

**Tracking sheet – Undertaking an Enterprise Project**

The aim of this unit is to help the learner develop their enterprise skills by planning, costing, producing, promoting and selling a product or service. An *enterprise activity* might include a group activity (e.g. baking cakes, washing cars) or an individual activity (e.g. making cards) which often raises money. Budgeting and cash flow are aspects of the enterprise project that are required at the higher level of the unit.

**SCQF Level 4**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand aspects of a successful enterprise |
| 1.1 Identify successful enterprises |  |  |
| 1.2 Give examples of good customer service |  |  |
| 1.3 State reasons why good customer service is important |  |  |
| 1.4 Give examples of types of market research |  |  |
| 1.5 Give examples of ways to market a product or service |  |  |
| 1.6 State what is meant by “profit” and “loss” |  |  |
| 2. Be able to plan an enterprise project |
| 2.1 Give ideas for an enterprise project |  |  |
| 2.2 Identify the advantages and disadvantages of at least two ideas |  |  |
| 2.3 Select an enterprise project to undertake |  |  |
| 2.4 Identify potential customers |  |  |
| 2.5 List all the resources required to complete the enterprise project |  |  |
| 2.6 Calculate the costs of the enterprise project |  |  |
| 2.7 State how much you will charge for the products or services |  |  |
| 2.8 List the tasks involved in the enterprise project |  |  |
| 2.9 Identify who will do what and by when |  |  |
| 3. Be able to carry out an enterprise project |
| 3.1 Contribute to the creation of a marketing resource for the enterprise project |  |  |
| 3.2 Take part in the enterprise project |  |  |
| 4. Be able to review the enterprise project |
| 4.1 Give examples of what went well with the enterprise project |  |  |
| 4.2 Give examples of how the enterprise project could have been improved |  |  |
| 4.3 Calculate how much profit or loss the enterprise project made |  |  |
| 5. Be able to review own performance during the enterprise project |
| 5.1 Identify own skills developed during the enterprise project |  |  |
| **Assessor feedback** |
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| **Declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |