



ASSESSMENT **WORKBOOK**

Undertaking an Individual Role Within a Social Enterprise Activity

D/505/2805

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SFEDI Enterprises Ltd t/a SFEDI Awards
19 Victoria Road
Darlington
DL1 5SF
www.sfedigroup.com

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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 undertaking a role within the creation of a social enterprise activity.

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 four learning outcomes and will support you to be able to:

- Help plan a social enterprise activity
- Identify measures to ensure the trading activity has minimal negative impact on the environment or people
- Deliver the social enterprise activity
- Identify and share the outcomes of the social enterprise activity

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:

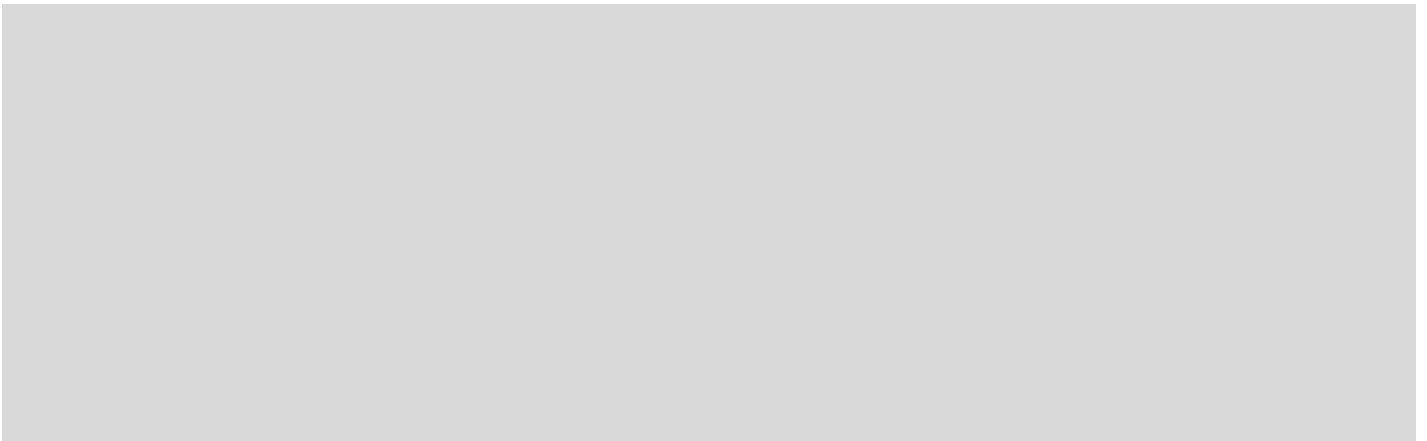
Activities

Activity 1

Throughout the following tasks you will be working with your group to help create and run a social enterprise project. You will be asked to identify the activity you will complete, the impact it will have on the wider environment and society, to carry out the tasks to deliver the activity and then to review how well it has gone.

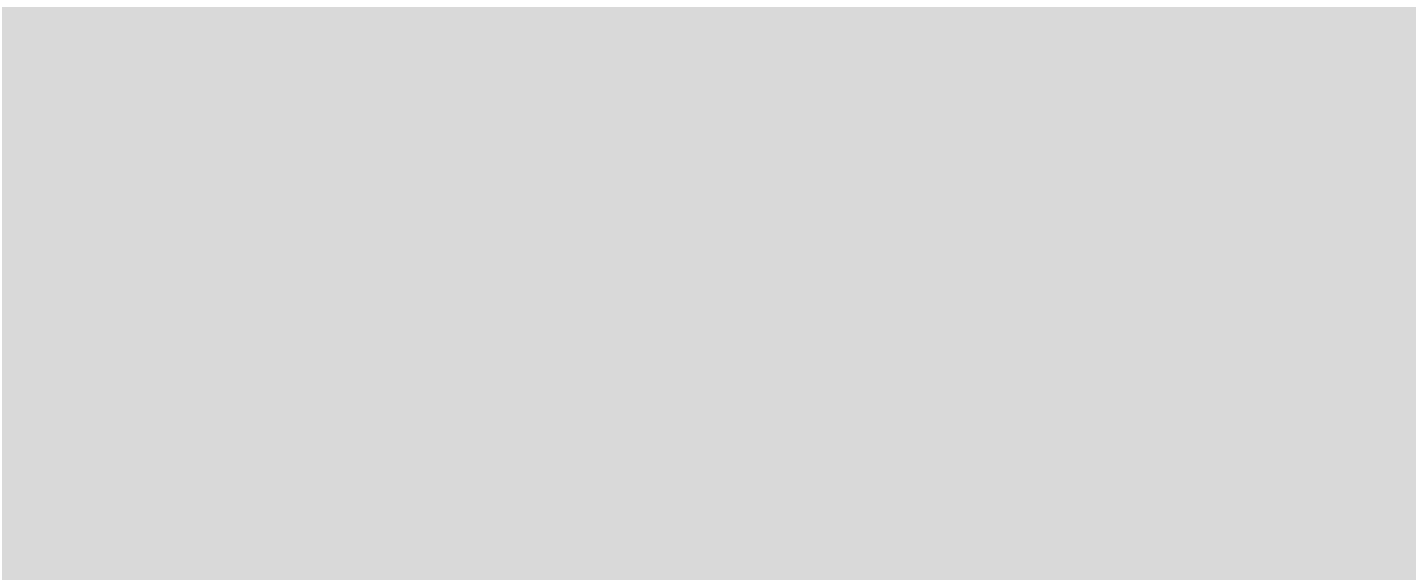
The following boxes will help you to structure and provide your evidence as you work through the activity but if you are unsure at any stage just ask your Assessor who will be happy to help.

Using the box below, explain the aim of the social enterprise activity you want to carry out, eg. to help raise money for a local charity, solve an environmental issue, etc.



