



# ASSESSMENT **WORKBOOK**

*Understand Enterprising Skills*

*T/505/2129*

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# 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 enterprise skills.

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 what an enterprise is
- Understand what enterprising skills and behaviours are
- Understand the benefits of having enterprising skills and behaviours in different settings

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.

<b>Task</b>	<b>Target Date</b>	<b>Re-planned Target Date</b>
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 'enterprise' that would help another person to understand what it means

**An enterprise is...**



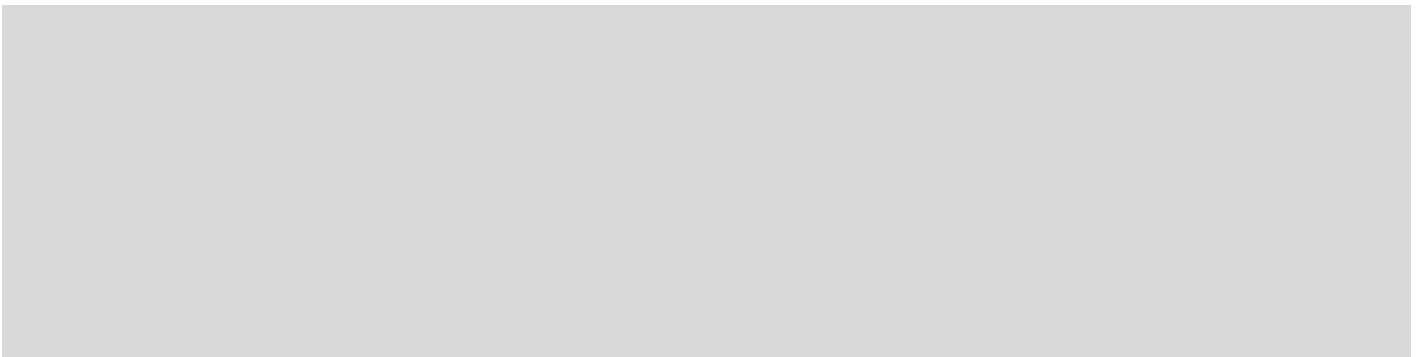
## Activity 2

Using the boxes below, describe three characteristics of an owner-managed enterprise

