ENTERPRISE 1 > **MINI COMPANY**
ENTERPRISE 2 > **NOT FOR PROFIT EVENT**

ENTERPRISE TASK REPORT - *SAMPLE LAYOUT*

PROCESS >>>
ENTERPRISE 1 & 2

A. Cover
Name of Task

B.
Contents

C. Optional
Introduction

D. (Teamwork ≥ 2)
Group Aims — **My Aims**

10%

Clear, specific and relevant. The individual aim must refer to a specific candidate role eg. finance manager, sales manager, member of sales team, health & safety officer, etc. The specific duties of that role must be stated. ***(Group Aim 5 marks + Individual Aim 5 marks)***

E. Evidence of Planning
My Action Plan

*Include **when** and **how** it is to be carried out. Business plan **or** action plan (time plan) with financial projections (Enterprise 1 and 2), eg. sources of finance, (shares, loans, etc), costs, (equipment, materials, rent, advertising, etc), pricing, profit.*

20%

F. Evidence of Research
LIST **My Research**

*List **where** and **how** the information is accessed.*
*Evidence of background research (primary/desk), sources of information **credited,** identifying target group, skill assessment, (own & group if applicable), resource assessment, market research, alternatives considered, information gathering techniques used, (letters, questionnaire [blank], etc).*
*The following **3** elements must be present for full marks.*
(Market Research - Business Plan or Action Plan - Finance/financial projections 7 marks + 7 marks + 6 marks)

G. How Task Went (maybe video it/photo it)
How I Carried Out My Task

20%

*Description of activity **(should include the steps involved in running the enterprise/event),** description of own/group/outside agency involvement/role, resources used (people, equipment, finance, etc), problems encountered if any, adaptation of plans if required, quality control measures, implementation of Health & Safety practices, evidence of involvement in the task (photographs, video extracts, completed questionnaires, responses to letters sent, etc)*
(Group Activities 10 marks + Individual Activities 10 marks)

H. My Conclusions v My Aims
Presentation & Analysis of Findings

10%

Summary of findings about Enterprise.
Were all aims achieved and outcomes explained.
*Methods used to measure outcomes/success (statistics presented), analysis and evaluation of the enterprise process leading to **own** conclusions which* **must relate back to the original aims).** *Strengths, weaknesses, suggestions for improvements to the task.*

I.
Self-Evaluation

10%

*Evaluation of **own role,** knowledge of self (skills/ attitudes developed, difficulties encountered and lessons learned about self for the future).*
2 distinct points learned and explained about personal development having completed the task.

J.
Cross-Curricular Applications & Integration

10%

Extent, quality and relevance of cross-curricular applications, coherence of integration. (VPG / English and Communciation / one other eg. IT, Art, etc)
(4 marks + 3 marks + 3 marks - quality and relevance assessed)

CREATIVITY -
ORIGINALITY -
INNOVATION -
demonstrated in the selection and organisation of the task. Evidence of primary research, candidates own work, evidence of original input, selective use of transcription, graphics, etc, sources credited.

10%

PRESENTATION → **NEAT**
READABLE
COMMUNICATION → **INTERVIEW** → **+/- 20%**

8%

WRITTEN: format, layout, neatness, legibility, clarity/organisation, use, appropriateness and quality of illustrative material, table of contents, etc
ORAL: command of material, ability to convey ideas, clarity, fluency and coherence, etc
(Maximum of 8 points awarded prior to interview)

Please Note: *This sample layout is NOT intended to be prescriptive. It is a suggested layout to be used at the teacher's own professional discretion. Any indication of marks is based on past exam papers and is not indicative of future marking schemes as these are determined by the State Exams Commission (SEC) each year. All feedback welcome @ lca@oide.ie*

www.oide.ie Oide

ENTERPRISE 1 > **MINI COMPANY**
ENTERPRISE 2 > **NOT FOR PROFIT EVENT**

ENTERPRISE TASK REPORT - *SAMPLE LAYOUT*

PROCESS >>>
ENTERPRISE 1 & 2

A. Cover
Name of Task

B.
Contents

C. Optional
Introduction

D. (Teamwork ≥ 2)
Group Aims — **My Aims**

10%

Clear, specific and relevant. The individual aim must refer to a specific candidate role eg. finance manager, sales manager, member of sales team, health & safety officer, etc. The specific duties of that role must be stated. ***(Group Aim 5 marks + Individual Aim 5 marks)***

E. Evidence of Planning
My Action Plan

*Include **when** and **how** it is to be carried out. Business plan **or** action plan (time plan) with financial projections (Enterprise 1 and 2), eg. sources of finance, (shares, loans, etc), costs, (equipment, materials, rent, advertising, etc), pricing, profit.*

20%

F. Evidence of Research
LIST **My Research**

*List **where** and **how** the information is accessed.*
*Evidence of background research (primary/desk), sources of information **credited,** identifying target group, skill assessment, (own & group if applicable), resource assessment, market research, alternatives considered, information gathering techniques used, (letters, questionnaire [blank], etc).*
*The following **3** elements must be present for full marks.*
(Market Research - Business Plan or Action Plan - Finance/financial projections 7 marks + 7 marks + 6 marks)

G. How Task Went (maybe video it/photo it)
How I Carried Out My Task

20%

*Description of activity **(should include the steps involved in running the enterprise/event),** description of own/group/outside agency involvement/role, resources used (people, equipment, finance, etc), problems encountered if any, adaptation of plans if required, quality control measures, implementation of Health & Safety practices, evidence of involvement in the task (photographs, video extracts, completed questionnaires, responses to letters sent, etc)*
(Group Activities 10 marks + Individual Activities 10 marks)

H. My Conclusions v My Aims
Presentation & Analysis of Findings

10%

Summary of findings about Enterprise.
Were all aims achieved and outcomes explained.
*Methods used to measure outcomes/success (statistics presented), analysis and evaluation of the enterprise process leading to **own** conclusions which* **must relate back to the original aims).** *Strengths, weaknesses, suggestions for improvements to the task.*

I.
Self-Evaluation

10%

*Evaluation of **own role,** knowledge of self (skills/ attitudes developed, difficulties encountered and lessons learned about self for the future).*
2 distinct points learned and explained about personal development having completed the task.

J.
Cross-Curricular Applications & Integration

10%

Extent, quality and relevance of cross-curricular applications, coherence of integration. (VPG / English and Communciation / one other eg. IT, Art, etc)
(4 marks + 3 marks + 3 marks - quality and relevance assessed)

CREATIVITY -
ORIGINALITY -
INNOVATION -
demonstrated in the selection and organisation of the task. Evidence of primary research, candidates own work, evidence of original input, selective use of transcription, graphics, etc, sources credited.

10%

PRESENTATION → **NEAT**
COMMUNICATION → **READABLE**
INTERVIEW → **+/- 20%**

8%

WRITTEN: format, layout, neatness, legibility, clarity/organisation, use, appropriateness and quality of illustrative material, table of contents, etc
ORAL: command of material, ability to convey ideas, clarity, fluency and coherence, etc
(Maximum of 8 points awarded prior to interview)

Please Note: *This sample layout is NOT intended to be prescriptive. It is a suggested layout to be used at the teacher's own professional discretion. Any indication of marks is based on past exam papers and is not indicative of future marking schemes as these are determined by the State Exams Commission (SEC) each year. All feedback welcome @ lca@oide.ie*

www.oide.ie Oide