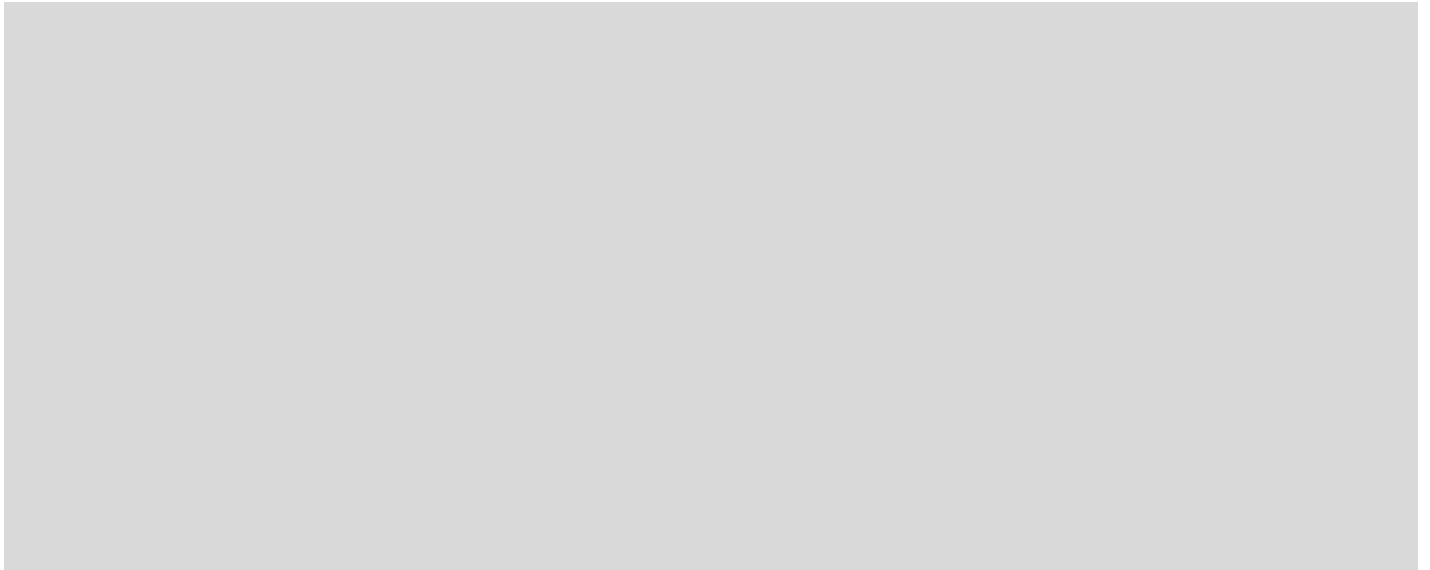
Every good social enterprise needs a product or service to sell that will help to raise the money to address the aim it is trying to meet.

Using the box below, explain the product or service the social enterprise activity will sell and why you think people will buy it

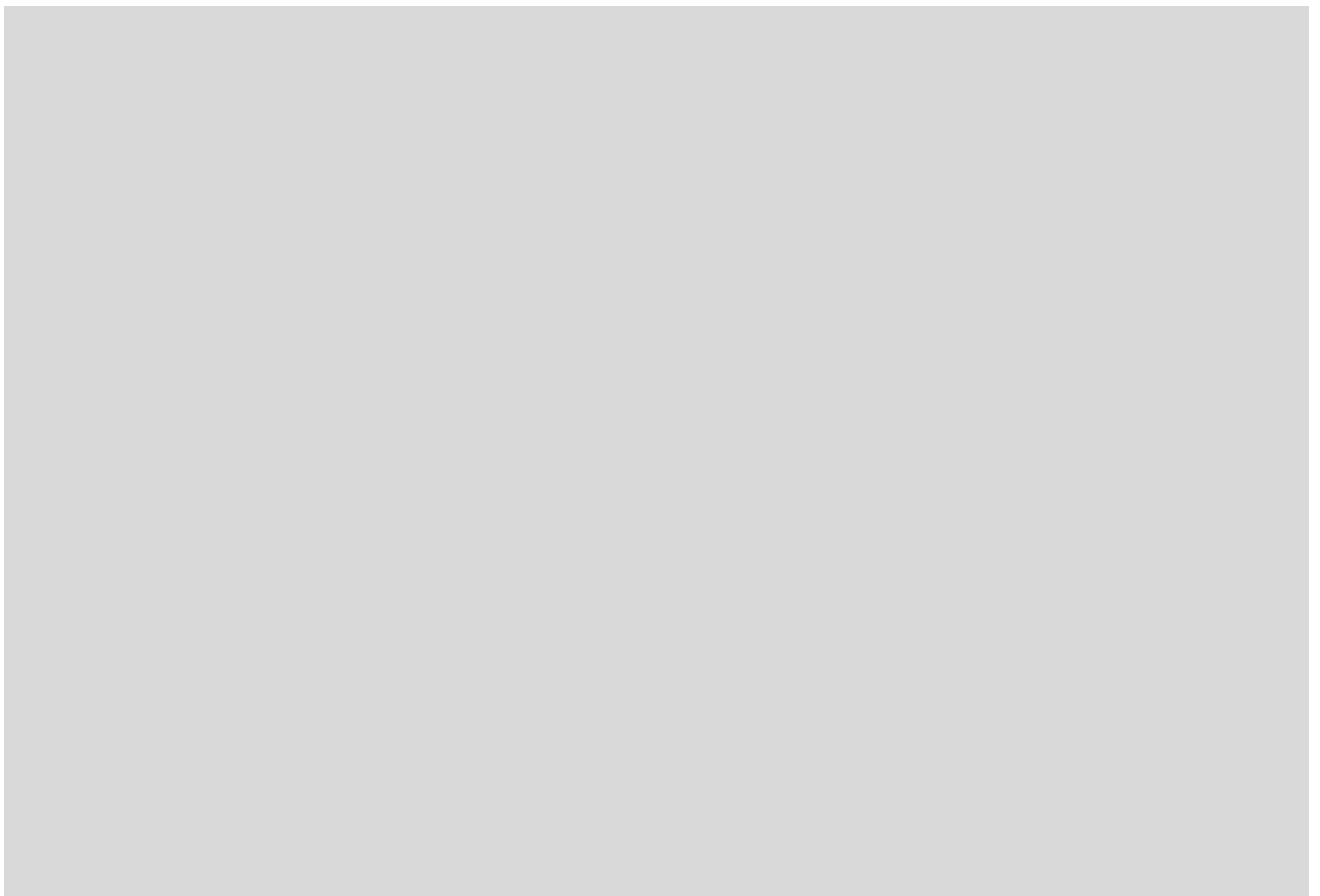


When operating a social enterprise it's important to make sure that you work to meet your aim and create a sustainable model but also to minimise the impact that the activity or business has on the environment or the wider community.

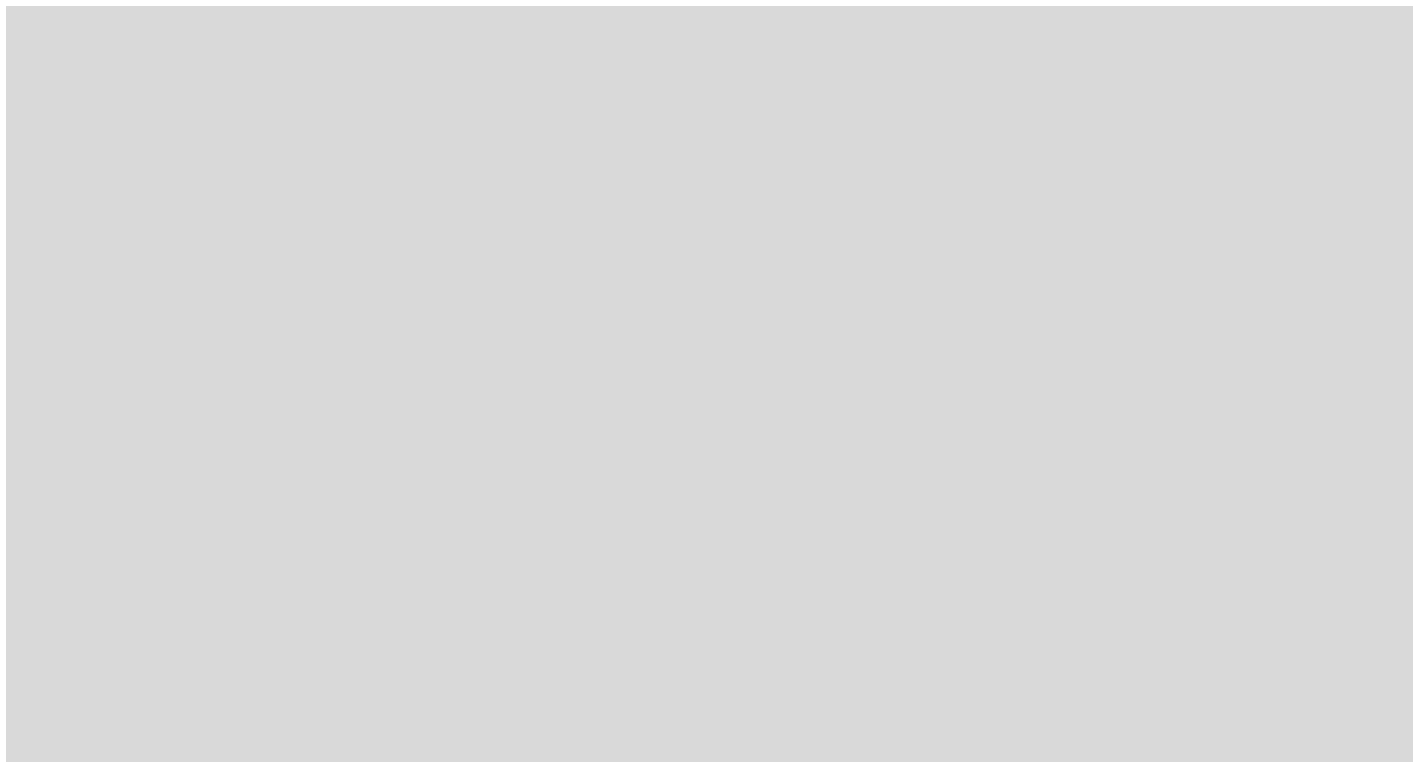
Using the box below, identify the impact your trading activity may have on the environment



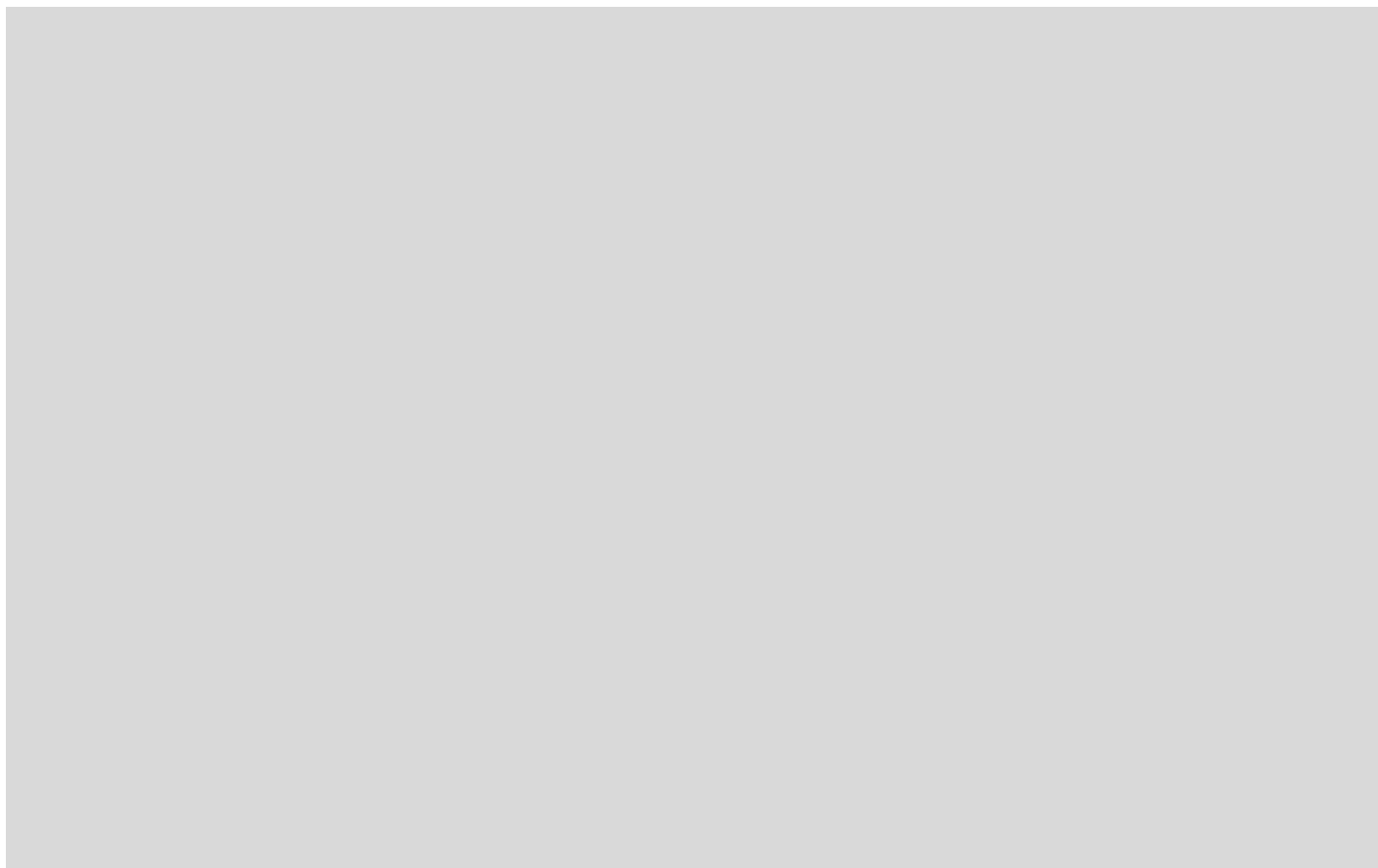
How can you minimise the negative impacts on the environment that you have identified?



Using the box below, identify the impact your trading activity may have on the other people in the local community



How can you minimise the negative impacts on the local community that you have identified?



Now it's time to carry out the tasks needed to deliver the social enterprise activity. Your Assessor will observe you during your work so that they can confirm that they have seen you carry out the tasks required.

Once your Assessor is happy that they have seen you carry out the tasks to the required standard they will sign the below statement.

As the Assessor for I confirm that I have witnessed them complete the tasks required to deliver the social enterprise activity identified earlier within this workbook. They have also demonstrated effective communication throughout the activity working effectively with the team.

