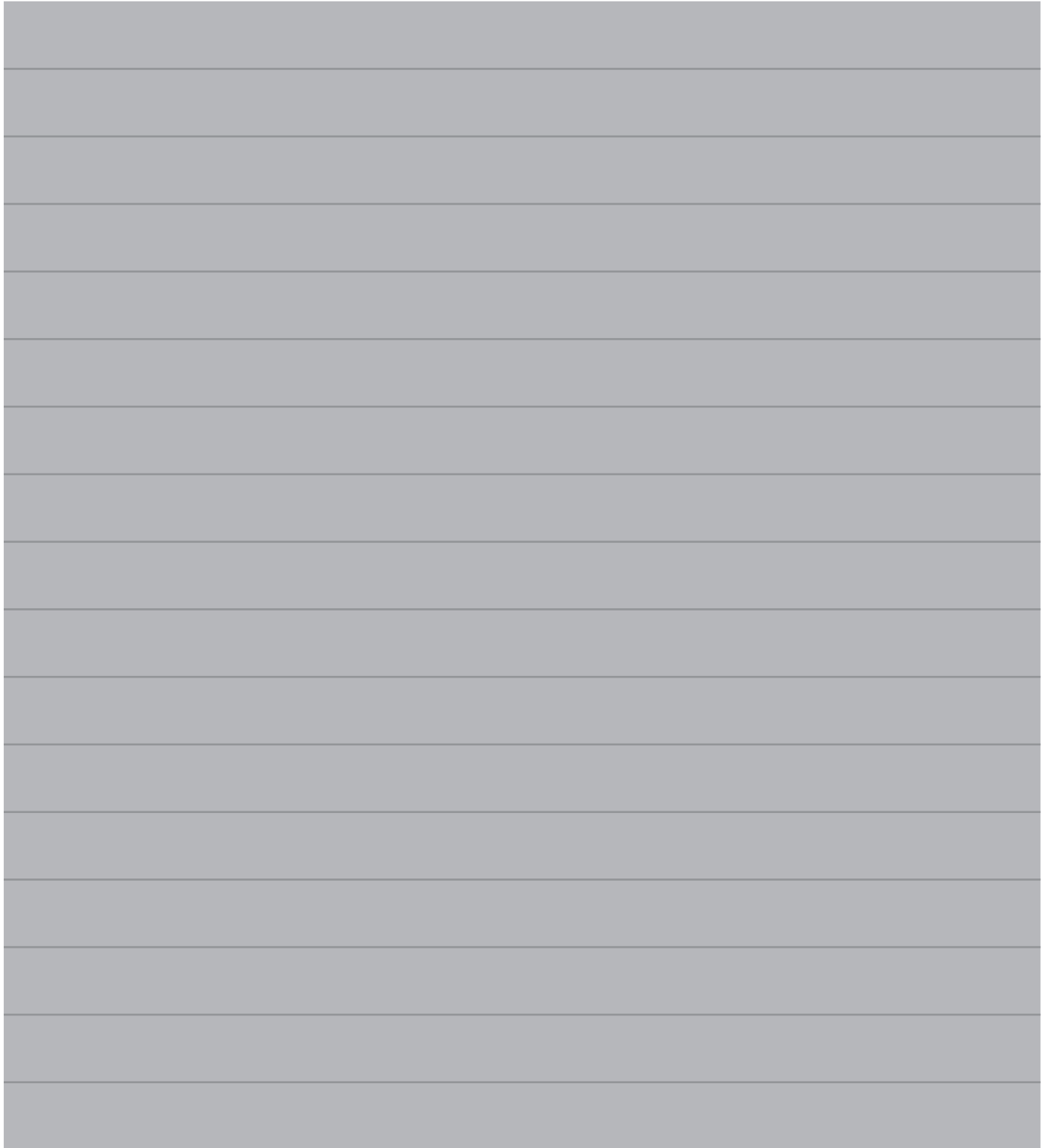
Activity 5

Now think of the situations you have applied your enterprising character traits and describe a situation when they had a **positive** impact. Think about what happened, how you applied the character trait, how it had a **positive** impact and what you learnt in order to help you develop in the future



Activity 6

Now think of the situations you have applied your enterprising character traits and describe a situation when they had a **negative** impact. Think about what happened, how you applied the character trait, how it had a **negative** impact and what you learnt in order to help you develop in the future



Activity 7

So far you have discussed what enterprising character traits are, which you currently have and how you have used them. But what about the future?

