

YOUNG ENTERPRISE
COMPANY
PROGRAMME

AN INTRODUCTION FOR VOLUNTEERS

ye company
programme

ye
YOUNG
enterprise
A Member of JA Worldwide

WELCOME TO COMPANY PROGRAMME

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 with the guidance of a volunteer and YE staff. With access to **Company Connect** our dedicated platform, students are supported with bite-size tasks and interactive activities, as well as a wealth of resources and videos. Students teams make all the decisions about their business, from deciding the company name, managing company finances and selling to the public through pop up shops and our bespoke 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.

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

Familiarise themselves with Company Connect, complete the Starting Up questionnaire, and start to understand the legal elements of running a student company.

 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

Get their product or service approved, 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 the company of the year competition.



7 WINDING UP

Sell off any remaining stock and finalise their accounts, before holding an AGM.

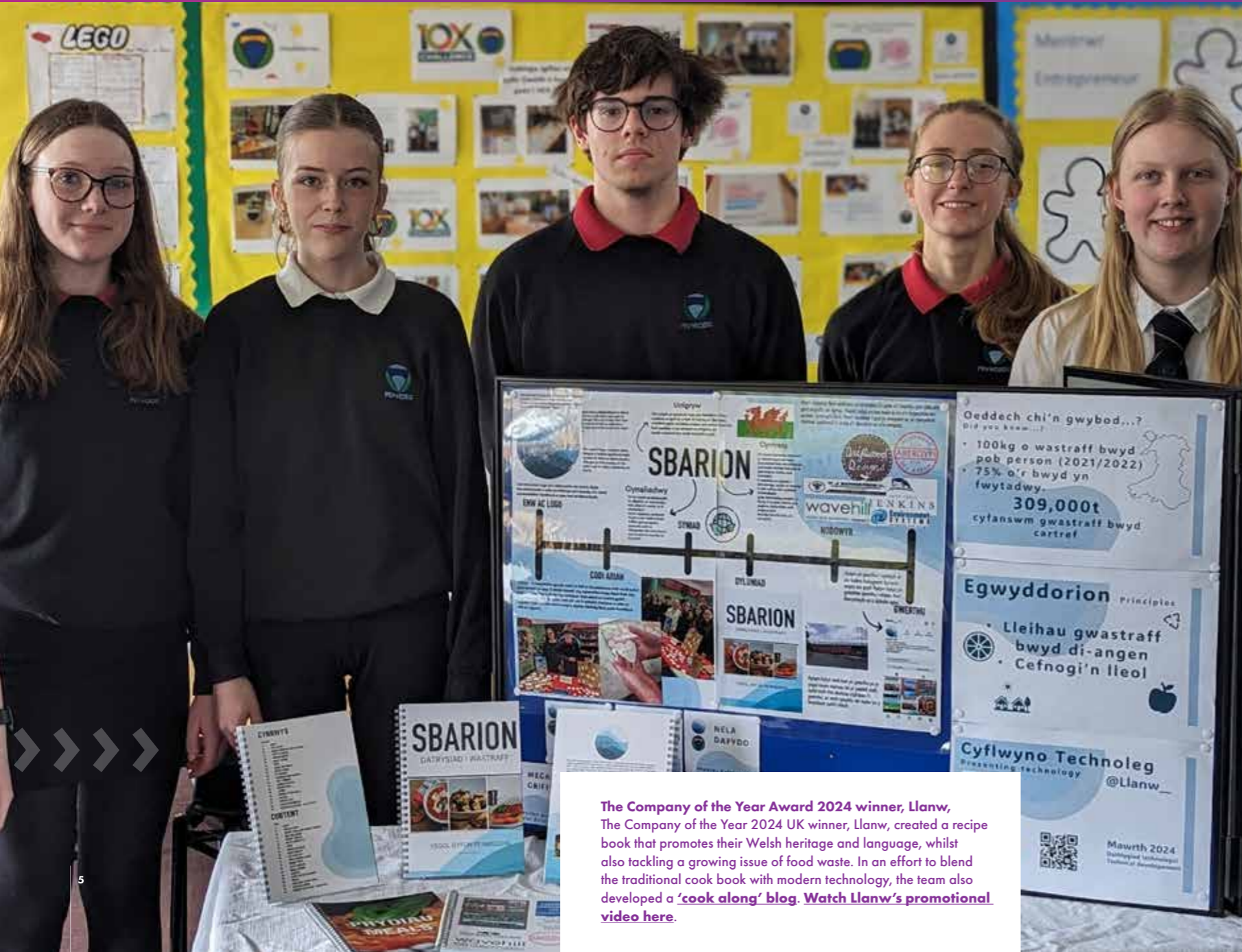


8 NEXT STEPS & LOOKING BACK

Reflect on their programme experience by completing the Looking Back questionnaire and downloading their personalised certificate, then start thinking about what's next by joining the Young Enterprise Opportunities Hub and preparing their CV.

COMPETITIONS

Student companies have the chance to compete against other teams at a local, county, regional and national level, offering a variety of development opportunities including public speaking, interview skills, and a chance to network with peer groups. The winning team then goes onto represent the UK at European level.



The Company of the Year Award 2024 winner, Llanw, The Company of the Year 2024 UK winner, Llanw, created a recipe book that promotes their Welsh heritage and language, whilst also tackling a growing issue of food waste. In an effort to blend the traditional cook book with modern technology, the team also developed a 'cook along' blog. Watch Llanw's promotional video here.



ONLINE COMPETITIONS

Student teams can also compete in regular online competitions which take place on Instagram where they can win between £50-100 to help kick start their business.

@youngenterpriseuk

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.

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.

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.