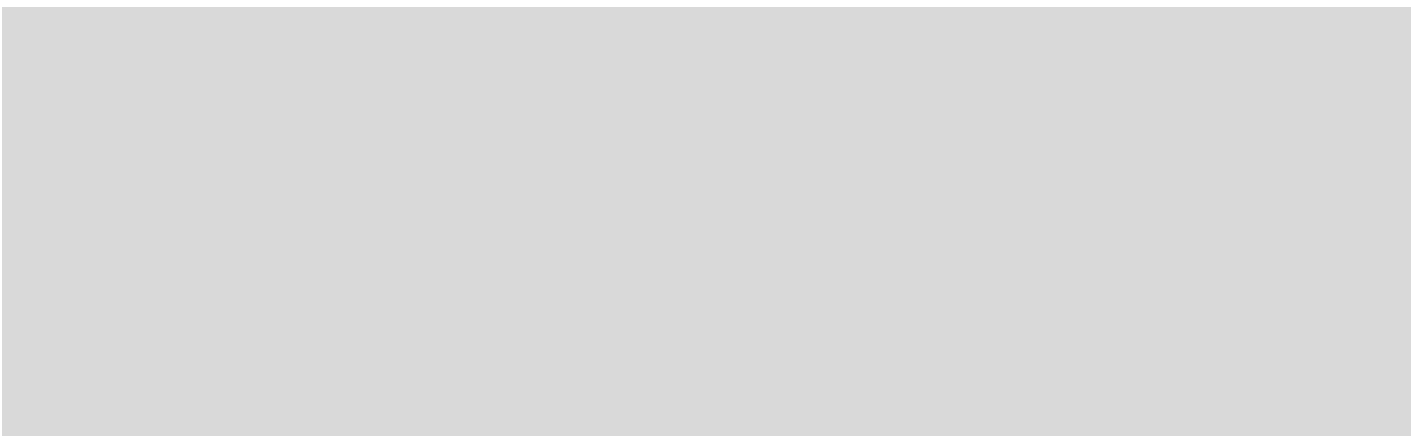
### Characteristic 1



### Characteristic 2



### Characteristic 3



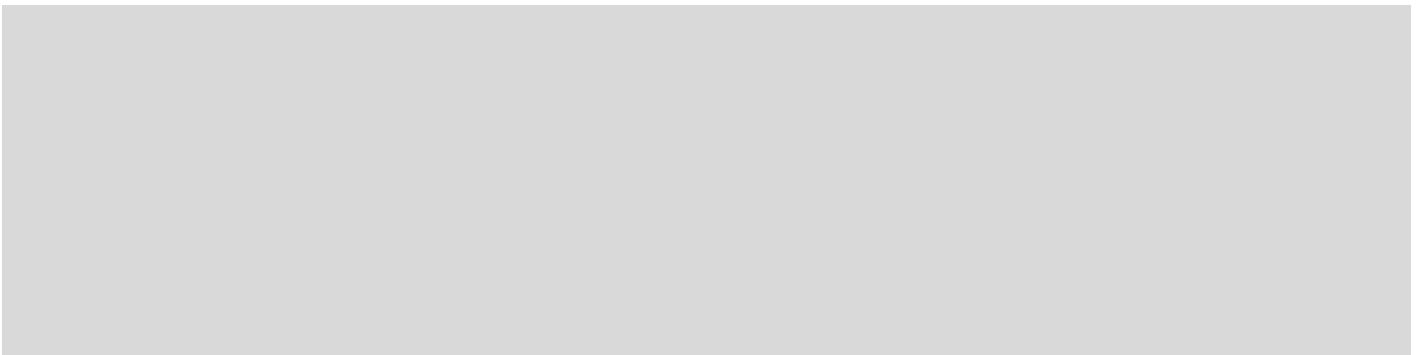
## Activity 3

Using the boxes below, describe three legal structures that could be used to set up a new enterprise

