



Key Stage 4 Programme Induction Pack

NCFE LEVEL 1 CERTIFICATE IN BUSINESS & ENTERPRISE

Year 1 & 2 workbook

ncfe.

Reaseheath
College





Please ensure that you read and understand the information in this booklet – you will be asked to sign to say that you agree to comply with the policies and procedures within.

When starting your course please remember:



Be punctual – arrive 5 minutes before start of session



Be polite, remember your manners, also respect works in two ways; give it to get it



Always ask for help if you need it



Have a positive attitude



SMILE!

Qualification information

Title: NCFE Level 1 Certificate in Business & Enterprise

Overview

This qualification is designed for learners who want an introduction to business and enterprise that includes a vocational and hands-on element. It has been developed to enthuse and inspire learners about a career in business and enterprise. The qualification will appeal to learners who wish to either set up their own business, move into employment or progress to further study.

Topics:

1. An introduction to business and enterprise – provides you with an outline of the importance of business and enterprise and let you learn about the basics. It is a great foundation to develop upon.

2. Marketing – a more specific look at what marketing is, how it helps a business or enterprise to survive and thrive. We look at both traditional and online and social media marketing in this unit.

3. Finance – we look at how to put together business accounts and how this supports the business in managing its costs and making money.

4. Business planning – we put together all you have learnt in the previous units and create an outline business plan for an enterprise of your own creation.

(Topics are subject to change)

Assessment takes place in the form of portfolios you put together applying theory to your own business and enterprise ideas.

Portfolios will be graded at Pass, Merit or Distinction.

In year one of the programme you will study units 1 and 2 and in year 2, units 3 and 4.



Business and Enterprise rules

- **Identification cards** must be worn at all times.
- **No photos** or information relating to the college, staff, or equipment is to be shared on social media
- **No phones** to be used in class without tutor approval.
- **No earphones** (mp3 players, mobile phones or iPods etc) to be used in class without tutor approval.
- **No eating or drinking** in the classroom.
- **Bad language** will not be tolerated.
- **Students are expected** to attain 100% attendance and punctuality for all sessions.
- **The use or possession** of alcohol or narcotic substances are forbidden on the college and **WILL** result in disciplinary action.
- **All visitors** to the Business department **MUST** be met with politeness and courtesy.
- **All staff and tutors** should be treated with respect at all times.

Values and behaviours

Below is the list of the Business departments values and behaviours. It is expected that all students will adhere to these whilst at College. These values are in place whether you are in the Business department or on the main campus. The values and behaviours are chosen by our students and staff as an agreed Code of Conduct.

Any students who do not abide by the values and behaviours will be issued with a reporting slip (see below) and will be actioned to improve. Failure to improve or poor behaviour could result in you being withdrawn from your course and returned to school.

Values and behaviours	
Be helpful to guests and customers	Be a good team member / help each other
Ask for help if needed	No littering
Respect your environment	No bullying
Respect other people's point of view	Be respectful, polite and show good matters
No phones used in class	Accept constructive criticism
Be punctual	Respect all staff
Respect the equipment	Wear ID badge
Be prepared for your sessions	No swearing / use of offensive language
Be able to work responsibly	Complete all tasks as required

Student dress code

It is important that we present a professional, smart image at all times. Please read the student dress code below carefully, this applies to **ALL** students using the college facilities at any time.

1. Your yellow lanyard and ID cards must be visible at all times on campus.
2. No coats, scarves, gloves or hats are permitted to be worn in the classroom.

Fire procedures

On discovery of a fire and the fire alarm is ringing you must follow these procedures:

1. Stay calm, alert a member of staff and inform them of the location of the fire.
2. When fire alarm sounds, everyone go immediately to the Assembly Point.

Assembly Point - in front of Centre Point

You are **NOT** to get involved with firefighting activities

Accident procedures

If an accident occurs when the first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called. First aid boxes can be found in staff offices.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Call for member of staff
- Ensure the area is safe and prevent any further accidents from happening



I understand and agree to abide by the rules and regulations stated within this booklet while studying at Reaseheath College.

Print Name _____

Signature _____

Date ____ / ____ / ____

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