

Turn your Business Idea into a Business Plan

Venue & Contact Details	
Venue	Online, using Google for Education,
Phone	020 8583 6000
Email	courses@hounslow.gov.uk
Website	www.hace.ac.uk

**If you are unemployed, looking for work, and are in receipt of a means tested benefit, you do not have to pay the course fees. You will need to sign a self-declaration form stating that you are looking for a job and provide supporting evidence.*

**If you are in low paid employment and you earn less than £10.85p/h or £21,157.59 annual gross salary, you do not have to pay the course fees. You will need to provide proof of income, for example, this could be a wage slip within 3 months of the course start date, or a current employment contract, which states gross monthly/annual wages.*

About the course

This course is part of our business learning programme aimed to support local residents into starting their own small business or growing the existing one.

This course is aimed at those who wish to start a business. The course will enable you to learn how to create a simple business plan to either secure investment or a loan from a bank, convince customers, suppliers and potential employees to support you or to steer your business as you start and grow.

What will I learn?

After this course you will be able to:

- Analyse and appraise your business idea in terms of industry, competition & prerequisites
 - Identify financial terms, costing & pricing elements
 - Compile a detailed and one-page business plan
 - Present a business plan using a suitable presentation template
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What are the entry requirements?

- This course is for beginners with little or no previous knowledge of business. However, to access this course a good level of written English & basic digital skills are essential
 - We use Google Suite for Education to record your learning journey. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start.
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What do I need to bring with me?

- This is an online course – please see the '**Devices and Digital Applications Required for Online Courses**' section below
 - Please ensure that you attend classes using a laptop/desktop. Mobiles & tablets can be used for live meets interaction, but sometimes do not support different formats in which assignments are to be completed.
 - You may wish to bring a piece of paper and a pen to take notes
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How will my learning be assessed?

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in

Google Classroom. You will participate in group discussions and receive guidance.

To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course. **Please note that the first session is an induction to the course and the centre, so it is therefore essential that you attend.** If you for any reason are unable to attend, please let us know and ensure that you read through the induction slides located in your Google Classroom and complete any related tasks.

Devices and digital applications required for online courses

This is an interactive online course which requires access to a good internet connection and a device with a camera and microphone. We recommend that you download Google Chrome browser if using a laptop or PC. For tablets and smartphones, we recommend you download the Google Meet and Google Classroom apps.

What can I do after completing this course?

- The most obvious progression pathways after this course are other business courses which are part of our Business Learning Programmes. However, your tutor will give you a more specific advice on what you could do next at the end of the course based on your personal circumstances.
 - You can call us to find out about upcoming courses on 020 8583 6000
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Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
 - Email work@hounslow.gov.uk
 - Visit <http://www.hace.ac.uk/employment-support>
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