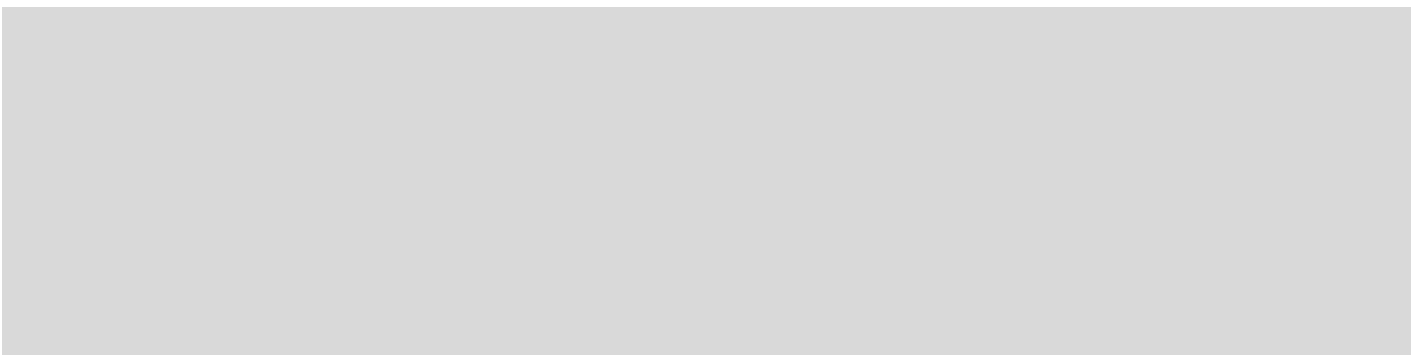
### Legal Structure 1



### Legal Structure 2



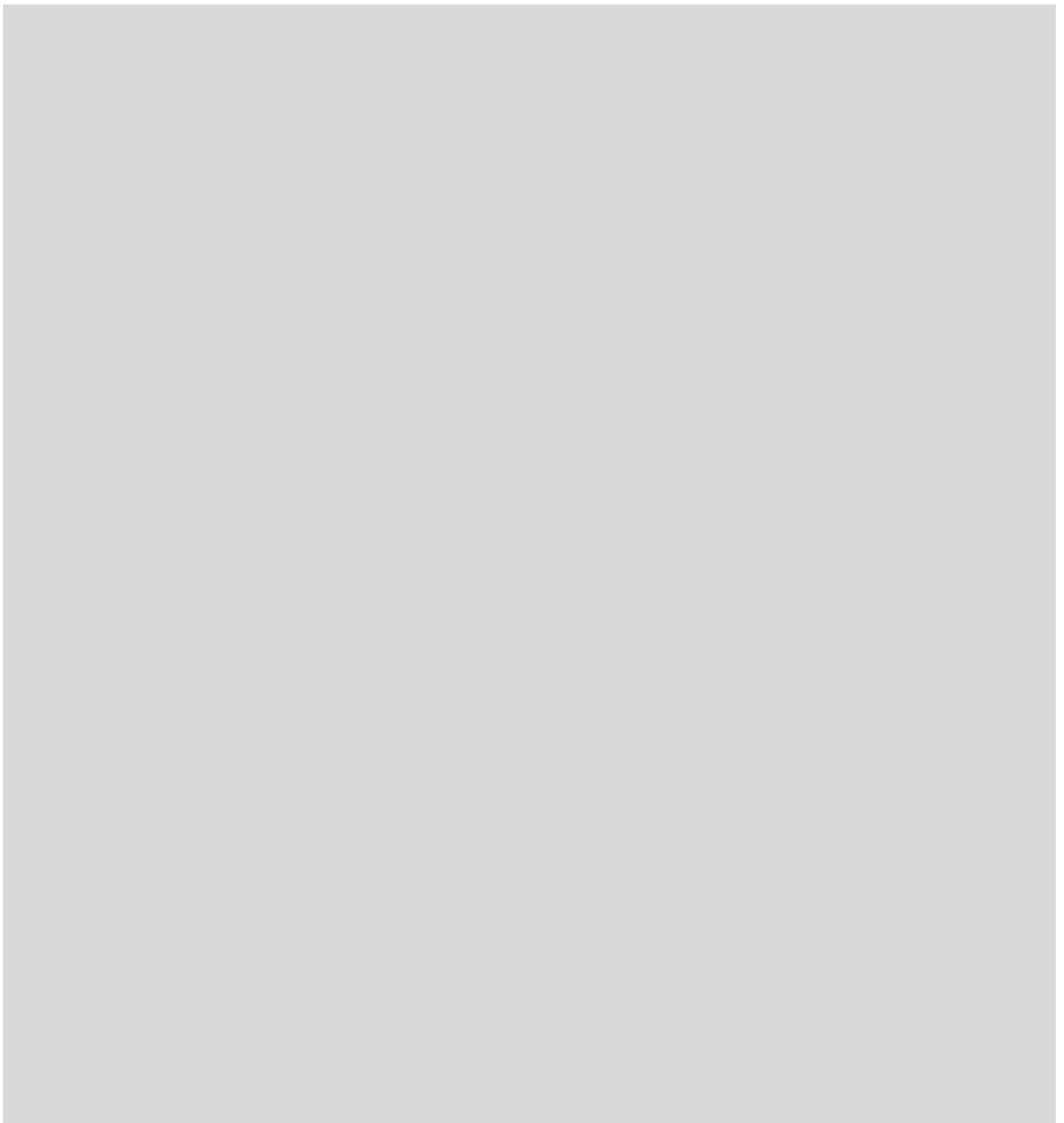
### Legal Structure 3



## Activity 4

Using the box below, explain how being enterprising is different to being an entrepreneur

**Being enterprising is different from being an entrepreneur because...**





## Activity 5

Use the table below to list a minimum of four forms of knowledge, behaviours and skills that are normally considered to be enterprising skills

Knowledge, behaviour or skill	Knowledge (K), Behaviour (B) or Skill (S)	How is it useful in everyday life?
<i>eg. problem solving</i>	<i>S, B</i>	<i>Problem solving means that you can overcome challenges in a productive and effective way in order to move forward and achieve your goals</i>

## Activity 6

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

Knowledge, behaviour or skill	Knowledge (K), Behaviour (B) or Skill (S)	How do I currently put it into practice?
<i>eg. problem solving</i>	<i>S, B</i>	<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 7

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 review how successful the activities are in helping you to develop

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

## Activity 8

Now you have looked into what types of behaviours, attitudes and skills are considered to be enterprising and the ways in which you can develop your own enterprising traits but how easy do you think it is to develop enterprising skills? Is it something you're born with or something that can be learnt?

Using the box below, explain the extent to which you think enterprising traits can be developed in individuals. Use your own experience where possible to provide examples to back up your thoughts

