

<b>Co-operative Education Trust Scotland</b>	
<b>Award Title: Certificate in Co-operative Studies</b>	
<b>Unit Title: Co-operative Enterprise Activity (SCQF level 4)</b>	
<p><b>Unit summary and entry requirements:</b> In this unit candidates will plan, organise and run a co-operative enterprise with limited teacher support.</p> <p>There are no entry requirements.</p>	
<p><b>Learning outcome 1:</b></p> <p><b>Plan and arrange an enterprise activity which demonstrates the co-operative values and principles, with limited teacher support.</b></p>	<b>Evidence</b>
<p><b>Performance Criteria:</b></p> <p>1.1 An initial self-assessment clearly identifies the candidate's qualities and skills.</p>	An initial self assessment of own and others qualities and skills.
<p>1.2 Knowledge of co-operative values and principles and the co-operative business model is displayed during planning process.</p>	Evidence that the values and principles have been discussed at planning meetings. This may take the form of notes of discussions at meetings, teacher's written comments or observation checklists or video evidence.
<p>1.3 An ethical activity which displays the co-operative values and principles is chosen democratically.</p>	The same notes of discussions at meetings, teacher's written comments or observation checklist or video evidence may be used to evidence 1.2 and 1.3 and planning and review elements of 1.4 and 1.5.
<p>1.4 A step-by-step planning process for the enterprise activity is devised and implemented, taking into account own and others' strengths.</p>	See above. A simple business plan.
<p>1.5 The feasibility of the plan is reviewed and the plan adjusted as required.</p>	See above. A revised business plan if appropriate.
<p><b>Learning outcome 2:</b></p> <p><b>Carry out tasks during co-operative enterprise activity, democratically and ethically with limited teacher support.</b></p>	<b>Evidence</b>
<p><b>Performance Criteria:</b></p> <p>2.1 The allocation of tasks for the enterprise activity is negotiated democratically and in accordance with the results of the initial assessment.</p>	Evidence of allocation of tasks being carried out democratically. This may take the form of notes of discussions at meetings, teacher's written comments or observation checklists or video evidence.
<p>2.2 Allocated tasks are planned and carried out ethically under limited supervision and to a standard agreed with the teacher.</p>	Performance evidence for co-operative enterprise activity. Written, oral and/or video evidence which supports this enterprise activity.

2.3 Health, safety and hygiene requirements are observed at all times.	The same evidence may be used for 2.2, 2.3 and 2.4.
2.4 The ability to deal with unexpected situations is demonstrated effectively.	See above.
<b>Learning outcome 3:</b>  <b>Work co-operatively with others in the analysis, planning and undertaking of co-operative enterprise activity.</b>	<b>Evidence</b>
<b>Performance Criteria:</b> 3.1 Working relationships formed are co-operative in nature.	Performance evidence.
3.2 Others views and opinions are listened to attentively and received in a positive manner.	The same evidence may be used for all Performance Criteria in this Learning Outcome.
3.3 Advice and assistance are sought as required.	See above.
3.4 Ideas, information and judgements volunteered are relevant, accurate and sensible.	See above.
3.5 Behaviour is modified appropriately to meet the needs of others.	See above.
<b>Learning outcome 4:</b>  <b>Evaluate the co-operative enterprise in terms of the co-operative values and principles and review knowledge and skills gained through the enterprise activity.</b>	<b>Evidence</b>
<b>Performance Criteria</b> 4.1 The running of the enterprise is reviewed in terms of the co-operative values and principles.	Written, oral and/or video evidence.
4.2 Strengths and weaknesses within the original planning process are clearly identified and suggestions for the improvement of the process made.	The same evidence may be used for 4.1, 4.3, 4.4 and 4.5.
4.3 The initial self assessment is re-examined in terms of strengths and weaknesses, and skills developed are recorded.	An updated self assessment.
4.4 Teacher's written comments and observations are reviewed, commented on critically and justified.	See above.
4.5 The value of the learning gained is reviewed in terms of knowledge of benefits of co-operative enterprise and member rights and responsibilities.	See above.