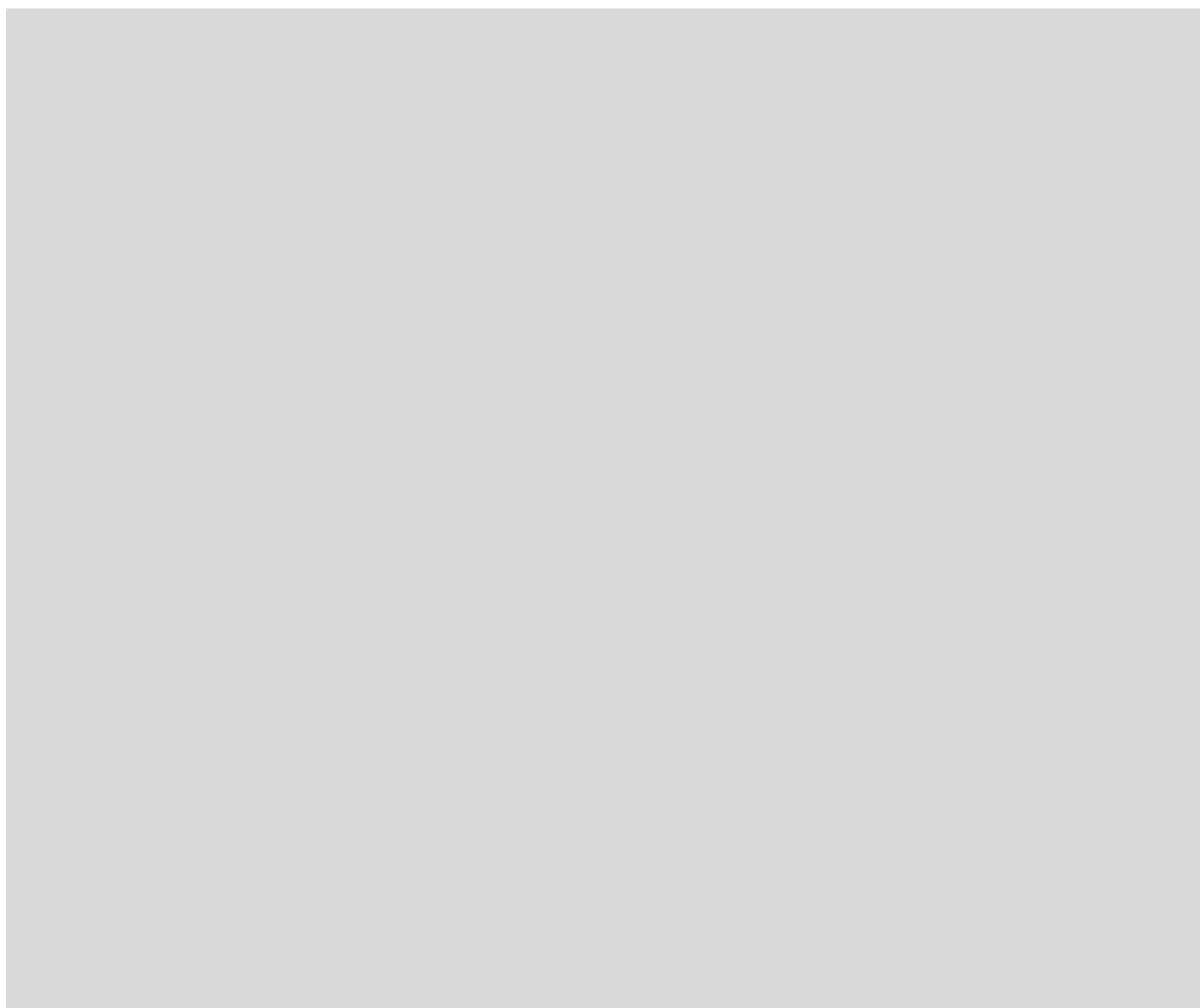
Assessor Name:

Signature:

Date:

Now that you have carried out your social enterprise activity, use the box below to explain whether you met the original aim you set out earlier within this workbook.

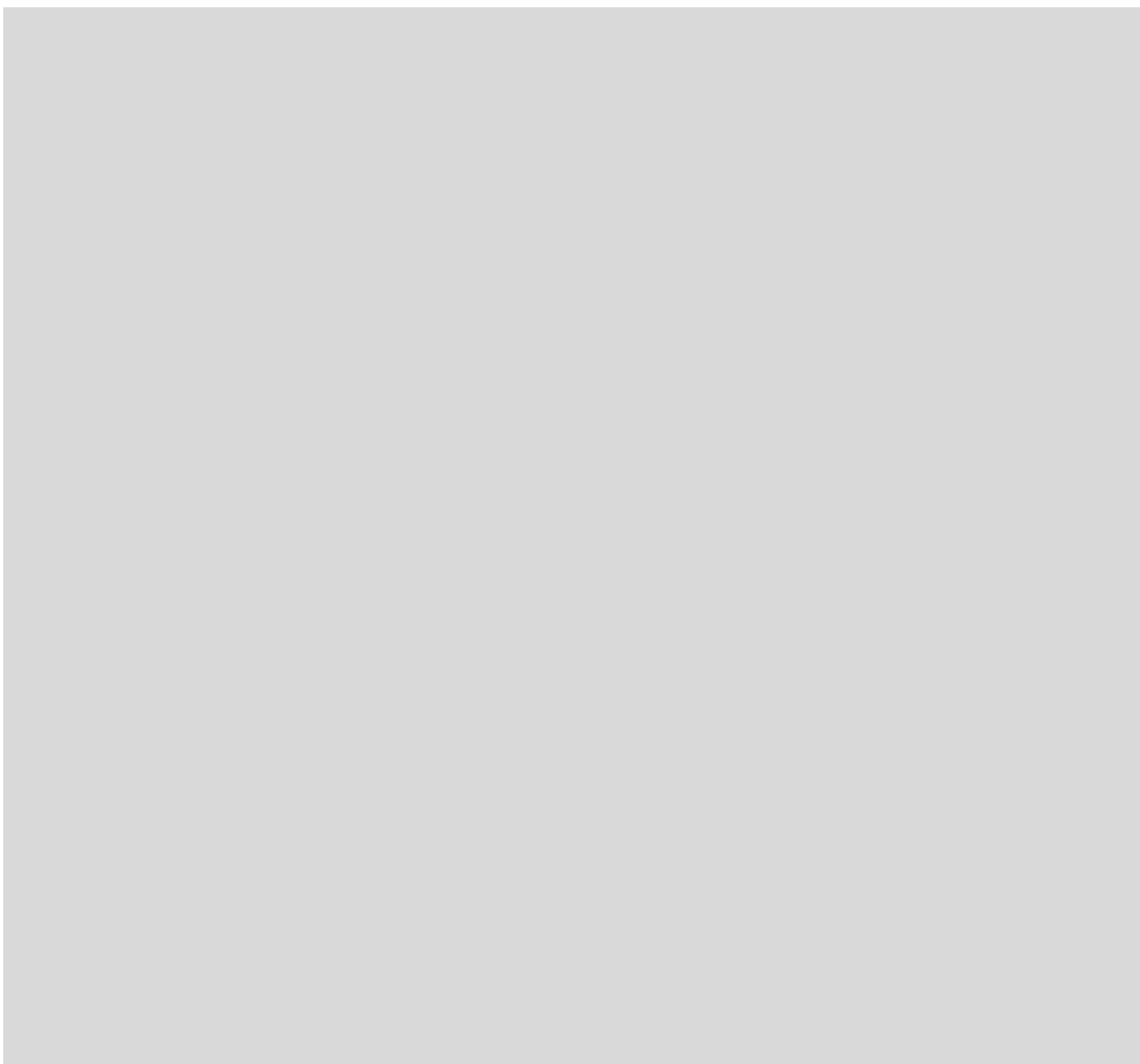
Make sure to include whether you met the aim fully and, if not, why didn't you fully meet the aim and how could you work differently next time to address this



Running a social enterprise activity is great but why not share your activities, lessons learnt and your successes with others.

You never know, someone else may be wanting to run their own activity and they could learn from you or your story may help inspire others to have a go themselves.

Using the box below, identify the different ways in which you could share the outcomes of your social enterprise activity with others



Now select one of the ways you have identified and prepare your message(s) to publish sharing the story of your activities, lessons learnt and your successes.

Make sure to attach a copy of your work with this workbook so that it can be assessed by your Assessor.

Activity Mapping

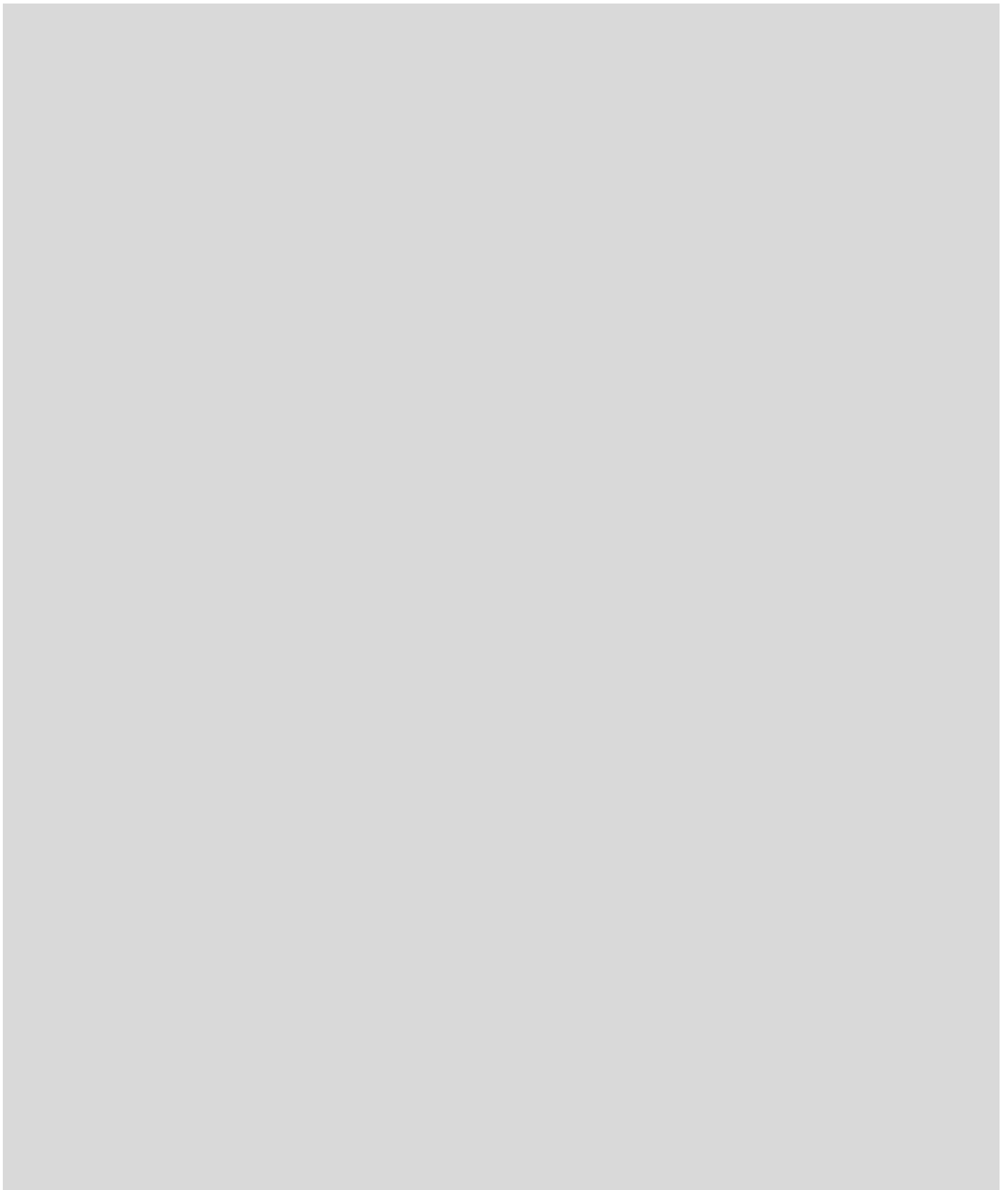
Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

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):
Identify the aim of the social enterprise activity	1	
Identify the product or service the social enterprise activity will sell	1	
Work with team members to plan the trading activity	1	
Identify the impact of the trading activity on the environment	1	
Identify the impact of the trading activity on people	1	
Identify a method of minimising the negative impacts identified	1	
Carry out an individual role to help deliver the social enterprise activity	1	
Demonstrate effective communication throughout the activity	1	
Identify whether the aim of the social enterprise activity has been met	1	
Identify how to share the social enterprise outcomes through appropriate media	1	

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:

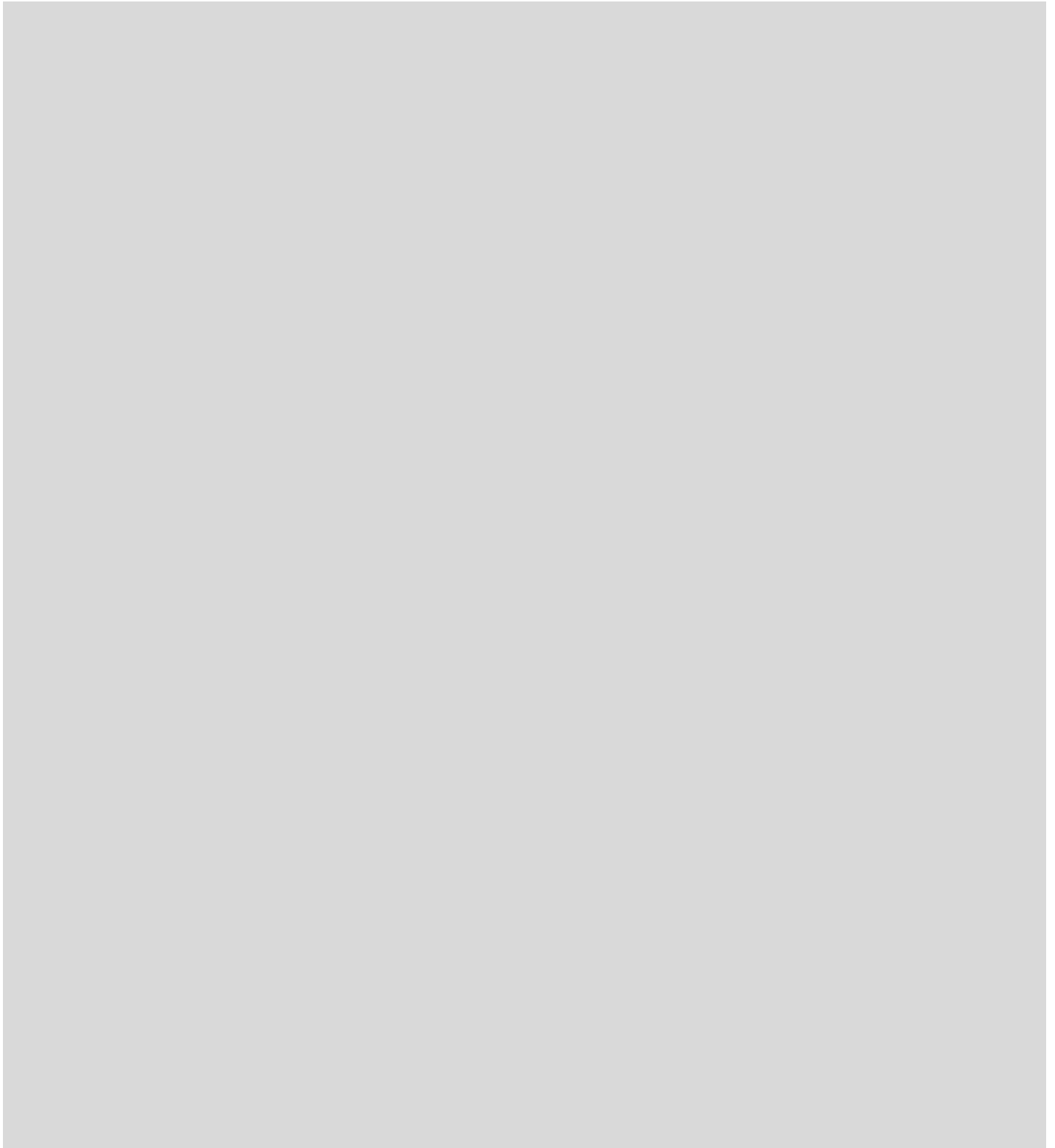
IQA Signature (if applicable):