# Activity Mapping

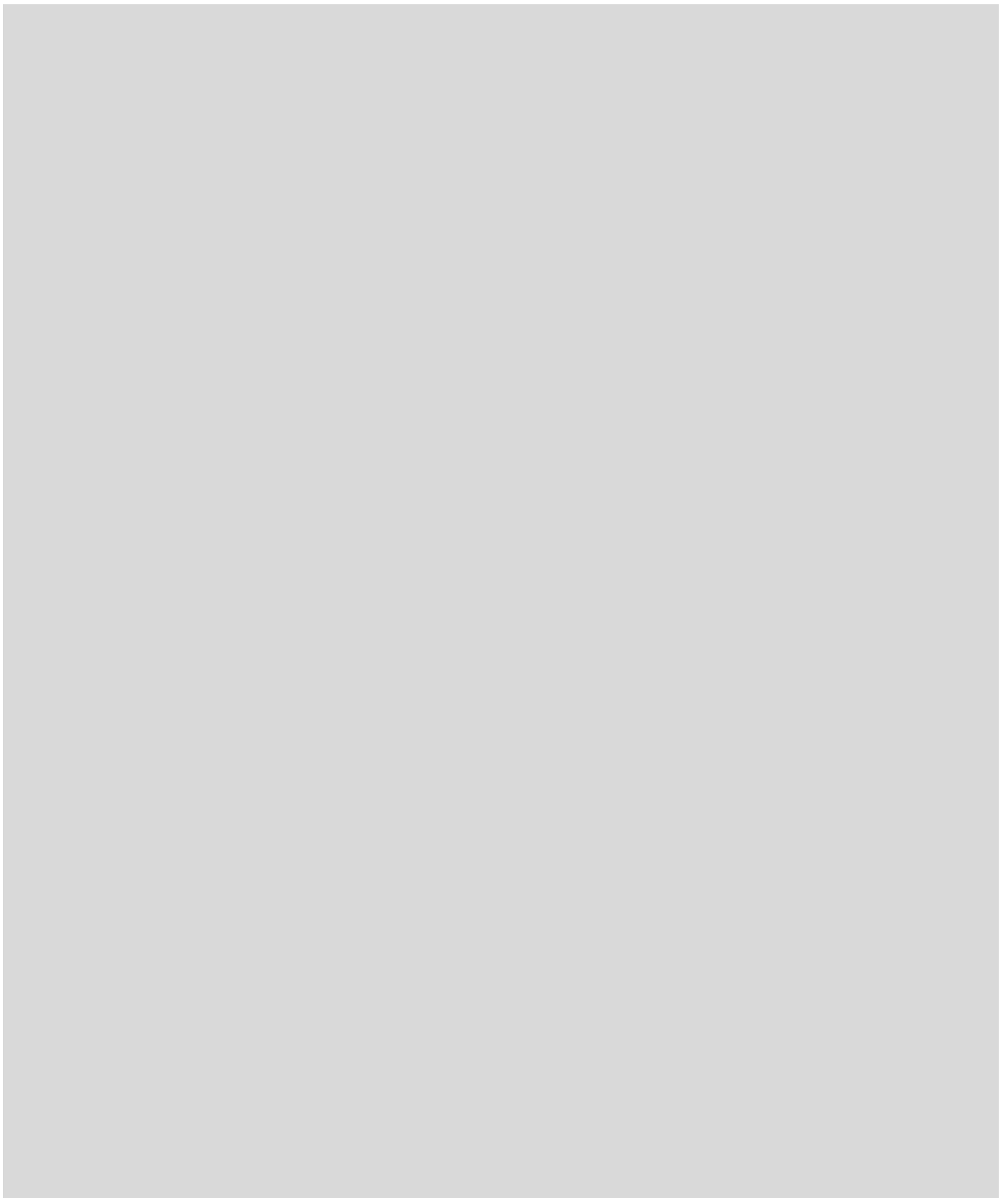
Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

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.

<b>Assessment Criterion - The learner can:</b>	<b>Activity Number or Reference Number of Additional Activities:</b>	<b>Assessor Signed Off (✓/X):</b>
Describe what is meant by an enterprise	1	
Explain the key characteristics of an owner-managed enterprise	2 - 3	
Describe what is meant by being enterprising	4	
Describe the skills that are associated with being enterprising	5	
Describe the behaviours that are associated with being enterprising	5	
Identify own strengths in terms of enterprising skills and behaviours	6 - 7	
Explain the extent to which enterprising skills and behaviours can be developed in individuals	8	
Describe where and when enterprising skills are useful	5 - 6	
Explain the advantages of being able to use enterprising skills	5 - 6	

# Assessor Feedback



# 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:**

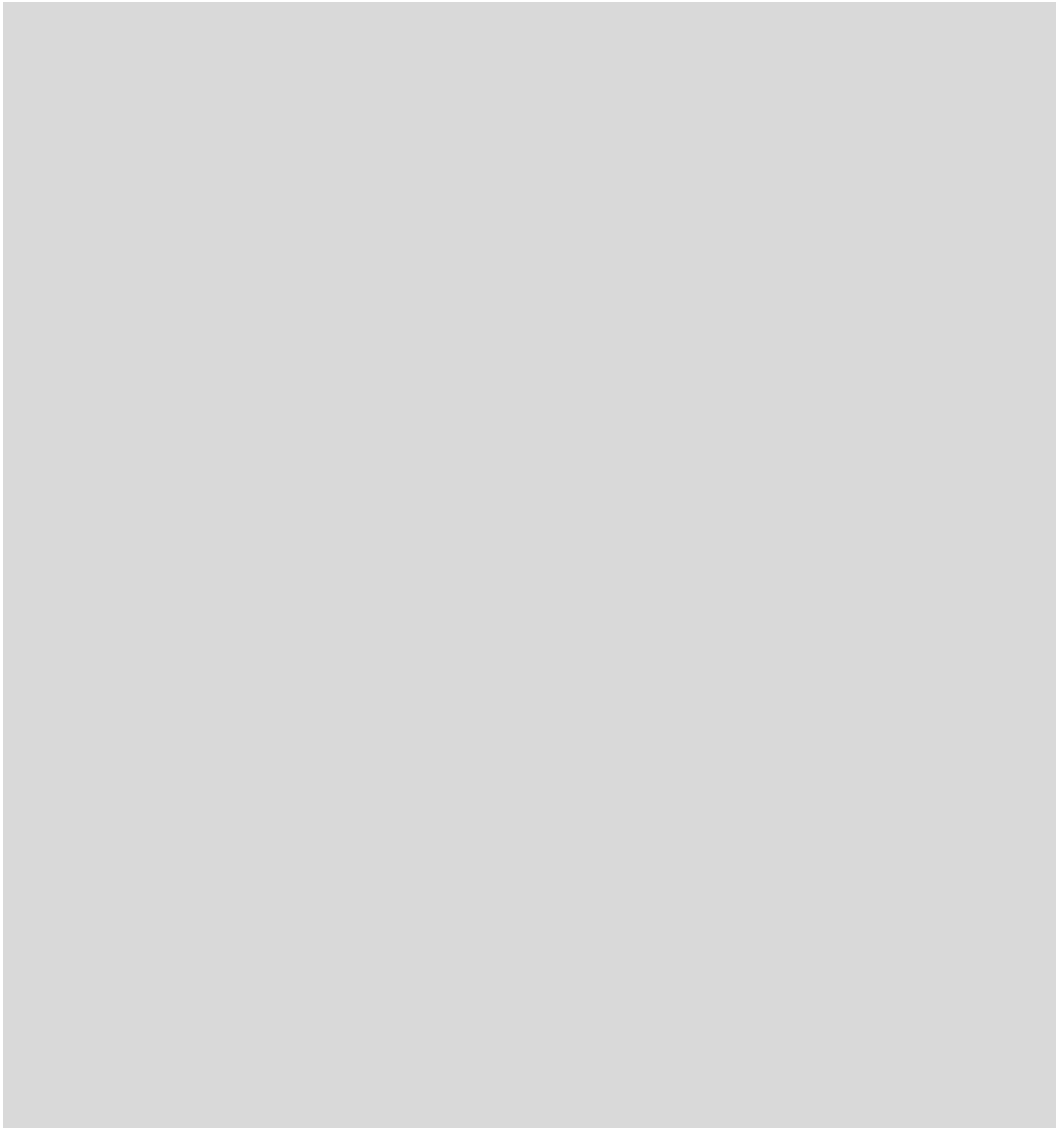
**IQA Signature (if applicable):**

**Date:**

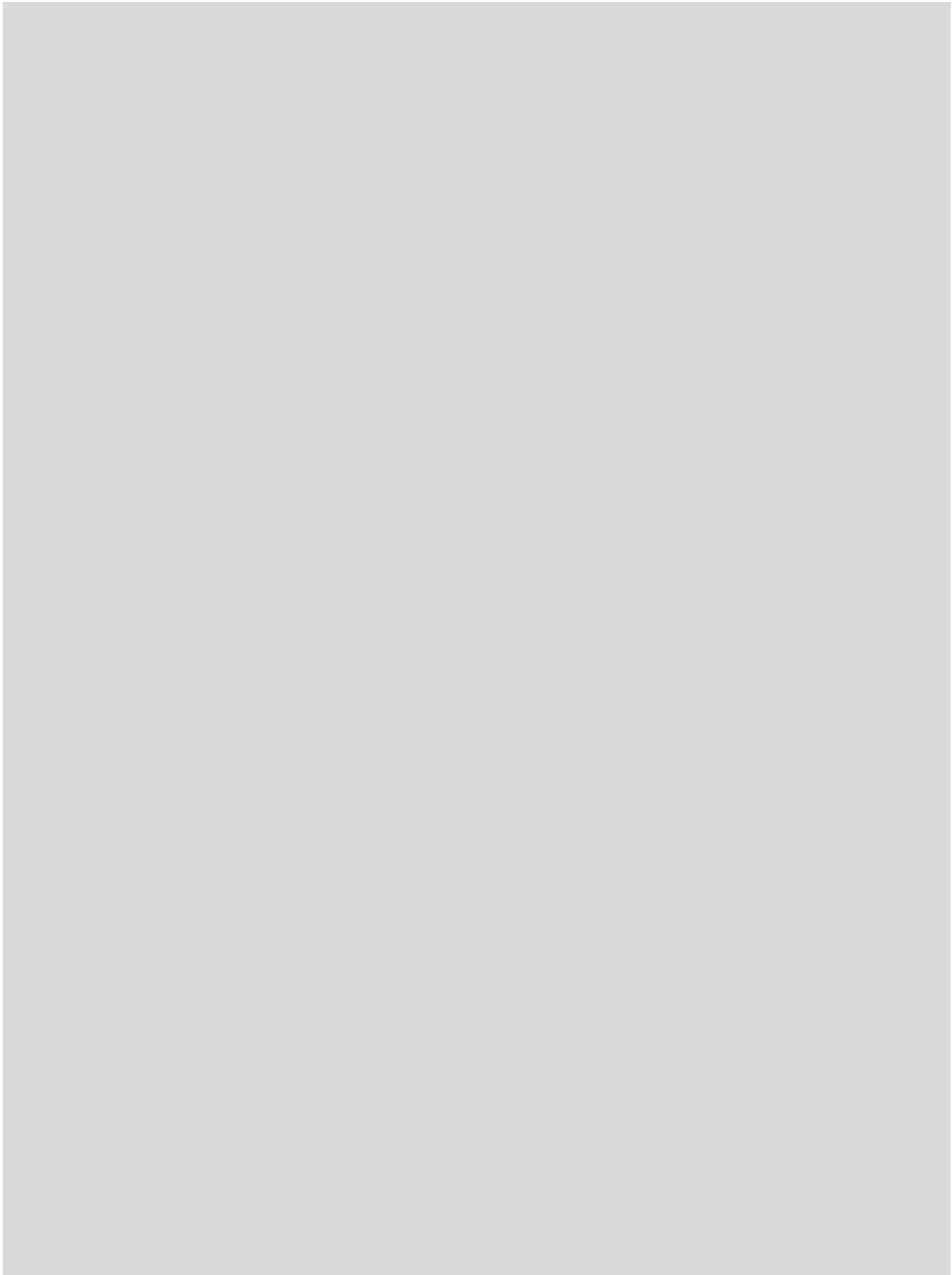
# Additional Evidence Forms

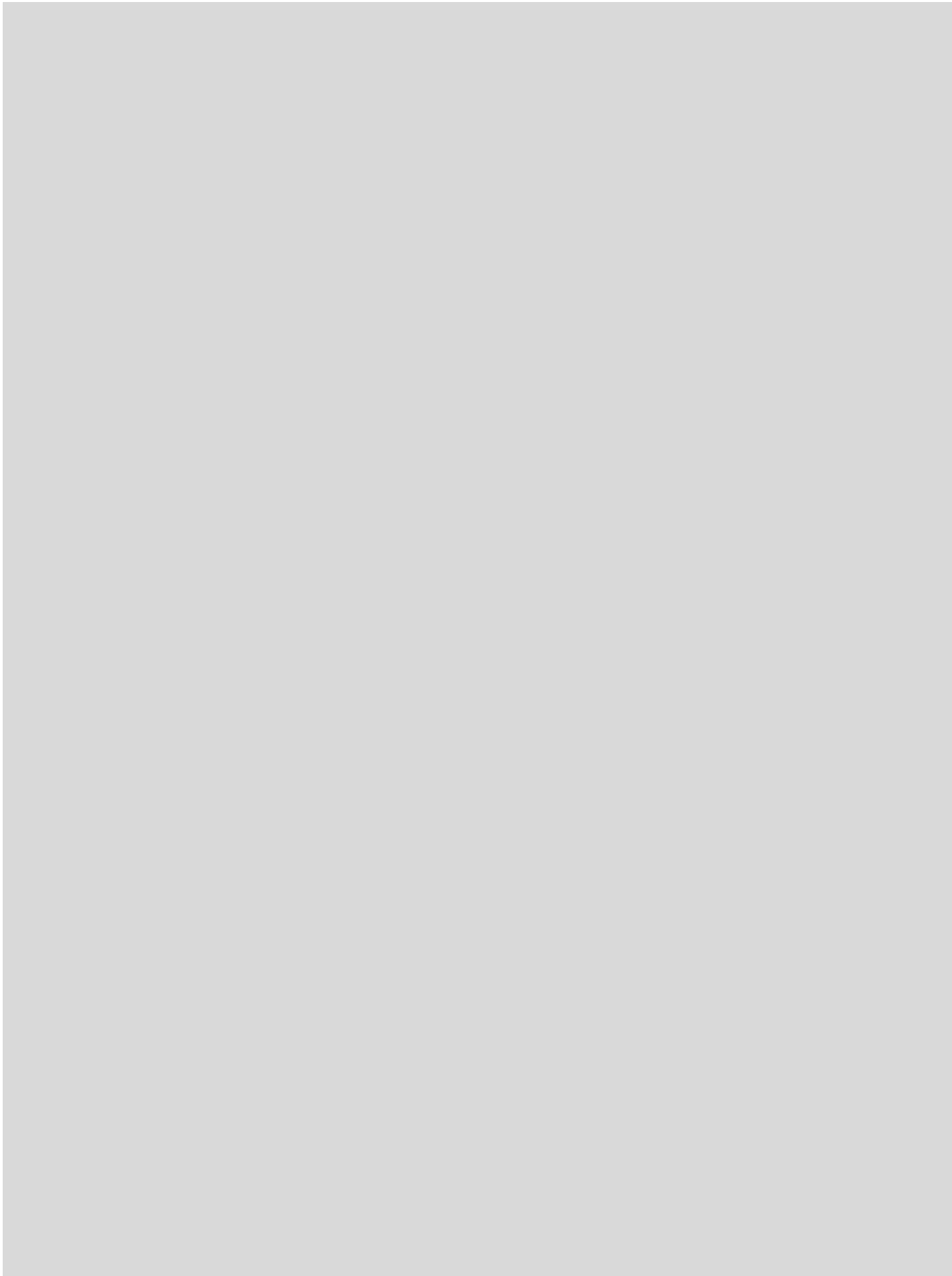
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

