



Specific description of Entrepreneurship Module eligible for Certification

The Entrepreneurship Module eligible for Certification (CEM) consists of seven work processes. These processes describe the basic entrepreneurship package that an independent starting entrepreneur – usually without staff – will need in order to get his/her business started and running.

CEM consists of the following processes:

- 1 Determines what the business will look like in the future.
- 2 Shapes the form of the business.
- 3 Regulates the financial aspects of starting a business.
- 4 Monitors the financial position of the business.
- 5 Positions and/or innovates the business.
- 6 Purchases products and/or services for the business.
- 7 Acquires orders/clients, drafts quotations and/or negotiates.

The first three processes are related to drafting a business plan and the entrepreneur's initial steps that are necessary to actually start a business. The rest of the processes deal mainly with maintaining and developing the business once it has started. During these processes, it is vital for the entrepreneur to have a 'grip' on the business: controlling the figures, coming and staying in contact with buyers and clients, and always thinking about how to improve the business. This is something that every entrepreneur must do in order to ensure the continuity and profitability of the business.

CEM has adopted seven competencies that bring about attributes such individual responsibility, innovative abilities, effective work, social skills and commercial mindset.

		Competencies						
		Deciding and initiating activities	Building relationships and networking	Convincing and influencing	Creating and innovating	Planning and organizing	Enterprising and commercial approach	Professional approach
Work processes	1. Determines what the business will look like in the future				X		X	
	2. Shapes the form of the business	X					X	X
	3. Regulates the financial aspects of starting a business	X						X
	4. Monitors the financial position of the business					X		X
	5. Positions and/or innovates the business		X		X		X	
	6. Purchases products and/or services for the business						X	X
	7. Acquires orders/clients, drafts quotations and/or negotiates	X		X			X	