

# SFEDI Awards Centre

# About Us

- The UK's only Awarding Organisation specialising in enterprise and business support qualifications
- We work with enterprising organisations throughout the UK to support the development of an enterprising community and economy
- Helping people better their lives, get into work and start and run their own businesses
- Working in partnership with the only UK Institute supporting enterprising individuals throughout the UK and beyond

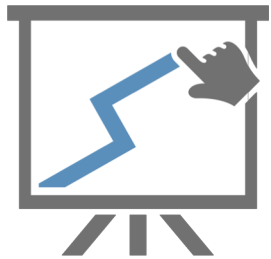
# IOEE Membership Benefits



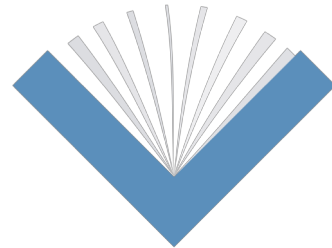
# Learner Added Value

## LEARNER ADDED VALUE

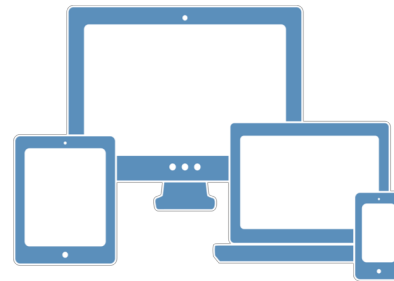
Learners who complete a SFEDI Awards qualification are able to gain one years studying membership of IOEE. The benefits include:



Learning opportunities and qualifications to enhance skills and opportunities for business success and employment



Regular information on what's happening in the world of enterprise through the IOEE's Think Enterprise monthly magazine



Access to enterprise resources including videos, articles, research and materials to enhance understanding of enterprise and enterprise support through IOEE Campus



Access to mentors and the wider IOEE community













# What's available to you?

- Q&A
- eLearning
- Browse Courses
- Groups
- Business Planning
- Checklists
- Research Feed
- Mentoring
- News and Blog
- Standards
- Log Out

## Learning Zone

Access a range of courses (free and paid for). Just choose a course to get started. Our paid for courses offer additional hard copy materials and personal support, in addition to a professional qualification at the end!

## Member Courses

 <p><b>Free</b></p> <p>Practical and Legal</p> <p>by IOEE</p> <p>1 Lessons</p>	 <p><b>Free</b></p> <p>Winning and keeping customers</p> <p>by IOEE</p> <p>3 Lessons</p>	 <p><b>Free</b></p> <p>Thinking about money</p> <p>by IOEE</p> <p>10 Lessons</p>	 <p><b>Free</b></p> <p>Mentoring Essentials</p> <p>by IOEE</p> <p>4 Lessons</p>	 <p><b>Free</b></p> <p>Building your marketing plan</p> <p>by IOEE</p> <p>10 Lessons</p>
 <p><b>Free</b></p>	 <p><b>Free</b></p>	 <p><b>Free</b></p>	 <p><b>Free</b></p>	 <p><b>Free</b></p>

# Benefits as a Learner

- Your studying membership is absolutely free, all you need to do is sign-up
- Gain access to our Enterprise Learning Resources – helping you study smarter
- Access a range of online tools, webinars, business documentation, exclusive news, blog articles & chance to be featured yourself
- As a Student Member you would also be able to access the mentor programme, where you can be paired up with a mentor
- Get access to our monthly publication Think Enterprise
- Get answers to your enterprise questions from other members and our resident experts within the community
- Gain access to our wealth of research

# Feature in Think Enterprise!

As a member you are eligible to feature in our monthly publication Think Enterprise, read by over 25,000 individuals!



## Spotlight On... Enterprising Learner Zoe Eglin

Growth Lancashire Limited offers support and business expertise to aid economic development across the county. Zoe Eglin works as the company's Principal Business Support Advisor, and is currently completing her SFEDI-accredited Level 7 Diploma in Professional Business and Enterprise Support Services, through Boost Business Lancashire's Growth Hub. This month we chatted to Zoe about how she successfully balances the course with a full-time job and being a parent, and moving on to gain a full Master's degree.

Zoe completed her first SFEDI qualification back in 2015, gaining a Level 4 Award in Understanding Business and Enterprise Support and Business Skills Support. It was the first time she had studied since leaving college, and this realisation inspired Zoe to push herself even further, putting herself forward for the Level 7 Diploma last year. Zoe says: "I hadn't really done any training since I left college - you just get out of the habit as life changes. I'm 39 now and have a two year-old girl, and so I was already balancing my job with being a parent before I even took on additional studying. When I did my Level 4 qualification I was actually pregnant, and had to complete

the course in a month before I was due to go on maternity leave. Then I came back to work and put myself forward to do this Level 7 qualification - I definitely don't make things easy for myself!"

Growth Lancashire has been hugely successful on its mission to grow jobs, prosperity and skills across the county, having supported thousands of businesses, created over 4,000 jobs, provided £12m in grant support, and helping over 1,000 start-up businesses to launch over the last three years.