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

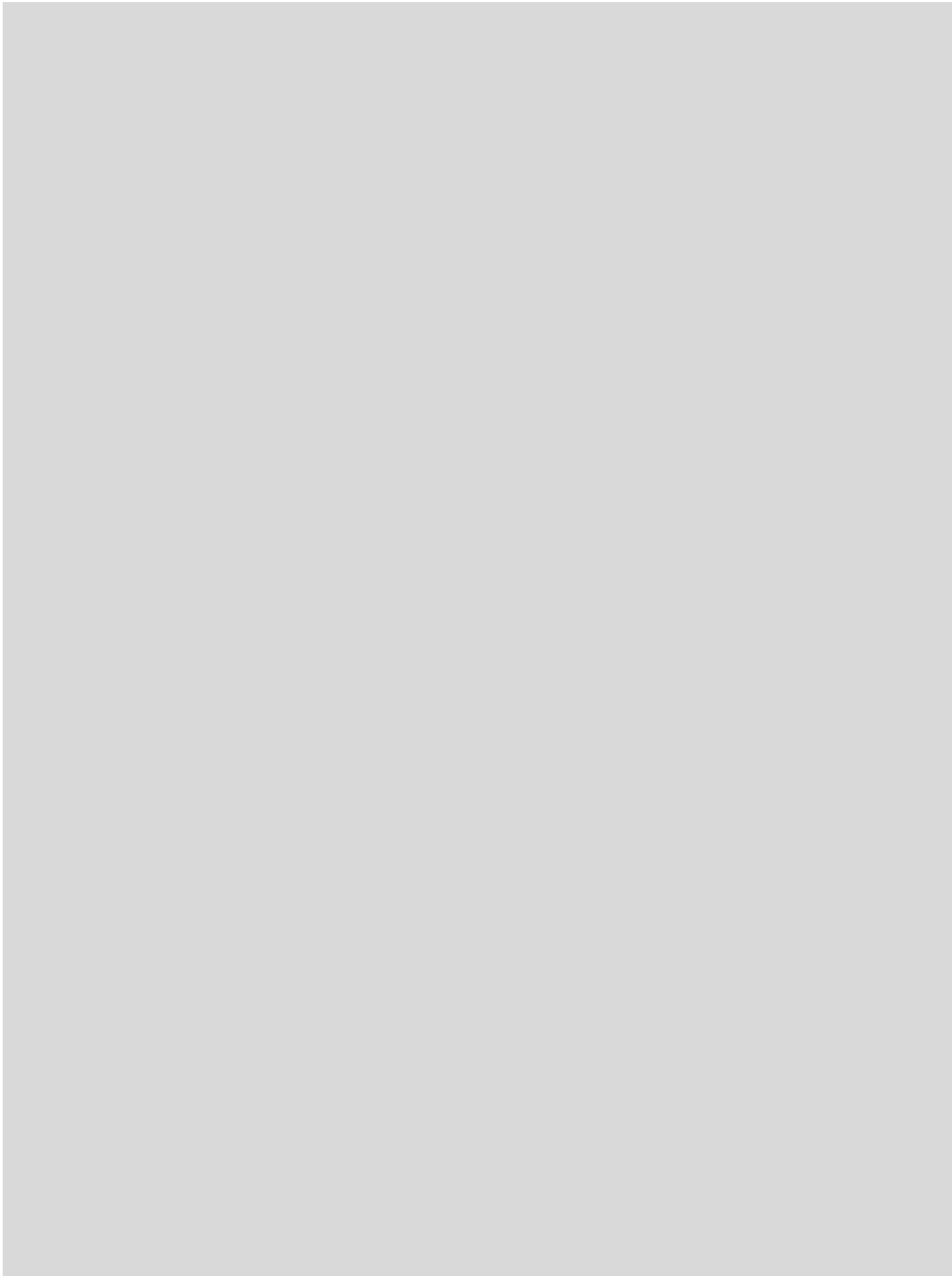