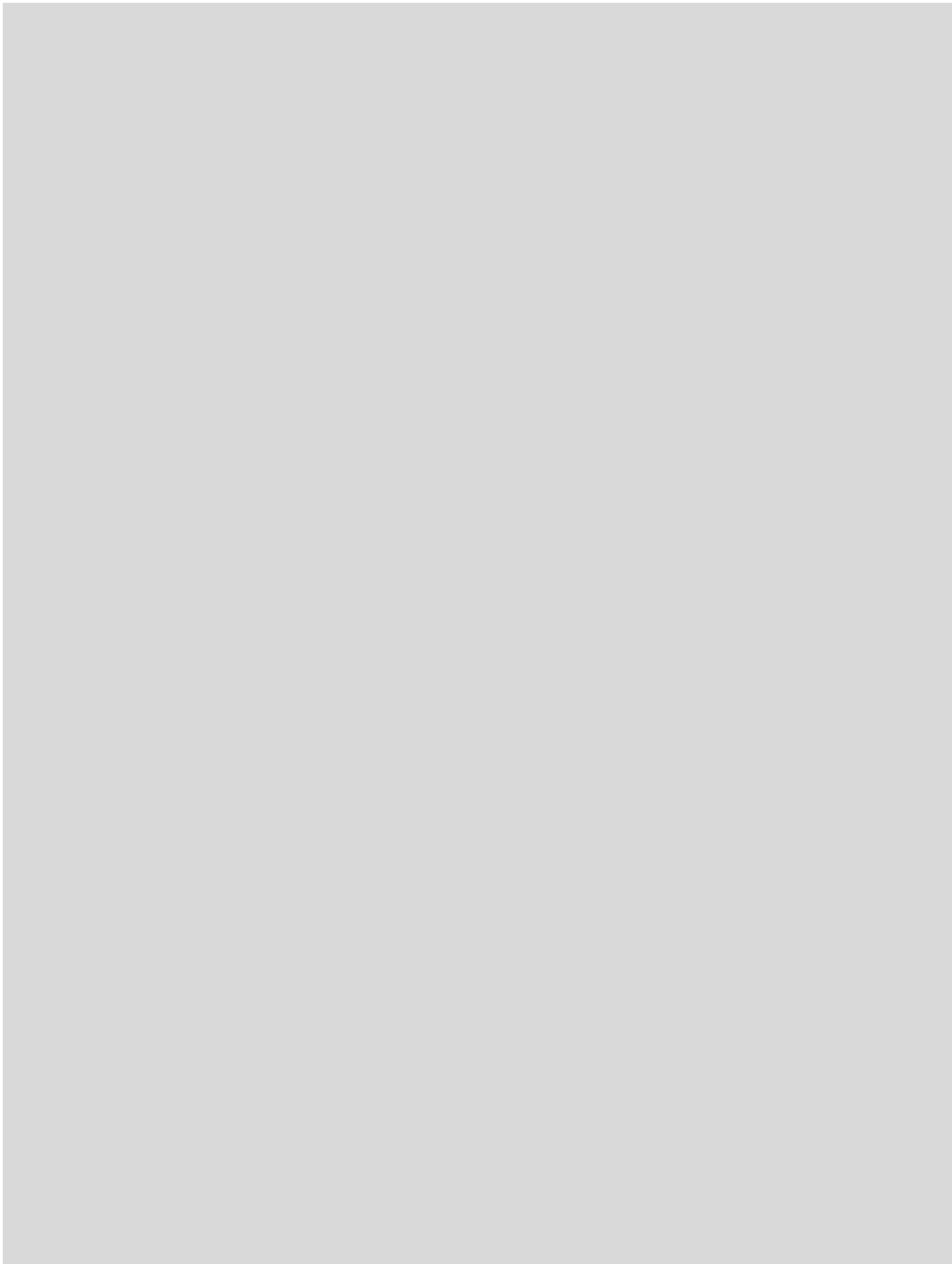
Date:

