

Business Start-Up Parts 1&2

Summary

This course is designed to guide you through the process of setting up your own business. You'll get practical advice and develop skills vital for planning, establishing and growing a business. The course explores if self-employment is right for you and provides the tools you need to develop a full business plan. It also covers topics vital to early success, including legal and financial issues, marketing and sales, and customer service and quality.

Course Provider	National Extension College (NEC) Woolpack House, 70 High Street, Sawston, CB22 3HJ 01223400200 pet@nec.ac.uk
Qualification Accreditation	None
Academic level	Level 2
PET entry requirements	English Level 2
Format of course material	Paper-based only
Structure of course	<p>Nine topics spread across two parts:</p> <p>Part 1- Planning to start your own business</p> <ul style="list-style-type: none"> • Topic 1: Is self-employment right for you? • Topic 2: Developing the business idea • Topic 3: Market research • Topic 4: Money matters • Topic 5: Sources of advice and support <p>Part 2 - Succeeding with your own business</p> <ul style="list-style-type: none"> • Topic 1: Formalising your business • Topic 2: Finance • Topic 3: Marketing and selling • Topic 4: Customer service and quality
Assignments	<p>Nine progress checks</p> <p>Progress checks are assignments that are sent to tutors and then returned with feedback. They should be sent one by one and in order.</p> <p>The progress checks are contained in the original pack of course materials, one progress check at the end of each topic.</p> <p>Feedback is provided within 5 working days from the date of submission for marking.</p>
Exam	None

Estimated completion time	30 hours
Maximum course duration	The course is offered over 12 months
Prison support requirements	Support assignment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; contact supplier for tutor support or more info on assignment submission. See contact details above in the 'Course provider' section.
Supplier tutor's support	Tutors give support by providing feedback on learners' work and answering their queries. Occasionally providing extra resources.
Certificate	A certificate is provided upon completion.
Progress	Please contact us if you need advice about progression options. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).