

Professional Development for Social Enterprise Advisers

A nine-day training programme, starting 14 October 2009 in London, leading to the Institute of Leadership and Management (ILM) VRQ Level 5 Certificate in Social Enterprise Support.

Introduction

This programme equips participants with the skills and knowledge to become certified social enterprise advisers. It is designed to meet the professional development needs of a wide variety of participants, ranging from freelancers to employees of support organisations, who might be working with social enterprises on a full-time basis, or only occasionally.

The programme focuses on professional practice development. Participants are required to work with at least two client groups over a period of at least six months. They must also devise, implement and evaluate a personal development plan, demonstrate their understanding of social enterprises by writing a case study analysis, and show that they working to professional standards and ethics.

Eligibility criteria

This programme is open to all participants working in a business development role supporting social enterprise. Participants must be actively engaged in client support work during the course of the programme. Participants who have already achieved the ILM VRQ Level 5 Award in Understanding Social Enterprise are exempt from three days of the programme, as are participants who can demonstrate they have completed equivalent training and development in social enterprise support in the last three years.

Delivery Methods

The programme consists of nine one-day workshops, including a three-hour induction session. These workshops are usually held at monthly intervals. Each workshop is preceded by guided preparatory work, which generates materials for the workshop and assessment evidence for the qualification. Workshops last six hours each, and the preparatory work for each workshop takes a minimum of three hours to complete.

On enrolment, participants are given a programme handbook containing details of the qualification, the assessment requirements, the preparatory work, workshop notes, and sources of additional and supplementary learning materials. Participants are expected to read the workshop notes prior to each workshop. The programme handbook also serves as a guide to good practice in promoting, developing and sustaining social enterprises; methods of working with clients; and professional practice standards.

Participants are required to conduct a case study investigation of an actual social enterprise, and to provide advice and support to at least two client groups over a period of at least six months. They are expected to keep a full

record of their progress with clients as part of their preparations for the workshops.

The workshops will draw heavily upon the participants' investigations of their case study organisation, their work with clients, and their professional development at work. These practical experiences will be analysed in the workshop, to test the veracity of current theories and concepts of social enterprise, and to support participants' planning and decision-making processes when working with clients. Teaching methods include tutor-led seminars, group discussions, syndicate work, and practical exercises undertaken on an individual and group basis. Participants are allocated to a learning set with up to four other members. These learning sets use action learning methods to support their case study investigations and work with clients. In addition to the workshops, all candidates will be offered a minimum of three hours of personal tuition, in the form of either face-to-face meetings, telephone contact or email correspondence.

The content of the programme is based on the 2007 SFEDI Business Support standards¹ to 8 plus the SFEDI standards in Social Enterprise Support A to D. The Certificate qualification satisfies the membership requirements for the Institute of Business Consulting (IBC) and the National Register of Business Support Professionals.

Programme Content

The programme will address the following units:

- Understanding Social Enterprise (E5.01)
- Promoting Social Enterprise (E5.02)
- Developing Social Enterprises (E5.03)
- Sustaining Social Enterprises (E5.04)
- Personal Professional Development (E5.05)

Understanding Social Enterprise and Personal Professional Development are mandatory units for the Certificate qualification. In addition, learners must complete one of the optional units: Promoting Social Enterprise, Developing Social Enterprises or Sustaining Social Enterprises. In order to achieve the Certificate, candidates must attend the whole programme, and satisfactorily complete the assessment requirements for the two mandatory units plus one optional unit. Participants who have already achieved the Understanding Social Enterprise Award are exempt from repeating this unit.

Assessment

Candidates for the Certificate in Social Enterprise Support must complete the practical assignments and assessment tasks associated with three units. All candidates must complete the two mandatory units: Understanding Social Enterprise and Personal Professional Development. In addition they must complete the assessment work associated with one of the three optional units: Promoting Social Enterprise, Developing Social Enterprises and Sustaining Social Enterprises.

The Understanding Social Enterprise unit is assessed by a case study assignment focusing on an emerging or established social enterprise. Candidates are required to investigate the business model of the social enterprise, concentrating on its organisational and financial structures, and identifying the support needs of the organisation. Candidates are also required to suggest improvements to their case study organisation, based on comparisons with other social enterprises.

The Personal Professional Development unit is assessed by means of the candidate assembling a portfolio of their personal development activities over a minimum of six months. The portfolio should contain evidence of their personal development needs and plans, personal and service reviews of their work with clients, their network development activities, and the steps they have taken to improve their skills and performance as social enterprise advisers.

The three optional units share a common approach to assessment, although the assessment criteria are specific to each unit. Candidates will be enrolled on the unit which most closely matches their work as social enterprise advisers and the development stage of their clients. All three units require candidates to maintain a portfolio of their work with clients, providing evidence of the approach taken to advising clients, and the meetings and progress they have achieved with clients, together with feedback from the clients themselves on the performance of the candidate.

