



- Each workshop will start sharp at 10am and finish at approx 3pm but there will be time afterwards each day for individual queries.
- Canteen facilities will be available, tea and coffee will be provided but not lunch.
- Participants must have a reasonable standard of written and spoken English
- Due to demand only one person per application may attend
- Unless otherwise announced: Location of training
  - **Wexford:** WLD offices, Old County Hall, Spawell Road, Wexford
  - **Enniscorthy:** to be announced
  - **New Ross:** WLD offices, 10 Mary St, New Ross
  - **Gorey:** The G training Centre, Gorey Business Park

## **Content of Workshops**

### **“Enterprise Workshop Day 1”**

- Introduction and Explanation of the BTWEA/STEA schemes and application process Part 1
- Characteristics of an entrepreneur or successful self employed business person
- SWOT analysis of the promoter; are you and your family ready to start your own business
- Development and exploration of the business idea
- USP and competition
- Business vision and goals
- Formal requirements and obligations for becoming self employed
- The TR1
- Introduction to writing an appropriate Business Plan - Guidelines

### **Enterprise Workshop Day 2**

- Business Plan template
- Particular focus on Market Research, Customers, Marketing and Competition
- Pricing and Pricing Structures, Sales Forecasting and Cash flow statements.
- Income and Expenditure
- Financial Resources
- Supplementary Documentation for Business Plan
- The next step to applying for BTWEA/STEA Part 2
- Distribution of all necessary forms
- Information about supports available

Please ensure that you complete both sections of the form



## Enterprise & Employment Registration Form

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Are you seeking information in relation to BTWEA or STEA  Yes  No

Nationality  Irish  Other EU country  Other non EU country  Outside Europe

Gender:  Female  Male

Age Band:  Under 18  18 – 25  26 – 35  
 36 – 45  46 – 55  Over 55

Permission to be contacted by Pobal  Yes  No  
(Pobal are the funders of the programme)

### Employment Status (select one only):

- |  |  |
|--|--|
| <input type="checkbox"/> Live Register less than 1 year  | <input type="checkbox"/> Live Register more than 1 year  |
| <input type="checkbox"/> Live Register more than 3 years | <input type="checkbox"/> Live Register more than 5 years |
| <input type="checkbox"/> Seasonally employed             | <input type="checkbox"/> Low Income Family               |
| <input type="checkbox"/> Self Employed                   | <input type="checkbox"/> Full-time employed              |
| <input type="checkbox"/> Part-time employed              | <input type="checkbox"/> Scheme, CE/TUS                  |
| <input type="checkbox"/> Unemployed but not on register  | <input type="checkbox"/> Other, please specify _____     |

### Type of Payment

Disability  Lone Parents  Carers  Job Seekers  Qualified Adult  Other

### Education Status (select one only):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> No formal education    | <input type="checkbox"/> Leaving Cert – Standard   | <input type="checkbox"/> Apprenticeship/Trainee        |
| <input type="checkbox"/> Primary Education only | <input type="checkbox"/> Leaving Cert - Applied    | <input type="checkbox"/> FETAC (ECDL, NCVA, CERT etc)  |
| <input type="checkbox"/> Junior/Inter/Group     | <input type="checkbox"/> Leaving Cert – Vocational | <input type="checkbox"/> HETAC (3 <sup>rd</sup> level) |

### Referred from:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Outreach Office       | <input type="checkbox"/> FAS               | <input type="checkbox"/> HSE                |
| <input type="checkbox"/> Publicity/Information | <input type="checkbox"/> LES               | <input type="checkbox"/> Community Group    |
| <input type="checkbox"/> EU Programme          | <input type="checkbox"/> Internal Referral | <input type="checkbox"/> Teagasc            |
| <input type="checkbox"/> Outreach Visit        | <input type="checkbox"/> Dept of Ag.       | <input type="checkbox"/> Other State Agency |
| <input type="checkbox"/> Self Referral         | <input type="checkbox"/> VEC               | <input type="checkbox"/> Farm Organisation  |

- 
- DSP

**Please indicate which “Moving from Welfare to Self Employment” workshops you would prefer to attend.**

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**Notes:** \_\_\_\_\_ **Date received in office:** \_\_\_\_\_

***Data Protection - Form of Consent***

**CLIENT RECORDS**

When a person receives support from us, we may create an electronic record from information we record on paper forms in your name on the IRIS national database. We use this information in order to be able to provide the best type of supports and services for you. Services that we provide to you, including information that you give us, is added to the record. You have the right under the Data Protection Act of 1988 to obtain a print out of your computer record at any time.

**The information we record is used only for the following purposes:**

- Processing applications.
- Compiling statistical information to help us plan and improve our services.
- Analysing information about applicants for other bodies such as Government Departments, and producing our own statistics for publication.

Personal information about you will be disclosed only in accordance with the registration of Wexford Local Development under the Data Protection Act. The purpose for which we hold information and the people and bodies to whom we may disclose it are listed in the Register of Data Controllers. This is a public register kept by the Office of the Data Commissioner at the Irish Life Building, Talbot Street, Dublin 1 (phone: 01-8748544), and you may inspect it free of charge.

To give you an example of disclosure: Wexford Local Development is required to collect details of people who benefit from our services under the Local Community Development Programme such as contact details , age band, education, employment status at date of registration, as well as beneficiary groups of the programme . This information is stored on a database controlled and operated by Pobal. **Pobal as data controller does not share any personal identifying information with its parent Dept of other public agencies and bodies. Pobal is a registered data controller.**

**NON-COMPUTERISED RECORDS**

Other information supplied and collected may also be disclosed to people and bodies from time to time. On request you can receive a list of disclosures.

**DECLARATION**

I have read and understand the above statement and consent to the use and disclosure of data and information as outlined above.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Please tick if you are happy for Pobal and agents of the Dept of Environment, Community & Local Government to contact you. You may be contacted directly by Pobal or external Programme Evaluators to assess your satisfaction with the service received under the Local and Community Development Programme. We will provide your name and details to Pobal if you are in agreement.