



**Chew's
Place**

BUSINESS MANAGEMENT - CONSULTING - TRAINING

CPC Entrepreneurship Experience Program

Course Mapping for CERTIFICATE COURSES in BUSINESS

Chew's Place Consulting provides the practical, experiential programs that encourage enterprise education through entrepreneurship.

The CPC Entrepreneurship Experience Program provides the practical, experiential training vehicle to implement Certificate Courses in Business.

The program provides the support for most units of competency as well as the medium to incorporate and deliver all aspects of the certificate through practical application.

During the program the group works as a team to:

- Establish, plan and operate a self-directed business venture
- Set up a management structure and allocate responsibilities
- Explore and plan ethical business practices
- Identify, research and evaluate business opportunities that are unique, entrepreneurial, innovative and/or community focused
- Integrate ICT into all facets of business operation
- Develop a product or service
- Embed sustainability principles and practices into all business operations
- Develop a budget and financial management plan
- Develop a marketing and sales plan
- Write a Business Plan
- Actively market and sell the product or service
- Monitor results and if necessary review and improve
- Produce regular and timely financial statements and reports
- Reflect on performance and produce an Annual Report
- Provide a return to investors and may make a donation to a Registered Charity

The CPC Participation Certificate is awarded on completion of the Program

CPC Program provides Product & Public Liability Insurance on approved activities

EEP OVERVIEW

MODULE	OUTLINE of TASKS	Suggested Areas of Support for Certificate II, III & IV in Business <i>(Certificate III and IV)</i>
Phase 1 Formation	<ul style="list-style-type: none"> • Select a Business name • Set decision making and meeting procedures • Account for Venture Capital • Brainstorm product ideas • Product Investigations & Research • Write a Code of ethics • Establish a management structure 	Business Concepts <ul style="list-style-type: none"> • <i>Exercise initiative in a business environment</i> • Work effectively in a business environment Environmental Practices <ul style="list-style-type: none"> • Follow environmental work practices • Participate in environmental work practices Work Schedules/ Organisation <ul style="list-style-type: none"> • Organise and complete daily work activities • <i>Organise personal work priorities and development</i> • <i>Organise workplace information</i> • <i>Organise schedules</i>
Phase 2 & 3 Investigation & Planning Establishment and Implementation	Business Planning <ul style="list-style-type: none"> • Nominate company name with CPC • Write mission and vision • Conduct a SWOT analysis • Write the Business Plan including all management areas and strategies • Implement the Business Plan Product Development <ul style="list-style-type: none"> • Investigate and develop suitable product • Plan quality production processes • Budget AND Pricing – Cost Price/Selling Price Human Resources Management <ul style="list-style-type: none"> • Plan Human Resource practices • Training e.g. Sales and production • Allocate roles and responsibilities Financial Management <ul style="list-style-type: none"> • Develop financial controls • Prepare a budget and cash flow • Reporting Marketing and Sales Management <ul style="list-style-type: none"> • Plan marketing initiatives • Customer/ Sales Service Environmental Sustainability WPH&S Ethics and Code of Conduct	Workplace Communication <ul style="list-style-type: none"> • Communicate in the workplace • Work effectively with others • <i>Contribute to effective workplace relationships</i> • <i>Organise and participate in Meetings</i> • <i>Make a presentation</i> • <i>Write complex documents</i> Business Technology/ IT <ul style="list-style-type: none"> • Use Business technology • Produce simple word processed documents • Create and use simple spreadsheets • <i>Produce complex business documents</i> • <i>Create and use database</i> • <i>Create electronic presentations</i> • <i>Maintain website</i> Record & Resource Maintenance <ul style="list-style-type: none"> • Process and maintain workplace information • <i>Maintain business resources</i> Financial Records <ul style="list-style-type: none"> • Prepare and process financial/business documents • <i>Maintain financial records</i> • <i>Report on financial activities</i> Client Relations & Service <ul style="list-style-type: none"> • Deliver a service to customers • Provide information to clients • Create customer relationship • Process customer feedback • <i>Recommend products and services</i> • <i>Promote products and services</i> • <i>Co-ordinate implementation of customer service strategies</i> • <i>Address Customer needs</i>
Phase 4 Consolidation and Continuous Improvement	<ul style="list-style-type: none"> • Attend Markets • Interim reports • Continuous Progress and Review • SWOT and Market Analysis • Performance Management • TQM 	

<p>Phase 5</p> <p>Project completion</p>	<ul style="list-style-type: none"> • Final Audit • Conduct orderly closedown • Produce Financial Statements • Evaluate performance and write Annual Report / Project Completion Report • Complete all compliance forms required 	<p>Marketing and Sales</p> <ul style="list-style-type: none"> • Deliver a service to customers • Provide information to clients • Create customer relationship • Process customer feedback • <i>Recommend products and services</i> • <i>Promote products and services</i> • <i>Branding</i> <p>Environmental Practices</p> <ul style="list-style-type: none"> • <i>Implement and monitor environmentally sustainable work practices</i> <p>Skill Development & Career Paths</p> <ul style="list-style-type: none"> • <i>Contribute to personal skill development and learning</i> • <i>Develop individuals and teams</i> • <i>Promote innovation in a team environment</i> <p>WPH&S</p> <ul style="list-style-type: none"> • Participate in workplace safety procedures • <i>Monitor a safe workplace</i> • <i>Implement and monitor WHS policies and procedures and programs to meet legislative requirements</i>
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Employability Skills

The program aims to develop a body of knowledge, and concepts associated with business workplace culture and practices, and the development of skills, processes and attitudes crucial for making valid decisions.

Throughout the program participants are challenged to evaluate issues, solve problems and make informed decisions. The program challenges them to work as a team to put their ideas into action, and requires them to develop their investigative, planning, motivating, delegating, negotiation and conflict resolution skills.

This practical program assists in the development of employability skills listed in Certificates of Business and that are also in high demand by all employers. These include:

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| <ul style="list-style-type: none"> • Communication • Teamwork • Problem Solving • Initiative and enterprise | <ul style="list-style-type: none"> • Planning and organising • Self-management • Learning • Technology |
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Attitudes and Ethics

Participants explore ethics in business and are required to conduct their business in an ethical, legal and socially responsible manner at all times to all stakeholders.