Use the table below to select aspects of your own enterprising character that you would like to develop further and the reasons why you have selected those particular traits for development

Enterprising character trait	Ability (A), Behaviour (B), Skill (S)?	Why have you selected this trait for development?
eg. problem solving	S, B	<i>When running or working within a business I will come across many challenges with finance, suppliers, etc. that will need me to be able to think through the problem properly to come to the best outcome to help me to achieve the goals of the business and my personal goals/targets</i>

Activity 8

Now use the table below to plan how you can develop the character traits you have identified. Think about the activities to be completed, the timescales for the activities to take place and the method you can use to review how successful the activities are in helping you to develop

Enterprising character trait	Activity to be completed	Deadline for completion	Method of reviewing success of the outcome on your own development
eg. problem solving	<i>Read about ways of identifying and thinking through problems</i>	1 month	<i>Put into practice my problem solving technique and see how I have done and further ways of improving</i>

Activity Mapping

Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

Assessment Criterion - The learner can:	Activity Number or Reference Number of Additional Activities:	Assessor Signed Off (✓/X):
Explain what is meant by 'enterprising character'	1	
Describe enterprising character traits and how they can be seen as sometimes positive and sometimes negative	2	
Identify and describe own enterprising character traits	3	
Explain how own enterprising character impacts upon: <ul style="list-style-type: none"> • Others • Own achievements • Own self-esteem and self-belief 	4	
Describe a situation when own enterprising character traits had a positive impact and explain the consequences	5	
Describe a situation when own enterprising character traits had a negative impact and explain the consequences	6	
Select aspects of own enterprising character to be developed	7	
Explain why these have been selected	7	
Plan activities to develop the aspects identified including: <ul style="list-style-type: none"> • Activity to be completed • Timescales for the activity to take place • Method of reviewing the outcome of the activity 	8	

Assessor Feedback

A large grey rectangular area with horizontal lines, intended for assessor feedback. The area is divided into 18 horizontal rows by thin grey lines, providing a structured space for writing.

Authenticity Declarations

Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

Learner Signature:

Date:

Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

Assessor Signature:

Date:

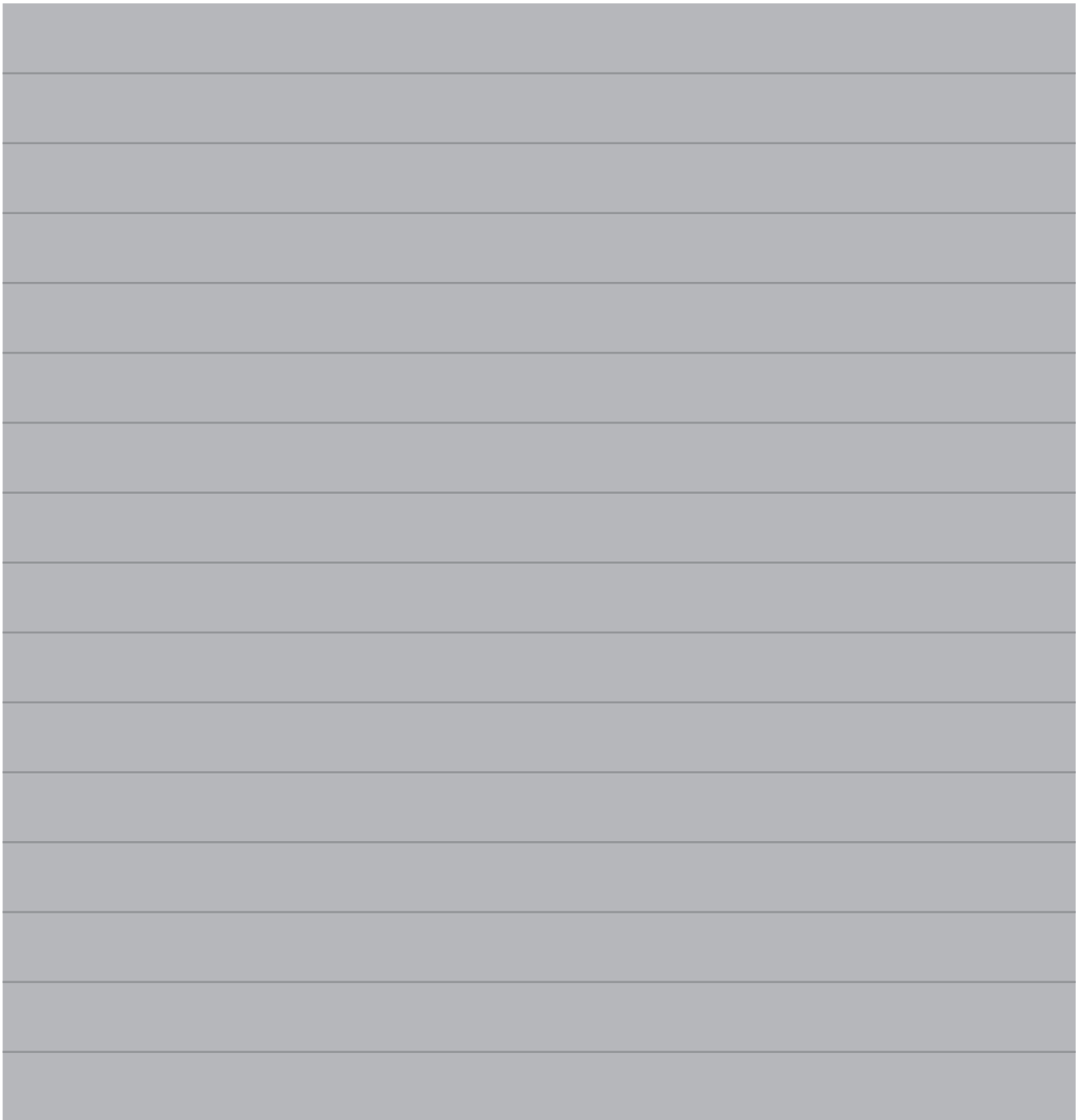
IQA Signature (if applicable):

