

YOUNG ENTERPRISE
COMPANY
PROGRAMME

AN INTRODUCTION FOR VOLUNTEERS

ye company
programme

ye
YOUNG
enterprise
A Member of JA Worldwide



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WELCOME TO COMPANY PROGRAMME



Company Programme provides a real-life learning opportunity that introduces young people aged 13-19 to the realities of the world of work.

Young people work in teams to set up and run their own Young Enterprise student company under the guidance of a volunteer. With access to our **Company Connect** with extensive resources, videos and step-by-step guidance, teams make all the decisions about their business, from deciding on the company name, managing company finances as well as selling to the public through pop up shops and our unique e-commerce platform **Trading Station**.

Young people gain the practical business experience, enterprising mindset and employability skills needed to help them build successful futures. By completing an online self-assessment, young people can receive a personalised certificate to evidence the skills they have developed from taking part in Company Programme.

COMPETITIONS

Student companies will have opportunities to compete in competitions at a local, county, regional and national level, offering a variety of learning development opportunities including public speaking, interview skills and a chance to network with other companies locally, regionally and across the UK.



The Company of the Year Award 2023 winner, Monito, a social enterprise that aims to increase financial awareness in young people to help them through the current cost of living crisis and into their futures. The team went on to represent the UK in Istanbul at the JA Europe Company of the Year Competition 2023, with the Managing Director taking home the individual Alumni Leadership Award. [Watch Monito's promotional video here.](#)

The first event to take place is usually a local showcase in March or April. **Students showcase their student companies at the event. This includes:**



Preparing a report



An interview with judges



Delivering a short presentation

Up to two student companies will be selected from each showcase to progress on to the next round of the **Company of The Year Competition**, moving through a series of competitions at County, Regional, National and ultimately European level.

ONLINE COMPETITIONS

Throughout the academic year, student companies will also have the opportunity to compete in monthly online competitions with the chance to win prize money to help kickstart their student companies. These are hosted on **Instagram**.

Please encourage your students to take a look at the **Competitions page** on **Company Connect** so they are aware of upcoming opportunities to compete.

Do also encourage them to set up social media pages for their companies and to follow...

✕ [@youngenterprise](#)

📷 [@youngenterpriseuk](#)




THE 8 STEPS OF COMPANY PROGRAMME

Company Programme can be run flexibly from 12 weeks up to a full academic year. Over the course of the programme students complete eight key milestones...

1 STARTING UP

Meet their volunteer and decide if they will set up a company or a social enterprise.

 The **Planning the Journey** guide is a useful resource to share with students at the start of the programme...

2 CREATING THE BOARD

Decide the structure of their company, allocate director roles and set up their business current account.



3 GENERATING THE IDEA

Brainstorm and evaluate ideas for their product or service.



4 BUSINESS PLANNING

Conduct market research, develop a business plan and start to raise capital.



5 LAUNCHING

Launch their products and services.



6 RUNNING THE ENTERPRISE

Start selling their products or services and have opportunities to participate in competitions.



7 WINDING UP

Host an AGM and decided how to distribute the profits of their company.



8 NEXT STEPS & LOOKING BACK

Develop a personal action plan, update their CV with their skills and join the Young Enterprise Opportunities Hub. By completing an online self assessment, young people can receive a certificate to evidence the skills they have developed from taking part in Company Programme.

YOUR ROLE AS A VOLUNTEER

Thank you for your interest in becoming a volunteer, we are delighted to have you on board!

Research shows that career success is not just about what you know but also who you know. The opportunity to connect and interact with potential employers is crucial for young people as it provides them with an opportunity to learn about the realities of the world of work.

WHAT IS THE ROLE OF A VOLUNTEER?

- ✓ To facilitate an experiential learning opportunity
- ✓ Coaching and mentoring students to run their own business
- ✓ To regularly attend weekly board meetings (face-to-face or remotely)
- ✓ To ensure students operate within the requirements of the Operating Framework
- ✓ Keeping students on track and supporting them to complete financial tasks ie, setting up a bank account
- ✓ To support students to prepare for key events such as local sales events and competitions
- ✓ To support students to reflect on the skills they are developing.

As a **volunteer** you will have the opportunity to support young people to set up and run a student company whilst helping them to develop key transferable skills. It's also a great way for you to gain experience working with young people, contributing to your own personal and professional development.



93%

of volunteers said they would recommend volunteering on Company Programme.

EXPERIENTIAL LEARNING

Experiential learning means learning by doing and direct 'hands-on' experiences.

Company Programme provides an experiential learning opportunity by offering young people a valuable insight into the world of business and entrepreneurship.

If you would like to learn more about experiential learning you may find these videos helpful:

WHAT IS EXPERIENTIAL LEARNING?

THE YOUNG ENTERPRISE COMPANY PROGRAMME AND EXPERIENTIAL LEARNING

TRAINING VIDEO 1 of 6

What is Experiential Learning?

www.youtube.com/watch?v=cM4niEt_QFU

YOUR ROLE AS A FACILITATOR OF LEARNING & DEVELOPMENT

THE YOUNG ENTERPRISE COMPANY PROGRAMME AND EXPERIENTIAL LEARNING

TRAINING VIDEO 2 of 6

Your Role as a Facilitator

www.youtube.com/watch?v=Jr7iUGLuiys&t=8s

THE REVIEW STAGE
KOLB'S LEARNING CYCLE

THE YOUNG ENTERPRISE COMPANY PROGRAMME AND EXPERIENTIAL LEARNING

TRAINING VIDEO 3 of 6

The Review Stage

www.youtube.com/watch?v=QnA7wKxgez&t=1s

THE APPLY STAGE
KOLB'S LEARNING CYCLE

THE YOUNG ENTERPRISE COMPANY PROGRAMME AND EXPERIENTIAL LEARNING

TRAINING VIDEO 4 of 6

The Apply Stage

www.youtube.com/watch?v=LWHZpkZLa4Y

84%

of young people had a greater understanding of the world of work.

GET INVOLVED

Using your expertise to empower and inspire young people couldn't be easier...

1

Sign up

If you are interested in becoming a volunteer please visit our [website](#) where you can find out more and apply for a role in your area.

All prospective volunteers will have an informal interview to explore their motivations and provide a chance to find out more and ask any questions. If the role is suitable, prospective volunteers will need to complete a Disclosure and Barring Service criminal records check and some essential online training. Once you are onboarded, the exciting part starts - you will be matched with a school and company.

2

Connect with the school/college

Developing a good working relationship early in the Company Programme journey with the lead educator at the school/college will help you to understand each other's Young Enterprise experience and programme expectations. Your Young Enterprise Educational Partnerships Manager will make the initial introduction to the school/college once your DBS check and training has been completed.

We recommend you do the following:

- ✓ Exchange contact details
- ✓ Discuss the practicalities of running the programme together; confirm the preferred method of communication (e.g. face-to-face meetings or virtual engagement), key term dates and a meetings schedule.
- ✓ Understand the age and make-up of the student group/s you will be supporting and discuss any relevant school/college policies
- ✓ Confirm the date and time for the first student company meeting (online or in-person).



3

Prepare for the first meeting

In advance of the first meeting we recommend logging on to [Company Connect](#) and doing the following:

- ✓ Read the [Planning the Journey](#) guide
- ✓ Read the [Operating Framework](#)
- ✓ Documents to support Milestone One, including volunteer guidance and meeting agenda can be found on [Company Connect](#).
- ✓ Print copies of the [Student Welcome Letter](#) to give to your students

In the first meeting students will start making their first decisions as a company such as if they want to be a profit-making company or a social enterprise. They will also need to sign some important documentation.

The Milestone One meeting agenda will help ensure all the key points are discussed.

4

The first meeting

In the first meeting with your student company the **volunteer** will be responsible for chairing the meeting. You should encourage students to chair the meetings thereafter.

By the end of the first meeting please ensure the students have:

1. Understood what they will be doing in YE Company Programme and have registered and logged into [Company Connect](#)
2. Understood what the purpose of a board meeting is and how to have a good meeting
3. Decided whether to operate as a traditional profit-making business or a social enterprise
4. Considered the planet & community before making any decisions
5. Downloaded and signed a copy of the Memorandum and Articles from Company Connect and have downloaded the Certificate of Incorporation.
6. Identified the benefits of participating in the programme and the skills they hope to develop
7. Familiarised themselves with the Operating Framework

5

Our Commitment to Safeguarding

As a volunteer for Young Enterprise you will have a commitment to safeguarding and promoting the welfare of children and young people.

Keeping young people safe from harm is integral what what we do, so we ask all our volunteers to do the following.

You will need to:

- ✓ Complete an enhanced DBS check prior to starting the role, sign up to the DBS Update Service and renew this every three years
- ✓ Complete essential online safeguarding training prior to starting the role, and refresh this every three years
- ✓ Raise any concerns, however small, in line with your safeguarding training
- ✓ Carry out your role in accordance with Young Enterprise's Safeguarding Policy.



Please contact the Volunteering Team for further information: volunteer.support@y-e.org.uk

Please Note: For volunteers in Scotland and Northern Ireland you will need to contact your local Young Enterprise team for relevant safeguarding information.

NEXT STEPS...



As part of the Company Programme experience, please continue to encourage students to regularly sign into Company Connect and work through the tasks within the eight milestones. Students can gain points and badges for completing certain tasks, and can track their progress against other teams who started at a similar time to them on the Progress Board.

You can find further resources on supporting students with Milestones 2-8 on [Company Connect](#).



Seedlings won the Innovation & Technology award in the UK Company of the Year Awards 2023. [Watch their promotional video here.](#)

MAKING A DIFFERENCE

In 2021 /22, 10,165 young people from 639 schools, colleges, youth groups and alternative education provisions took part in Company Programme.

93%

of young people have the courage to keep trying when they find learning difficult after taking part in Company Programme

84%

of young people said Company Programme helped them to identify their strengths and weaknesses

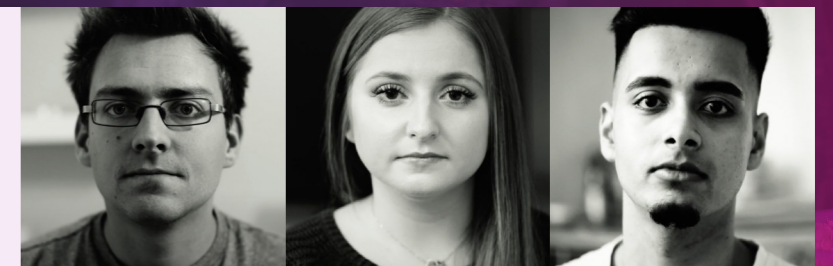
93%

of educators felt Company Programme improved young people's employability skills

YOU CAN READ THE FULL [IMPACT REPORT HERE](#)

Hear from three Company Programme alumni talking about the difference the programme made to their lives:

[WATCH THE VIDEO](#)



CONTACT US

If you have any questions about Company Programme please contact your local Educational Partnerships Manager for assistance. Contact details are available on our [website](#).

Alternatively you can contact our Volunteering Team on:
volunteer.support@y-e.org.uk

We hope your students enjoy their Company Programme experience!

To find out more about our full range of programmes and services visit:
www.young-enterprise.org.uk

Young Enterprise

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