

Construction Small Business Management Taster Course Outline

<p>This Taster normally takes 3 – 4 sessions of less than 3 hours each. Ask the staff in your Learning centre which times you can attend to take the course.</p>	
<p>Who might be interested in this Taster?</p>	<p>Many different people will find this Construction Taster useful. For example, people who are currently employed within the construction or associated industries who wish to explore the possibility of running their own construction business</p>
<p>What's in the Taster?</p>	<p>The Taster uses learndirect scotland's online learning system, Skillnet, which you can access in your local learning centre. You may even be able to access it at home if you have a computer and suitable internet connection – ask your learning centre staff for more information.</p> <p>There are two course modules for you to work your way through at your own pace. You can even go back and do something again if you are unsure. The courses include mini exercises so you can check your skills as you move through the course.</p> <p>There are also some worksheets and activities for you to try away from the computer to help you build your skills.</p>
<p>Skillnet Courses</p>	<p>There are two courses for you to study in Skillnet:</p> <ul style="list-style-type: none"> • Construction – Small Business Management • Construction Site – Health and Safety
<p>Session 1</p>	<p>Course Overview Skillnet Registration</p> <ul style="list-style-type: none"> • Construction – Small Business Management <ul style="list-style-type: none"> ○ Legal Issues
<p>Activity 1</p>	<p><i>Financial Records Worksheet</i></p>
<p>Session 2</p>	<ul style="list-style-type: none"> • Construction Site – Health and Safety <ul style="list-style-type: none"> ○ Accident ○ Signage • Construction – Small Business Management <ul style="list-style-type: none"> ○ Financial Records (part one)
<p>Activity 2</p>	<p><i>Cash flow and basic bookkeeping exercises</i></p>
<p>Session 3</p>	<ul style="list-style-type: none"> • Construction Site – Health and Safety <ul style="list-style-type: none"> ○ Site Inspection ○ Hazardous Materials • Construction – Small Business Management

	<ul style="list-style-type: none"> ○ Financial Records (part two)
Activity 3	<i>Income Tax and VAT</i>
Session 4	<ul style="list-style-type: none"> • Construction Site – Health and Safety <ul style="list-style-type: none"> ○ Personal Protective Equipment ○ Lifting and Handling • Construction – Small Business Management <ul style="list-style-type: none"> ○ Estimates
Activity 4	<i>Job costing</i> <i>Draft business plan</i>
Next steps	<i>What would you like to do next? Your learning centre will be happy to advise or you could call the learndirect scotland helpline free on 0808 100 9000</i>