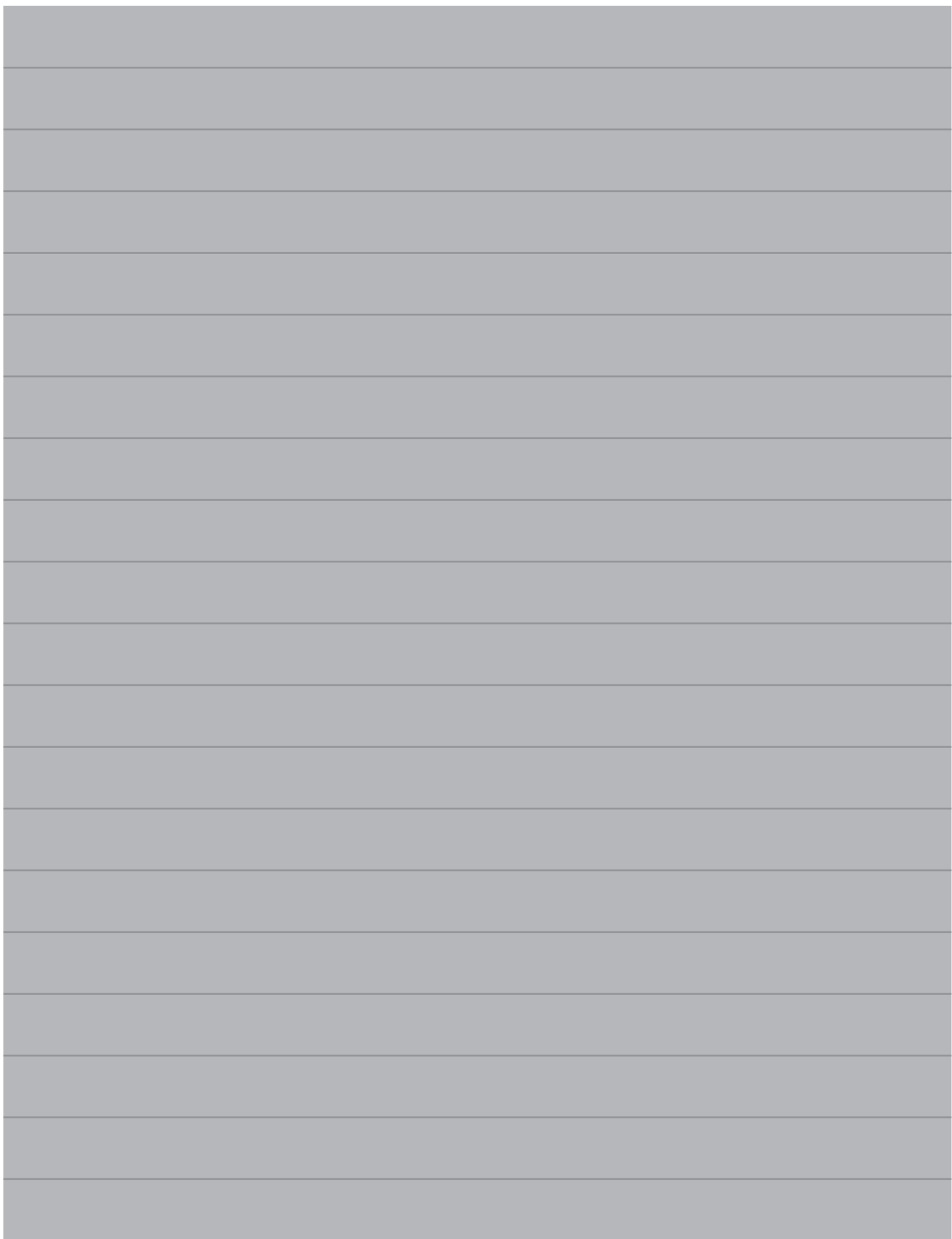
Date:

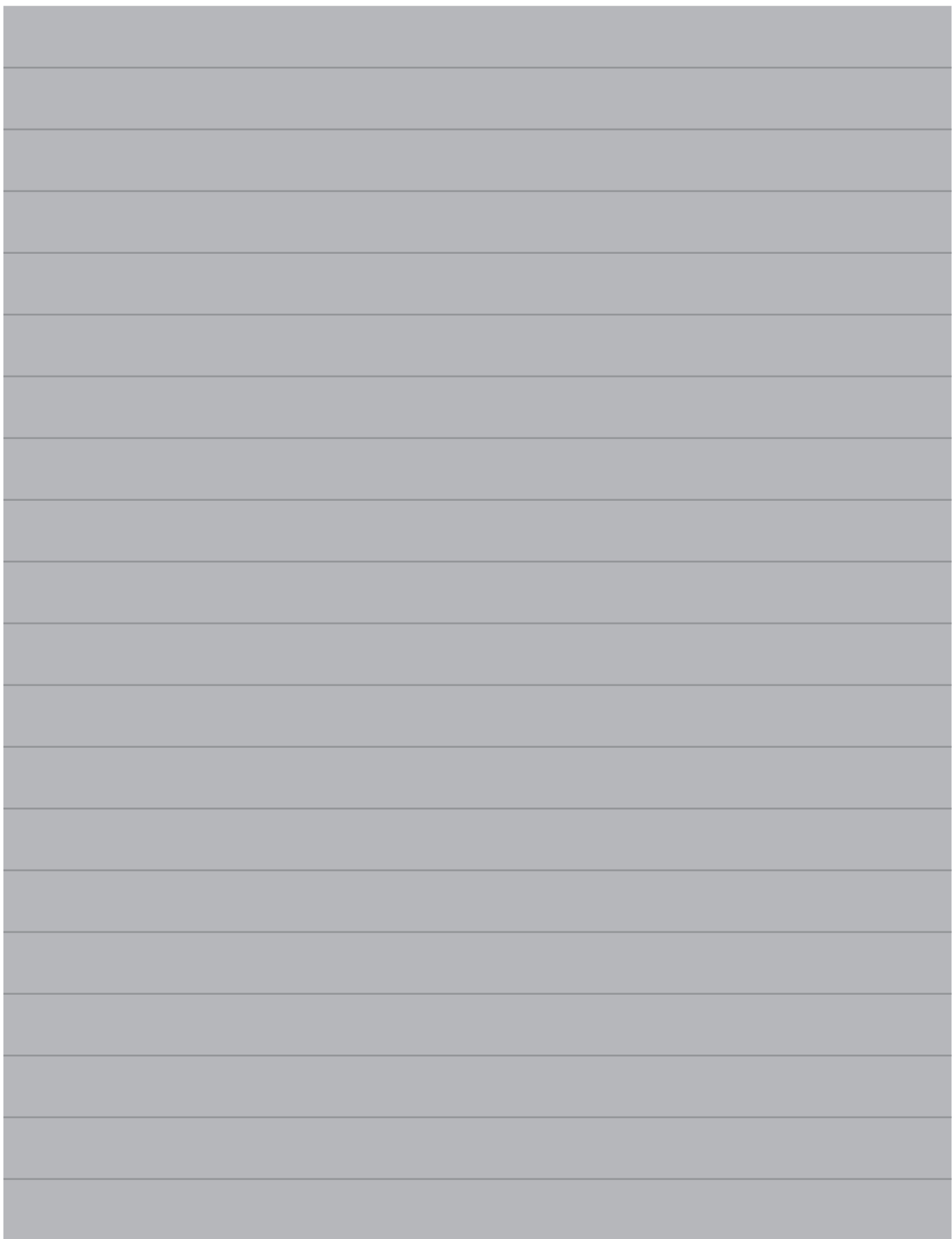
Additional Evidence Forms

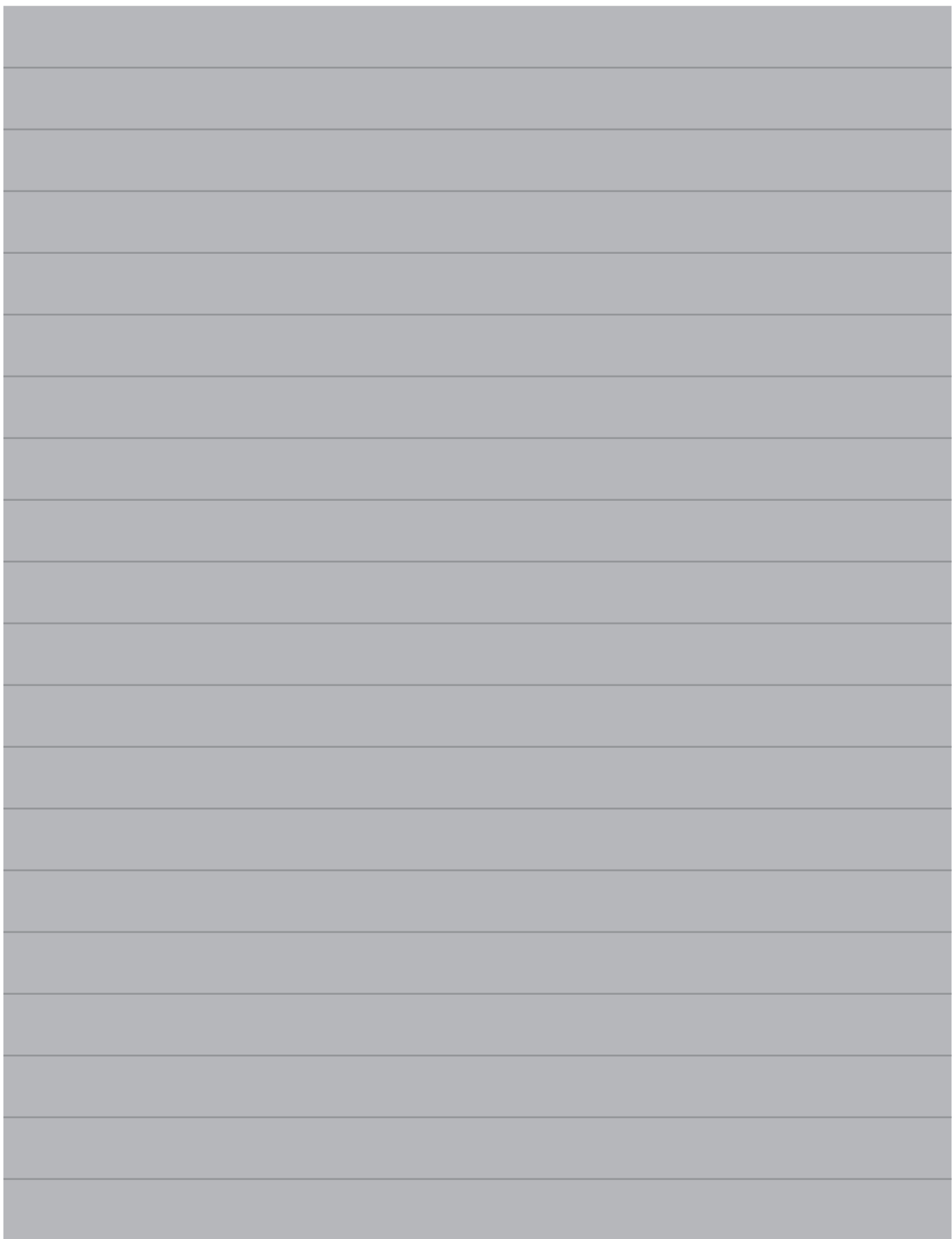
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

