

Aldbourn Youth Council

Developing Life and Employment Skills Intergenerational Project

Business Plan

Background

Aldbourn Youth Council has identified that the 13plus group who currently use the Youth Centre are currently faced with life decisions: -

- Options for GCSE's and picking the subjects
- Year 10's have completed their mock exams and finding work experience placements
- Year 11's are waiting on their GCSE's results. Waiting on confirmation of future education placement
- Unemployed or wanting to change their vocation

Within each of the above groups there are young people who have no idea as to what career they would like to choose or the different options that are available to them. The Youth Council has recognised that it is not just the young people who are currently using our centre that are faced with these kind of decisions but all young people within these school years in Aldbourn and surrounding villages. Within our community with current financial climates more mature people are finding themselves unemployed or wanting to change their vocation.

Findings

Following an extensive consultations during 2015 with young people, Youth Action Wiltshire (YAW), Youth Engagement Officer and local Police regarding opportunities, access, development and aid with passage to employment and life and practical skills for young people.

Conclusion from the findings were to enter in a yearlong project with an appointment of a community engagement worker (CEW from now on).

Aim of the Project

The aim of the project is to expand practical, life and vocational skills and to open up passages to employment skills aided by relevant agencies. Sessions will hopefully give everyone a chance to explore different careers, looking in details at the qualifications you need, how long you need to study, the best further education establishments for each career path.

Objectives

To cover the following topics with people in the community and surrounding villages: -

1. Budgeting and Finance

Money management, debit and credit cards, business plans and entrepreneurship

2. Employment Skill

CV Writing, application writing, interview techniques, mock interviews

3. Vocational and Life Skills.

Food and basic food hygiene, health eating, first aid, woodwork, sexual health, Alcohol and Drug awareness

4. Leadership and Volunteering

Leader award, Residential, sports leaders award and young listening skills

The Appointment of Aim on the Plain

Aim on the Plain

The Company

Aim on the Plain is a Sole Proprietorship Company was established in 2016, mainly to offer archery weekly shoots to Market Lavington local community, however the company grew very quickly and has established links with Youth Action Wiltshire, Community First, Splash, Camp Acivite and WASP.

The Management Team

Kevin Whitehorn Director, lead coach, decisions maker and controls budgets. Kevin has over 10 years of youth work experience, and currently is overseeing a Youth Café in West Dean. Kevin has proven track record of running a successful business and is currently a Facility Manager within a Town Council., managing the town council multi million pound award winning sports and community facility. Kevin will be covering the following topics: -

- **Participates will have a better understanding and chance in life**
 - Budget Management
 - Risk assessemnt, health and safety
 - Buisness planning
 - Site visit of a sports complex
 - Chairing meeting and making decisions
 - Communication skills
 - Planning event
 - Leadership
- **Stronger Communities**
 - Bringing communities
 - Delivery of event within the community or the surrounding villages
- **Healthier and more active participants**
 - Team Building

- How to manage a sports company
- Development of life skills – shelter building, how to start fire etc

Other Members of the Organisation

Clair Whitehorn Marketing and Admin. Manages the Facebook page, delivery of leaflets and general admin.

Gerard Hurles Outdoor Instructor - lead instructor for bush craft and team building exercise.

Leadership

Aim on the Plain will demonstrate and teach how to lead an Archery Session from the front. Will look into what makes a good leader, how to lead and manage a session. The sessions will cover the basics of archery, introduction at health and safety and the requirement to carry out the sport. Each participant will be taught on how instruct, give demonstrations and to provide a taster session within the local community. Participant will learn

- 1.0 Introduction to the sport (Outdoor Activities Archery and Mountain Biking)
- 1.1 What makes a good leader and how to lead a group
- 1.2 Introduction to outdoor health and safety
- 1.3 Will train the young people how to instruct a taster session
- 1.4 Will organise a shoot with another village
- 1.5 Sporting coaching as a career
- 1.6 Basic navigation skills
- 1.7 Bike Maintenance and Safety Equipment
- 1.8 Leadership during a mountain bike ride

Conclusion (Healthier and more active people and stronger communities)

The group will come away with the basic knowledge and skills to be able to then use this to complete an archery coaching qualification or sports coaching. This will enable an individual to start a career in sports coaching or an outdoor centre.