Programme delivery

The programme is delivered by Jim Brown, principal consultant for Baker Brown Associates. Jim has over 25 years experience as a consultant to third sector organisations including charities, community groups, co-operatives and other forms of social enterprise. He was responsible for researching and devising the original SFEDI National Occupational Standards in Social Enterprise Support in 2005, and for developing the Social Enterprise Support qualifications with the ILM in 2007.

Fees

The fees for the programme are £2,000 plus VAT. For participants who are eligible for exemption from three days of the programme, the fees are £1,600 plus VAT. A limited number of discounted places are available for people, including freelancers, who work for organisations with a turnover less than £100,000 per annum, and are unable to secure financial support from elsewhere.

Venue

The programme will be held at the Bankside Community Space, Bankside 3, Great Guildford Street, London SE1 0SY. It is a short walk from Southwark Tube station (Jubilee Line).

Programme summary		
Workshops start at 10.30am and finish at 5pm each day		
Date	Preparatory work	Workshop contents
Wednesday 14 Oct 2009	CV and career background Skills analysis and personal review	Induction Personal development plans
Wednesday 18 Nov 2009	Finish personal development plan Recruit case study organisation Write case study background	Social enterprise model
Wednesday 16 Dec 2009	Recruit two client groups Write client background description	Role of the social enterprise adviser Purpose and objectives Opportunities for social enterprise Review the performance of social enterprises
Wednesday 20 Jan 2010	Keep client meeting logs Secure client work agreements Design service review mechanisms	Social enterprise development phases Stakeholder development Viability of social enterprise proposals Business plans Sustainability
Wednesday 24 Feb 2010	Keep client meeting logs Assess clients' organisational needs	Organisational and legal structures Organisational design
Wednesday 24 Mar 2010	Keep client meeting logs Assess clients' financial arrangements Professional network analysis	Financial and support services Plan performance reviews
Wednesday 21 Apr 2010	Keep client meeting logs Complete personal review Obtain client feedback	Personal reviews Service reviews Review and improve own support services
Wednesday 19 May 2010	Keep client meeting logs Review client progress Obtain client feedback	Client progress review Viability of social enterprise proposals Business plans Devise and implement sustainability strategies
Wednesday 23 Jun 2010	Conduct service review Review professional network Review personal development plan	Service reviews Review and improve own support practices

Further enquires

Please contact Jim Brown at Baker Brown Associates for a pre-enrolment discussion about your professional development needs and the suitability of this programme: jim.brown@bakerbrown.co.uk Telephone: 0117 9250824

ILM Level 5 Certificate in Social Enterprise Support

Enrolment form: Programme commencing 14 October 2009

Surname	
First name	
Organisation name (if applicable)	
Work address	
Postcode	
Telephone no.	
Email address	

Please indicate which of the following eligibility criteria you satisfy

Please contact Jim Brown at Baker Brown Associates for a pre-enrolment discussion about your eligibility for this programme:

jim.brown@bakerbrown.co.uk Telephone: 0117 9250824

I am currently working in the field of social enterprise and providing social enterprise support to clients				
	Yes		No	
Exemptions				
I have already achieved the ILM Understanding Social Enterprise award. (please state the name of the approved centre and date awarded)	Approved centre name:			
	Date:			
I have completed equivalent training and development in social enterprise support in the last three years				
	Yes		No	
	If yes, please provide details on a separate sheet			

Please indicate which fee rate you qualify for:

Full rate: (sponsored by organisation with annual income in excess of £100,000) £2,000 plus VAT = £2,300	
Exempted rate: (for participants who qualify for exemption from three days of the programme) £1,600 plus VAT = £1,840	

Please state who invoices should be sent to (if not the same as above) (You will be invoiced for 50% in advance of the programme, and the remaining 50% within six weeks of commencing the programme)

Name	
Organisation name	
Address	
Postcode	

ILM Registration Details

The following details are required to register you as a candidate with the ILM. If you are successful, your certificate will be sent to your home address.

Home address	
Postcode	

DATE OF BIRTH	day	day	month	month	year	year	year	Year
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GENDER	MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
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Do you have a disability or health problem which affects your ability to carry out normal day to day activities?

Yes No Prefer not to say

Do you have any special learning support needs? (If yes, please describe below)

Yes No

To help us see how our Equal Opportunities policy is working, please tell us to which of these groups you belong:

Asian or Asian British

Indian Pakistani Bangladeshi Other

Black or Black British

African Caribbean Other

Mixed – White and

Black African Black Caribbean Asian Other

White

British Irish Other

Chinese Other

I would like to enrol on the Professional Development for Social Enterprise Advisers training programme

Signed		Date	
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Send to: Baker Brown Associates, 31 Ambrose Road, Bristol BS8 4RJ