



COMPETENCE ANALYSIS AND QUALIFICATION OF BUSINESS START-UP ADVISORS

This questionnaire will help you and your regional award centre to identify your training needs. The questionnaire is based on a competence matrix outlining the minimum requirements for business start-up advisors developed in 2006 as part of a transnational cooperation project between United Kingdom, Spain and Germany. Since then it has been validated several times.

1 Personal information

First and last name _____ Date of birth _____
Phone No. _____ e-mail: _____
Address (work) _____

2 The consultation process

2.1 In the process of accompanying my client I am able to identify his/her needs and create individual training plans.

Yes Partly No

2.2 I know how to explain to the client the activities and steps he/she is going to follow in a general context. At the same time I know how to guide the support process by establishing intermediate targets. (eg. using a project management system).

Yes Partly No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

3 The entrepreneur

3.1 I can clearly assess the strengths and weaknesses of a person interested in starting a business.

Yes Partly No





COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

3.2 I recognise in the process if customers feel totally overwhelmed with the creation of his/her own company, and if necessary I advise them not to proceed.

Yes

Partly

No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

4 The advisor

4.1 I can professionally intervene and preserve the relation between client and advisor (eg. interrogation techniques, intervention and conflict prevention, crisis control, etc.)

Yes

Partly

No

4.2 I have knowledge on how to prepare and structure difficult subjects or situations (eg. visualisation techniques)

Yes

Partly

No

4.3 I am able to explain difficult concepts in an understandable way.

Yes

Partly

No

4.4 I have contacts with peers, experts or technicians and I can access to them if necessary.

Yes

Party

No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

5 The enterprise

5.1 I have a solid understanding of the advantages and disadvantages of the different legal forms and I can clearly explain, including the requirements and steps needed to start a business.

Yes

Partly

No



COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

5.2 I know the basic requirements to start a business in any given sector or I can quickly acquire them.

Yes Partly No

5.3 I can judge and evaluate the advantages and disadvantages for the entrepreneur of the different type of contracts (eg. Leasing contracts, service contracts, sale contracts, etc.)

Yes Partly No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

6 The market

6.1 I am able to assess the potential and possibilities of the market (product and price) for various entrepreneurial projects.

Yes Partly No

6.2 I am able to assess the competitiveness of different entrepreneurial projects (market and competition analysis).

Yes Partly No

6.3 I know the information channels to get relevant information about the market conditions and the state of different sectors.

Yes Partly No

6.4 I can evaluate the sustainability of various marketing strategies in a particular entrepreneurial project.

Yes Partly No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)



COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

7 The company's daily life

7.1 I am able to support the entrepreneur in the process of implementing its business activity (responsibilities, deadlines, taxes, licences, etc.)

Yes Partly No

7.2 I know the most important tax regulations for different business projects.

Yes Partly No

7.3 I have enough knowledge to analyse balance sheets and profit and loss accounts.

Yes Partly No

7.4 I know the most important concepts of the labour legislation.

Yes Partly No

7.5 I know the legal and tax obligations for social security and staff recruitment.

Yes Partly No

7.6 I know the pros and cons of different forms of business organisation and I can advise the entrepreneur on the most appropriate processes and organisational structures.

Yes Partly No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

8 Financing

8.1 I know the relevant institutions supporting entrepreneurship.

Yes Partly No

8.2 I know the most relevant support programs/ offers for entrepreneurs and businessmen/-women.

Yes Partly No



COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

8.3 I know the requirements and formalities to access public or private grants or other sources such as (micro-) credits.

Yes

Partly

No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

9 Financial planning

9.1 I can develop consistent cost and revenue plans for different sectors.

Yes

Partly

No

9.2 I am able to develop a liquidity plan (cash flow statements)

Yes

Partly

No

9.3 I am able to develop capital need/ requirement plans.

Yes

Partly

No

9.4 I can consistently evaluate business concepts and approaches.

Yes

Partly

No

9.5 I have sufficient knowledge to assess the viability and sustainability of a business project in its various aspects and phases (either thanks to my knowledge of the market or through partners who cooperate with me).

Yes

Partly

No

The competences related to the questions in this chapter were acquired through the following actions...(mandatory field!)

© iq consult gmbh

www.iq-consult.com

Contact: egana@iq-consult.com or brix@iq-consult.com