100%

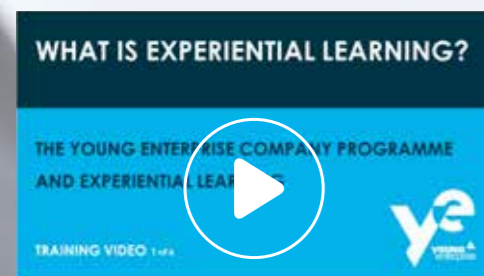
of volunteers said they would recommend volunteering on Company Programme.

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?
www.youtube.com/watch?v=cM4niEt_QFU



Your Role as a Facilitator
www.youtube.com/watch?v=Jr7iUGLuiys&t=8s



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



The Apply Stage
www.youtube.com/watch?v=LWHZpkZLa4Y

86%

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. Your local YE educational partnerships manager will also invite you to register on our dedicated platform [Company Connect](#)

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

After registering on [Company Connect](#) you will receive a confirmation email with advice for getting started as a volunteer, including a copy of the educator and volunteer toolkit. The toolkit is your one-stop-shop to supporting the programme and provides helpful workflows, quick reference points, as well as useful hints and tips so that you can focus on maximising the benefit for your students.

During the first meeting, the volunteer will be responsible for taking the role of chair. You should encourage students to chair the meetings thereafter. We recommend familiarising yourself with the toolkit and the content of Milestone One before you meet.

You may want to print copies of the Student Welcome Letter to give to your students during the first meeting.

Some of the key tasks students will work through in Milestone One include:

1. Completing the Starting Up Survey
2. Learning about how to hold a positive board meeting
3. Reading the Operating Framework

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

4

The first meeting

Use the Milestone One meeting agenda, available on [Company Connect](#), to help ensure all the key points are discussed. By the end of the first meeting the students should have:

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

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](#).



Students will have opportunities to sell their products to the public at local trade fairs.

MAKING A DIFFERENCE

In 2022/23 9,709 young people from 634 schools, colleges, youth groups and alternative education provisions took part in Company Programme.

91%

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

83%

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

83%

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

READ OUR MOST RECENT [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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