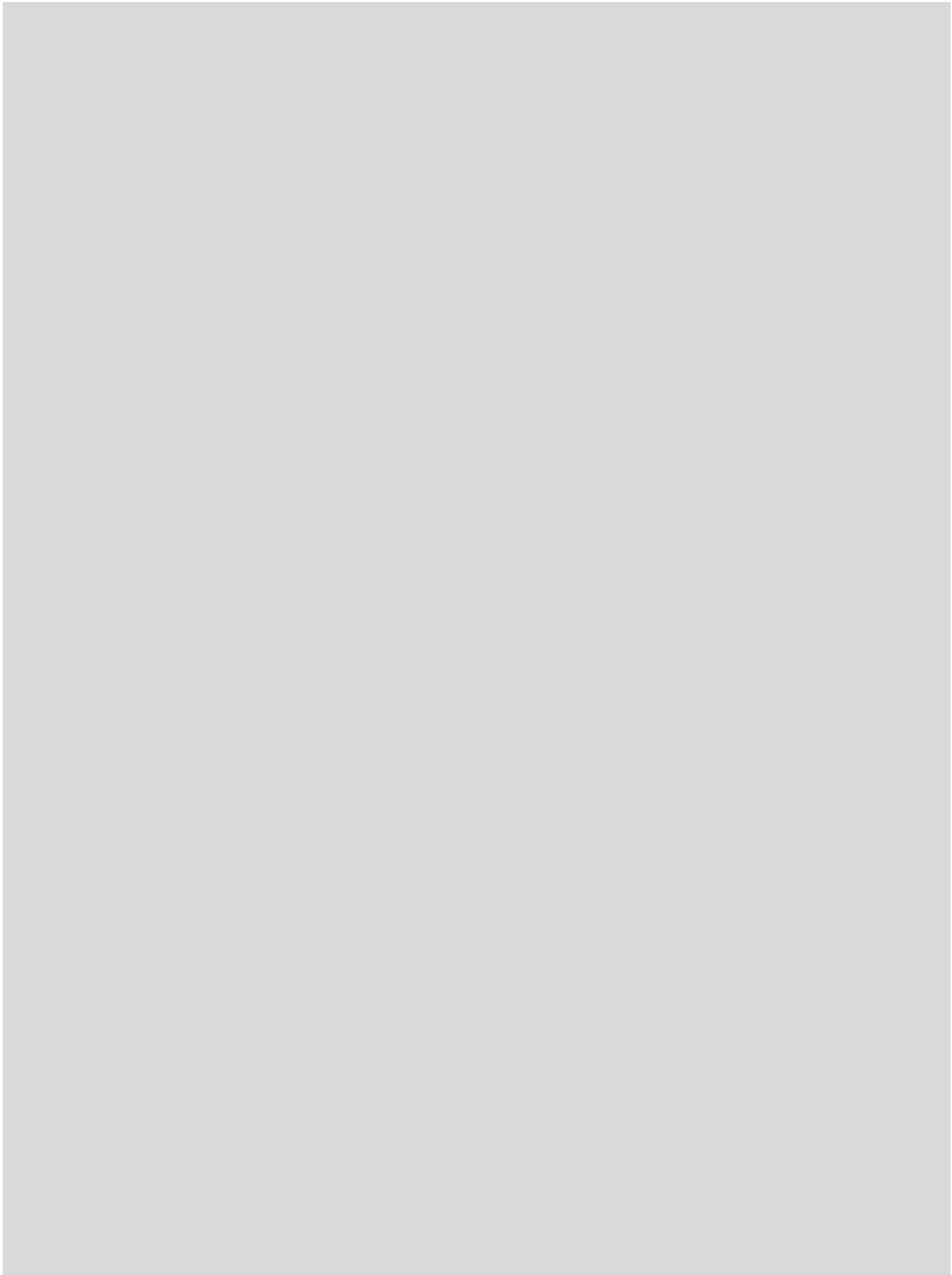












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