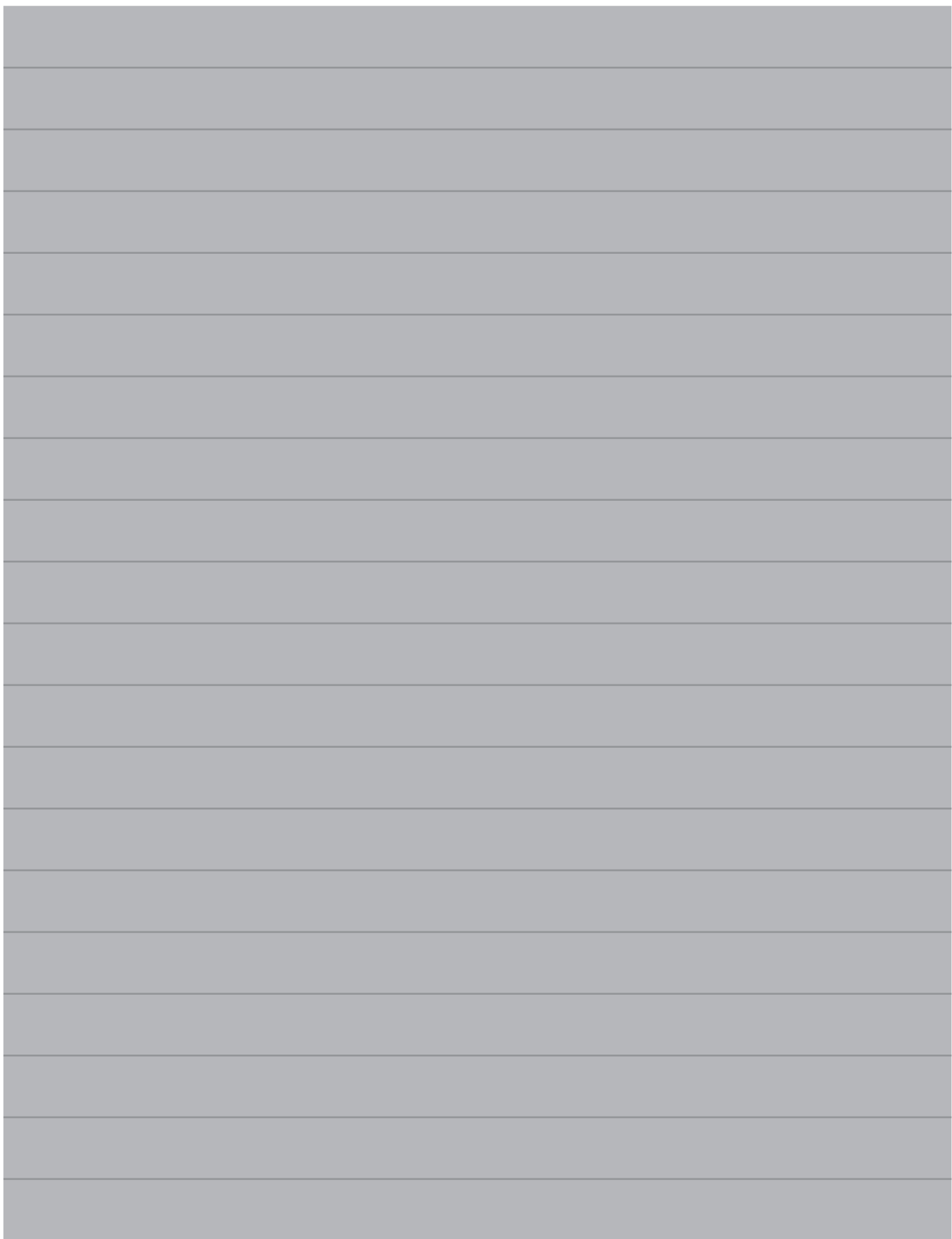
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

