



# About The CPC - EEP PROGRAM OVERVIEW

Practical - Hands-On Experience  
Supports Competencies in Business Certificates

## EEP - PROGRAM CONCEPT:

*“As a team or as Individuals, the participants will carry on the activities required to develop all aspects of a small business in order to take a product to the marketplace with the view of making a profit on their capital investment. Through the program the participating young entrepreneurs will establish a small business in a controlled and supportive environment.”*

## THE EEP MANUAL – PROVIDED FOR EACH MEMBER OF THE BUSINESS TEAM

The main components of the EEP have been based around specific areas that impact on the development of a small business. Each component has been expanded and presented as a chapter in the manual.

**Each chapter represents a compartment in your “EEP Business Toolbox” designed to be used as needed.**

### Templates & Forms

A full copy of templates and forms is included in the package. Soft copies can be downloaded from the CD and modified for your business.

**Some area will be developed in order, while others will be developed concurrently. Brief Outline:**

<b>Business Team</b> Who will make up the group? Purpose of the Project Business Mentors Organisational Chart – Roles & Responsibilities	<b>Business Plan</b> All sections contribute to the Business Plan Information for the Business Plan is collected from day one SWOT Analysis Develop a timeline for the duration of the program
<b>Funding – Seed Capital</b> Investors for the Business - Who will be our financial backers? What capital is needed to set up the business Budget prepared to calculate the amount of Seed Capital required for the proposed venture	<b>Product Concept</b> Deciding on guidelines governing possible products Investigating initial ideas and narrowing the list to the most viable Costing, Profit Margins, Selling Price
<b>Business Name</b> This decision my be made early or some groups wait until the product is known The Business Name must not be the same as an existing business	<b>Manufacturing</b> Materials needed & Processes developed Training organized—WPH&S Outsourcing .v. Manufacture Specifications and plans
<b>Marketing &amp; Sales</b> Marketing & Sales Strategies developed and applied Printed materials created and distributed Tracking results Environmental Concepts <b>Market Research</b> Finding out reactions of the market to product ideas - Surveys.; Analysis of Data	<b>Finance &amp; Record Keeping</b> Maintain control over all finances All financial records maintained - Tracking Results Reports and Analysis of Reports— accurate and timely <b>Monitoring Progress &amp; Reporting</b> Internal and External reporting CPC Compliance Forms (if desired)
<b>VET Certificate Support</b> Various areas and tasks completed can be tailored to provide practical application of Competencies from a range of Certificate courses.	<b>Exiting the Business</b> Closing down the business, repay Investors and report to all Stakeholders

**One Program  
= One Business Venture  
= Program Fee from \$3,300.00**

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## NEED MORE INFORMATION

Contact Jenni

**Price and Program may be tailored  
to suit your needs!**

*Reach Your Business Potential*