Careers

- Sports Coaching
- Outdoor instructor
- Mountain Biking Instructor
- Archery instructor

- Bike Maintenance
- Cycle Shop

Employment Skills

- 2.1 Workshop on how to run a budget and put together a robust business plan
- 2.2 How to establish a business
- 2.3 Site visit of Beversbrook Sports and Community Facility
- 2.4 How to plan/organise an event (event management)
- 2.5 CV writing and interview skills
- 2.6 How to a job application
- 2.7 How to prepare for an interview
- 2.8 Attend a mock interview

Conclusion (Better Chance in Life)

Participants will be able to demonstrate how to put together a comprehensive business plan and to have the understanding on budgeting.

The group will learn the how to plan and organise an event, which will help the group to organise a fundraising event in aid of Aldbourne Youth Council.

The group will have the understanding of investment and how to make money. Each participant/group will be given £10.00 or £150.00 as a group which they have to turn into 50% profit.

Participant will have some understanding on how to write a CV, completing job applications and attending interviews.

Career Path

- Management
- Finance
- Company director

Health and Safety – How to put together a risk assessment

- 3.1 Risk assessments and introduction to health and safety

Conclusion (Better chance in Life)

Workshop on what a risk assessment is, what information is needed, the importance of a risk assessment and how to complete a risk assessment. This will give the group basic knowledge in health and safety in a work place or an introduction to Health and Safety officer as a career

Career Path

- Health and Safety officer

Team building - Rural environment - chance in life

3.1 To teach participants the importance of team working and to put into practise of things the groups have learnt in risk assessments, leadership and the environment. On this programme the group will learn the following: -

- Fire starting
- Shelter building
- Survive a night in the wild
- Working as a team to achieve
- How to write a risk assessment
- Communication skills
- Leadership skills

Conclusion

To demonstrate that the group can put into practise from workshop learning. Participants will be able to show leadership skills, understanding risks, communicating as a group and the importance of working as a team

£10.00 challenge

Each participant will receive £10.00 to invest into running an event or village fete and to raise money for the groups chosen charity. This will enable the group or participants to have understanding in managing a business

4.0 Health and Safety

4.1 Risk assessment

4.2 Budget control

4.3 Planning an event

4.4 Leadership/management

4.5 Communication skills

4.6 Chair meetings

4.7 Running the event

Conclusion

The £10 Challenge will enable the group to put into practise everything that has been covered in workshops whilst raising money for a local charity.

Career

- Event Management
- Board Member
- Advertising
- Accounting/booking keeping

Education

The participants will undertake the following education courses:-

First Aid

Food Hygiene

Advertising

Before that start of the project, advertising will be carried during the month of January. Publicised at local schools, via the local newsletter, the parish magazine, local websites and social media sites. The project will be offered to anyone over the age 13plus. Participants that enrol onto the project will be required to complete the project.

Timescale

December 2016 –

Finalise Business Plan

January 2017 –

Advertising and enrolment

February 2017

Employment Skills

Budgets

March 2017

Leadership

Risk Assessment

April

Employment Skills

Leadership

May 2017

Village Archery Shoots

Team Building

June 2017

£10 Challenge

Team Building

Project Finishes

Cost

To deliver all that is mentioned in this business plan, would require 300hours £20.00 = £6,000.00.

This would be invoiced at the end of the project in May 2017.

Monitoring and evaluation

During the project, photos will be taken, portfolios will be developed for participants to take away.

All sessions plans will be gathered. Feedback will be completed by the participants.

Dates

1 st February	Introduction - what makes a good leader
8 th February	Budget Management
15 th February	Business Planning
22 nd February	How to establish a business
1 st March	How to complete a job application, write a CV, and interview Skills
8 th March	Preparing for an interview, completion of the above
11 th March	First Aid Course (Gerard)
15 th March	Risk Assessment
22 nd March	Attend a mock interview (Gerard and plus one)
29 th March	£10.00 Challenge
5 th April	Navigation Skills (Gerard)
9 th April (Sun)	leading a group from the front (Mountain Biking) Gerard and Kev Bike maintenance and equipment
12 th April	£10.00 Challenge planning
23 rd April	Introduction to Sports (archery) Leadership, health and safety

26 th April	£10.00 challenge planning - Planning for Archery shoot at another village
3 rd May	£10.00 Challenge planning - Planning for Archery Shoot at another village
10 th May	Team building planning
13 th May	Site visit to Beversbrook and other employment
14 th May	Village shoot (Gerard)
17 th May	Free session to catch up on above
7 th June	Final planning
10 th June	Village Fate/fund raiser
17 th /18 th June	Team building (Gerard)