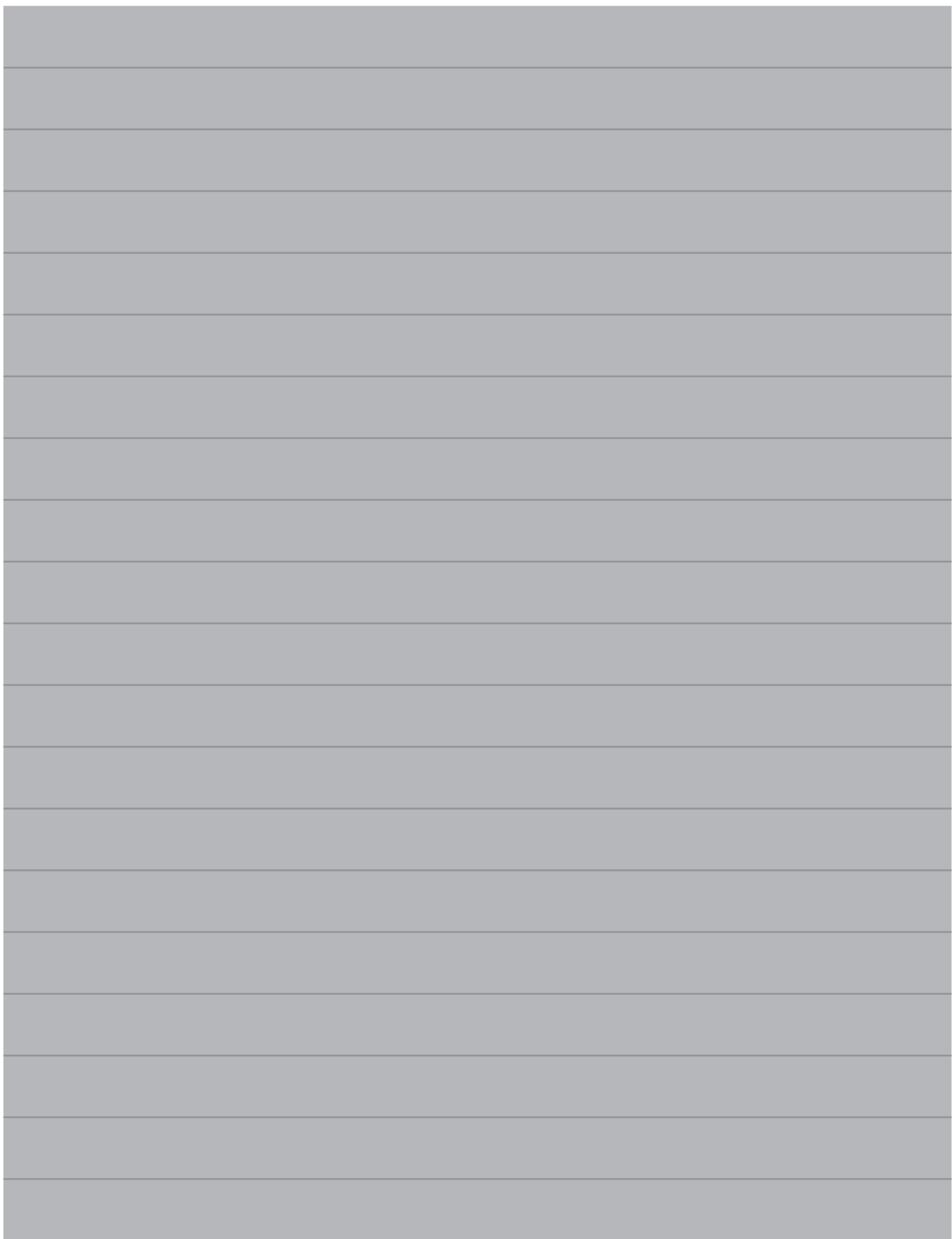
A large grey rectangular area with horizontal lines, representing a template for additional evidence forms. The area is divided into 18 horizontal rows by thin grey lines, providing space for recording evidence.











SFEDI Awards
53 Coniscliffe Road
Darlington
County Durham
DL3 7EH

customerservices@sfeediawards.com
0845 224 5928
@sfeediawards