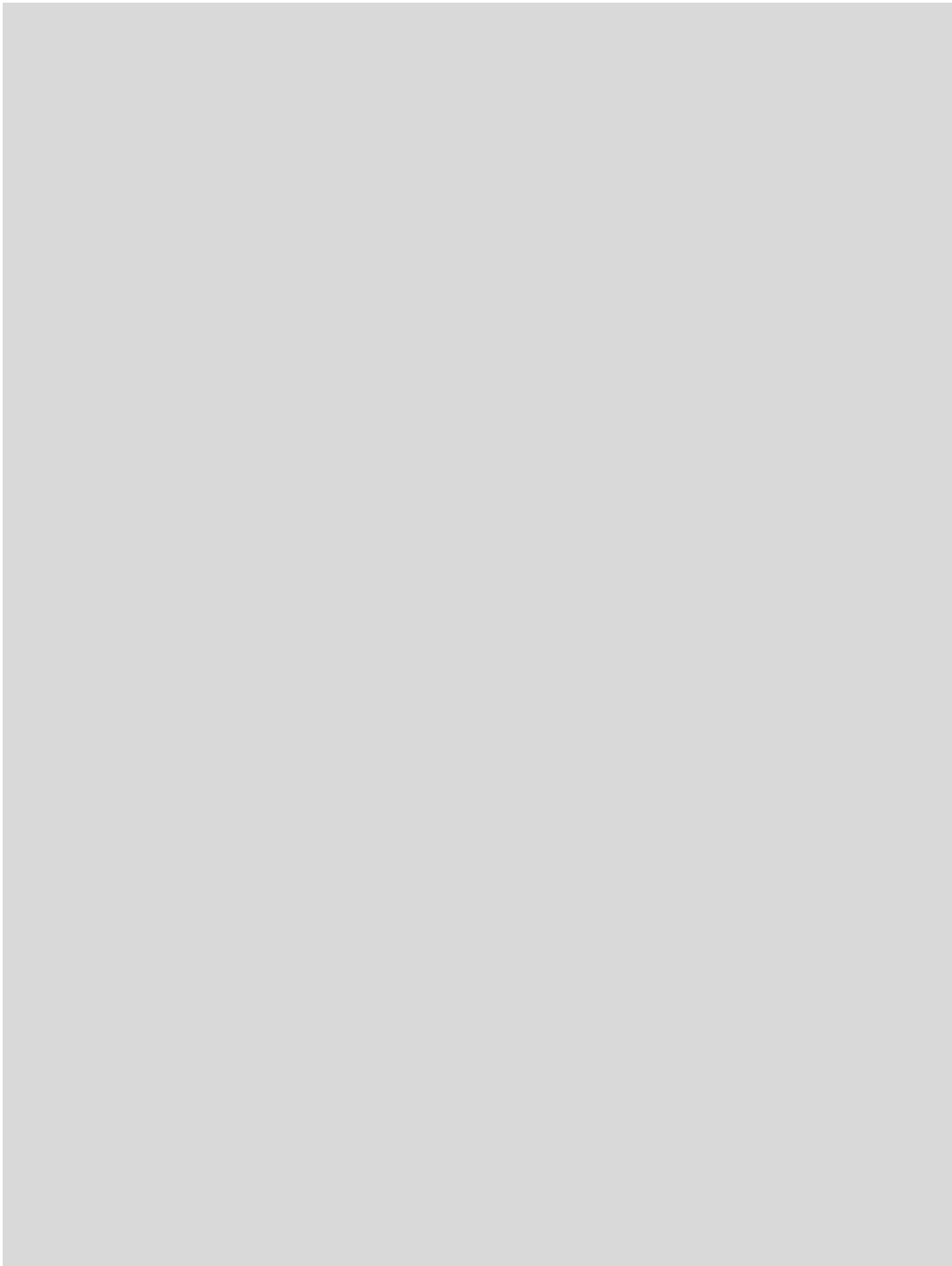
Additional Evidence Forms

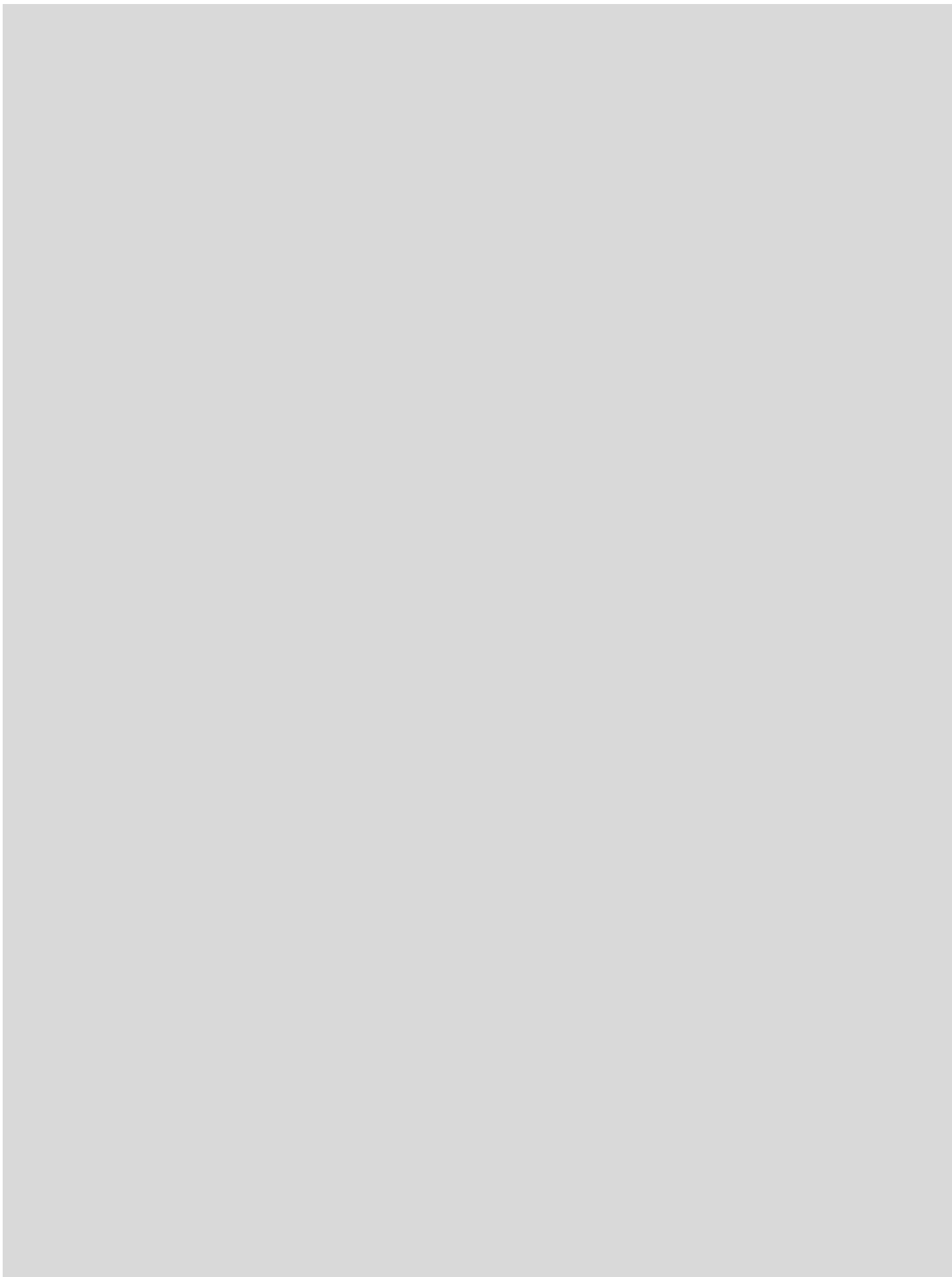
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