Last year Lancashire City Council decided to team up with a partner to deliver fully-accredited business support and training that would help numerous businesses to grow and thrive in the local area, and this led them to unite with Boost. Together they delivered learning and skills development programmes that would add further value to employees' wealth of knowledge and expertise, enhance their understanding of their roles, and give them the skills and tools they needed to advise businesses to get the best results. Zoe is one of the employees who jumped at the opportunity to gain a new qualification. Zoe says:

**Growth**  
Lancashire Ltd

"I've definitely learnt new skills through this Level 7 Diploma, especially when it comes to dealing with difficult situations with clients. I'm working on Boost Growth Vouchers, which is essentially working on grants, applications and funding, and with money matters there are always challenging conversations to be had with clients, and I've learnt new skills for dealing with those sorts of things. "However, where I really feel like I've benefited is in my confidence within my job role. I've now got a qualification that's specifically job-related. I left school, went to college and then started work, and I've worked in this area for over 15 years now, with nothing to prove that I'm actually really good at what I do. It can be easy to doubt yourself sometimes without that confirmation, and having this qualification proves that I have the knowledge I thought I did by being assessed in that formal way. It's definitely boosted my confidence in my job role."

Now that Zoe is close to completing her Level 7 Diploma, she is looking to gain more qualifications to enhance her professional knowledge, skills and current position even further. Zoe says: "The course was hard work, but I really enjoyed it. I'm not only studying on top of a full-time job, but managing both of those things with being a mum to a little girl, and generally maintaining all of the elements of your personal life alongside your professional work. Now that I've finished the course, I do find myself lying in bed at night thinking, 'oh, this is unusual - I don't have to think about the million things to do tomorrow', but it hasn't put me off. We've been offered the opportunity to continue studying and turn this qualification into a full Master's, and I'm thinking that I might as well keep going - so no, I definitely don't make things easier for myself!"

The Level 7 course took the shape of several workshops, which acted as the foundation for a significant body of self-directed learning. There was a great deal of research to undertake, a lot of theory to learn, and a lot of self-reflection using the workshop inputs. The assessments mostly took the form of study workbooks, with seven pieces of work to submit - each comprising of around 10,000 words related to a specific topic, including: developing the client relationship, analysing support needs, accessing different forms of business and enterprise support, developing skills as a Business Support Professional, and reflecting upon your own knowledge, skills and learning. There were also practical assessments that were tailored to your specific job role. Zoe says: "Some people are out and about with clients in their job role, but in my position you are mainly dealing with clients on the phone, so there were observational assessments where somebody listened in to phone conversations and assessed how I dealt with different scenarios and situations. The course is difficult, but you've got to remember that you're being assessed on elements of your role that you've been doing for a long time. Achieving the qualification at the end really does make you feel confident that you're doing a great job."

For further information on Growth Lancashire visit  
<http://www.growthlancashire.co.uk/>



Note your certificate number here:  
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### STEP 1: Log In

Receive your login details from the IOEE via email and sign in to the IOEE Campus using the instructions.



#### TIP

If you don't receive your login details you can call us on **0845 467 4928**. If you have misplaced your password, visit [campus.ioee.uk/wp-login.php?action=lost-password](http://campus.ioee.uk/wp-login.php?action=lost-password)

### STEP 2: Profile

Create your profile - remember this is how other members view you!



### STEP 3: Get Connected

Connect to other members to get peer support and input to your new business.



#### TIP

Look out for the mentor profile, which means somebody has undertaken our mentor training and wishes to support other members.



### STEP 4: Use the Resources

Look out for local and national events and make sure you use the online bank of materials and resources.



#### TIP

Our Get Started Business Plan Builder is a great resource to use!

### STEP 5: Remember...

As your business grows don't forget to **upgrade your membership** - this is the clearest way to demonstrate your enterprising skills and know how!

**If you haven't already upgraded, now is the perfect time to do it.**

Upgrade your studying membership to a higher level and receive **£25** off!

## JOIN US AT THE *heart* OF ENTERPRISE



Congratulations on achieving your Enterprise Qualification/Programme. On registration you will have received your login details for your IOEE Studying membership via email. We are delighted to welcome you to the IOEE.

### *Who we are*

The Institute of Enterprise and Entrepreneurs (IOEE) is the UK's largest professional body, dedicated to developing enterprising learning and skills. The IOEE is for anyone who is thinking about starting or already running their own business, those who support them and those employed in innovative and entrepreneurial businesses.

Part of SFEDI Group, we are recognised by Government as the standard setting body for enterprise and enterprise support, on which all enterprise qualifications in the UK are based upon.

### Whether you are ...

- ✓ an enterprising student
- ✓ just starting your own small business
- ✓ running your own small business
- ✓ providing support to small businesses through advising, coaching, mentoring or training
- ✓ an employee working in an enterprising way; or
- ✓ an enterprise educator

... we have a membership level for you!

### *Why should I upgrade?*

Members of IOEE can take advantage of the following benefits:

- Professional recognition and validation of your skills and experience (Associate level and higher carry post nominal letters)
- Regular information on what's happening through the IOEE monthly publication, Think Enterprise, including case studies of people just like you who are becoming more enterprising
- Opportunities to meet other business owners in our online community who are happy to share how they have been there, done it, got the t-shirt and continue to wear it!
- Enterprise resources including videos and articles to enhance your understanding of enterprise and enterprise support
- A chance to compare notes with other entrepreneurs and business support professionals through the online groups and forums
- A chance to promote yourself and your business to other IOEE members through your IOEE profile page.

To meet some of our fantastic members and hear how IOEE has helped them in their business, please visit:  
[ioee.uk/category/member-spotlight/](http://ioee.uk/category/member-spotlight/)

*Want to know more? Contact us:*

 [ioee.uk](http://ioee.uk)  [info@ioee.uk](mailto:info@ioee.uk)  [@TheIOEE](https://twitter.com/TheIOEE)

# THANK YOU

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