

Delivering business enterprise programmes for the unemployed

DATE:

22nd March 2012,

TIME

10.30 – 15.30

COST per delegate:

£115 ACER member

£130 non-members

Facilitator:

Angela Kimberley

Guest Speakers:

Institute of
Leadership and
Management
City and Guilds

With the agenda focusing on not only getting people back into work but encouraging self-employment, what action are you taking to help people develop their own enterprises?

This workshop provides an overview of the type of programmes and resources required to develop and deliver your business enterprise strategy.

Who should attend?

Employability Managers, Contract Managers and Operational Managers.

This programme is suitable for anyone who is interested in delivering business enterprise and start up programmes.

Programme**Topics include:**

- Review of funded delivery programmes and QCF units
- Developing innovative business enterprise programmes
- Identifying and managing appropriate business support resources
- Identifying and managing the role of the trainer
- Working with JCP to generate referrals
- Developing your strategy and action plan

To book your place at this event, please complete a booking form and return it to christine.stewart@acer.ac.uk. For more information about the event, contact Christine on 01480 468198 or visit our website - www.acer.ac.uk.

Booking Form

Delivering business enterprise programmes for the unemployed

22 March 2012

ACER St Ives Cambs

Organisation	
Address	
Postcode	
Telephone No	

The Following would like to attend the above event:
Please indicate status (MR / MRS / MISS / MS etc.)

Delegate 1	
Name	
Job Title	
Subject Area	
E-mail	
Delegate 2 (if applicable)	
Name	
Job Title	
Subject Area	
E-mail	
E-mail	

Please advise us of any dietary/special requirements

PAYMENT ARRANGEMENTS

- I enclose a cheque for £___ in respect of ___ delegates (cheques payable to ACER)
- I enclose an official purchase order and would like to be invoiced for ___ delegates
- Please send an invoice for ___ delegates

PLEASE READ THE FOLLOWING NOTES

1. This completed and signed form must be returned to ACER by the closing date to secure a place at the event. Provisional reservations will be accepted subject to receipt of a completed and signed application form.
2. Places will be allocated in order of receipt of applications. If you wish acknowledgement please ensure your e-mail address is shown.
3. Cancellations must be made in writing and those made after 7th March 2012 will be charged at FULL cost. The fee remains payable in the event of non-attendance but substitutes may be made. Invoices must be paid within 14 days.
4. The organisers reserve the right to make changes to the published programme if necessary.
5. Confirmation of a place will be sent to successful applicants approximately 10 days before the event, as would a letter to unsuccessful applicants. If you have not received details 5 days before the event please contact Christine Stewart on 01480 409300.
6. If you have any queries or require further information please contact Christine Stewart on 01480 409300

Please indicate your expectations of the event, eg. any previous experience, how it links with your job role or context

Please type your response here

Closing date for applications – 15th March 2012

Cost per delegate: £115.00 ACER members £130 non-members

Further details can be obtained from Christine Stewart at ACER on 01480 409300 (fax: 01480 468154) or e-mail christine.stewart@acer.ac.uk.