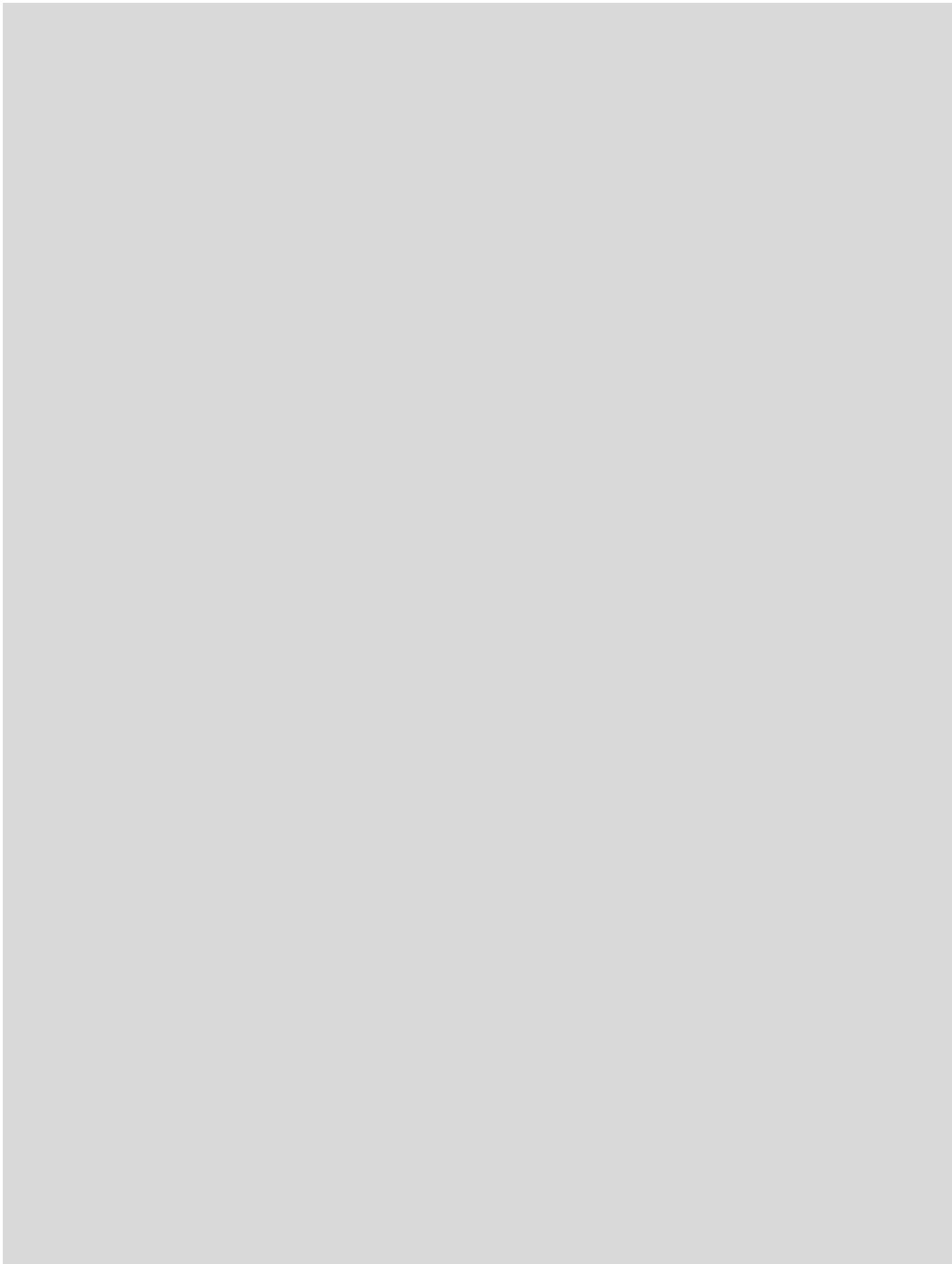
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

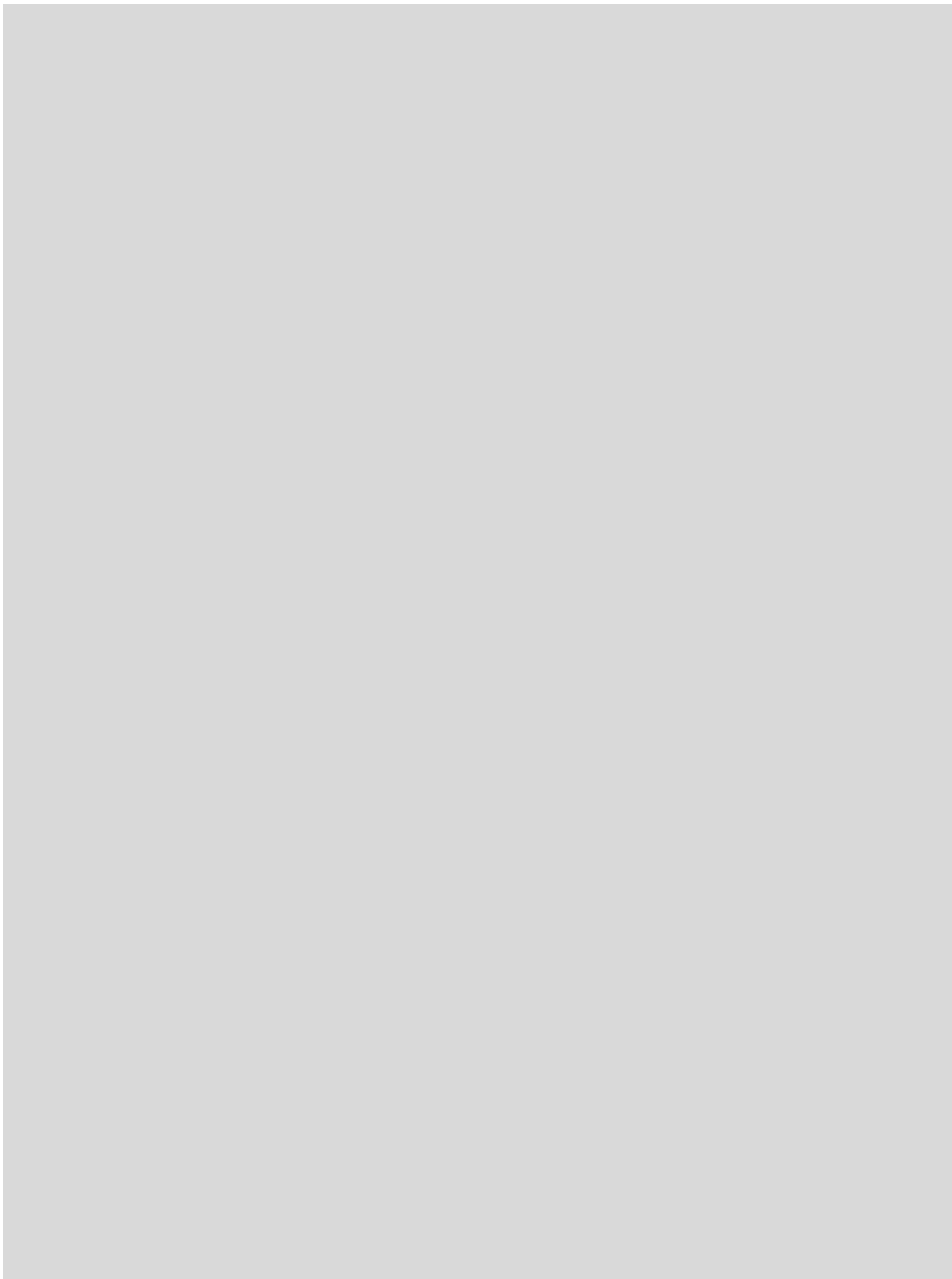












SFEDI Awards
19 Victoria Road
Darlington
DL1 5SF

customerservices@sfediawards.com
0845 224 5928
@sfediawards