

<b>Construction</b> 3 – 4 sessions, each less than 3 hours	
Target Audience	Individuals currently employed within the construction or associated industries who wish to explore the possibility of running their own construction business
Skillnet Content	learndirect and build: <ul style="list-style-type: none"> <li>• Construction – Small Business Management             <ul style="list-style-type: none"> <li>○ Legal Issues</li> <li>○ Financial Records</li> <li>○ Estimates</li> </ul> </li> <li>• Construction Site – Health and Safety             <ul style="list-style-type: none"> <li>○ Accident</li> <li>○ Signage</li> <li>○ Site Inspection</li> <li>○ Hazardous Materials</li> <li>○ Personal Protective Equipment</li> <li>○ Lifting and Handling</li> </ul> </li> </ul>
Additional Materials	The following worksheet is available on the lds4centres web site: <ul style="list-style-type: none"> <li>• Financial Records</li> </ul>
Session 1	Course Overview Skillnet Registration <ul style="list-style-type: none"> <li>• Construction – Small Business Management             <ul style="list-style-type: none"> <li>○ Legal Issues</li> </ul> </li> </ul>
Activity 1	<i>Worksheets: Financial Records</i>
Session 2	<ul style="list-style-type: none"> <li>• Construction Site – Health and Safety             <ul style="list-style-type: none"> <li>○ Accident</li> <li>○ Signage</li> </ul> </li> <li>• Construction – Small Business Management             <ul style="list-style-type: none"> <li>○ Financial Records (part one)</li> </ul> </li> </ul>
Activity 2	<i>Cash flow and basic bookkeeping exercises</i>
Session 3	<ul style="list-style-type: none"> <li>• Construction Site – Health and Safety             <ul style="list-style-type: none"> <li>○ Site Inspection</li> <li>○ Hazardous Materials</li> </ul> </li> <li>• Construction – Small Business Management             <ul style="list-style-type: none"> <li>○ Financial Records (part two)</li> </ul> </li> </ul>
Activity 3	<i>Income Tax and VAT</i>
Session 4	<ul style="list-style-type: none"> <li>• Construction Site – Health and Safety             <ul style="list-style-type: none"> <li>○ Personal Protective Equipment</li> <li>○ Lifting and Handling</li> </ul> </li> <li>• Construction – Small Business Management             <ul style="list-style-type: none"> <li>○ Estimates</li> </ul> </li> </ul>
Activity 4	<i>Job costing</i> <i>Draft business plan</i>
Next steps	Offer learning opportunities that build on the skills developed in this Taster