

Instruments of Assessment

Instrument of Assessment 2 *Enterprise Activity Planner*

Outcome 1 Devise and arrange an enterprise activity which demonstrates the co-operative values and principles.

Outcome 2 Take responsibility for undertaking a co-operative enterprise activity in a democratic and ethical way.

Group name _____

Candidate's name _____

Candidate guidance

This document will aid your group to decide on your enterprise activity.

Candidate instructions

- Choose a person in your group to '**chair**' this initial meeting. This will involve discussing the Qualities and Skills Assessment and ensuring that all members of the group contribute information from their individual skills assessment.
- Choose a member of the group to record the '**minutes**' of this meeting using the 'Action minute' pro forma. This will involve recording the input from all members of the group.
- You are then ready to discuss possible co-operative enterprise activities that your group could organise.
- After the meeting, a copy of the minutes should be given to all members of the group and to your teacher.
- The completed sheets 'Qualities and Skills Assessment' and 'Choosing a Co-operative Enterprise' should be filed in your assessment folder along with the minutes.

Action minute pro forma / Meeting Record

Group Title _____ **Location** _____ **Date** _____

	Agreed actions	How they were agreed	Responsible Person
Present			
Apologies			
Update from previous meeting (not applicable for first meeting)			
1			
2			

	Agreed actions	How they were agreed	Responsible Person
3			
4			
5			
6			
AOCB			
Date of next meeting			

Qualities and Skills Assessment

Group Title _____ Location _____ Date _____

List the key **qualities and skills** your group has identified from your **individual skills assessment**.

Member's Name	What they are good at	What they have done before

You should now reflect on the qualities and skills that exist within your group.

Candidate signature _____ Date _____ Teacher signature _____

File this completed document in candidate assessment folder.

Choosing a co-operative activity

It is now time to discuss possible co-operative enterprise activities that your group could organise.
Remember to consider the qualities and skills available in your group as well as co-operative values and principles.

Suggestions	Result of group discussion	If rejected, why

Ensure that your teacher agrees with the feasibility of completing the suggested co-operative enterprise activity.

Your group is now ready to plan, organise and complete the activity agreed on.

Candidate signature _____ Date _____ Teacher signature _____

File this completed document in candidate assessment folder.

Candidate log sheet

Candidate name _____

Candidate guidance

After each meeting/session you should complete a log sheet to record all work planned and completed.

Candidate instructions

At the end of each meeting/session record all tasks you have completed. List any future tasks that you have to complete.

What needs to be done?	Who is going to do it?	Date by which it has to be done.	How was this decided?	Has it been done and if so, by what date was it completed?

File this completed document in candidate assessment folder.