

# <u>Information Sheet</u> "Moving from Welfare to Self Employment"

Wexford Local Development has organised a number of 2 day business workshops for people enquiring about self employment. Anybody who is in receipt of a social welfare payment or signing for credits is welcome to attend. They are free. These workshops form the application process for the Department of Social Protection schemes: **Back to Work Enterprise Allowance** and **Short Term Enterprise Allowance**. Those who intend applying for either of these schemes must attend the two days. The training will be taking place in each of the four towns in the County. See the attached calendar of workshops and chose which suits you best. You can book your place on the workshops by filling in the attached form. Indicate which location and date you would prefer to attend. Leave the form back into your nearest WLD office in Wexford, Enniscorthy, New Ross or Gorey. You may not get your first preference as courses are heavily booked. WLD will phone you a few days before the dates you have listed to confirm your place. You can attend the workshops in any area; they are the same, regardless of location.

Schedule @ 21st January 2013

Enniscorthy Wednesdays		<u>Gorey</u> Tuesdays		<u>New Ross</u> Wednesdays		<u>Wexford</u> Thursdays	
Day 1	Day 2	Day 1	Day 2	Day 1	Day 2	Day 1	Day 2
6/2/13	13/2/13	29/1/13	5/2/13	30/1/13	6/2/13	31/1/13	7/2/13
20/2/13	27/2/13	26/2/13	5/3/13	27/2/13	6/3/13	14/2/13	21/2/13
20/3/13	27/3/13	9/4/13	16/4/13	3/4/13	10/4/13	28/2/13	7/3/13
1/5/13	8/5/13	14/5/13	21/5/13	8/5/13	15/5/13	21/3/13	28/3/13
12/6/13	19/6/13	18/6/13	25/6/13	12/6/13	19/6/13	11/4/13	18/4/13
17/7/13	24/7/13	23/7/13	30/7/13	17/7/13	24/7/13	2/5/13	9/5/13
14/8/13	21/8/13	27/8/13	3/9/13	14/8/13	21/8/13	23/5/13	30/5/13
18/9/13	25/9/13	1/10/13	8/10/13	18/9/13	25/9/13	13/6/13	20/6/13
23/10/13	30/10/13	5/11/13	12/11/13	23/10/13	30/10/13	4/7/13	11/7/13
27/11/13	4/12/13	10/12/13	17/12/13	27/11/13	4/12/13	25/7/13	1/8/13
						15/8/13	22/8/13
						5/9/13	12/9/13
						26/9/13	3/10/13
						17/10/13	24/10/13
						31/10/13	7/11/13
						21/11/13	28/11/13
						12/12/13	19/12/13

- ➤ 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
  - o Wexford: WLD offices, Old County Hall, Spawell Road, Wexford
  - o Enniscorthy: to be announced
  - o New Ross: WLD offices, 10 Mary St, New Ross
  - o 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



#### Forbairt Áitiúil Loch Garman

## **Enterprise & Employment Registration Form**

First Name		Last Name _					
Address:							
Date of Birth		_ Email					
Tel:		Mobile					
Are you seeking in	formation in relat	ion to BTWEA or STEA	Yes 🗆 No				
Nationality   Ir	ish 🗌 Other EU co	ountry 🗌 Other non EU	J country 🔲 Outside Europe				
Gender:	□Female	□Male					
Age Band:	☐ Under 18 ☐ 36 – 45	□ 18 – 25 □ 46 – 55	☐ 26 – 35 ☐ Over 55				
Permission to be a (Pobal are the fund	-	<del></del>					
Live Register Seasonally Self Employ Part-time e	er less than 1 year er more than 3 yea employed red mployed	Live Register mo Is Live Register mo Is Low Income Far Is Full-time emplo Is Scheme, CE/TUS	nore than 5 years mily oyed				
Type of Payment ☐ Disability ☐	Lone Parents	Carers 🔲 Job S	Seekers   Qualified Adult  Oth	er			
Education Status ( ☐ No formal educ ☐ Primary Educati ☐ Junior/Inter/Gro	ation on only	<ul><li>□ Leaving Cert – Stand</li><li>□ Leaving Cert - Applie</li><li>□ Leaving Cert – Vocat</li></ul>	ed FETAC (ECDL, NCVA, CERT				
Referred from:  ☐ Outreach Office ☐ Publicity/Inform ☐ EU Programme ☐ Outreach Visit ☐ Self Referral		☐ FAS ☐ LES ☐ Internal Referral ☐ Dept of Ag. ☐ VEC	☐ HSE ☐ Community Group ☐ Teagasc ☐ Other State Agency Farm Organisation				

□ DSP
Please indicate which "Moving from Welfare to Self Employment" workshops you would prefer to attend.
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.
<ul> <li>Compiling statistical information to help us plan and improve our services.</li> <li>Analysing information about applicants for other bodies such as Government Departments, and producing our own statistics for publication.</li> </ul>
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.
<b>DECLARATION</b> 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.