



ANNUAL REPORT ACHIEVEMENT CRITERIA

BRONZE LEVEL

Please use your judgement to score each question 'Insufficient', 'Sufficient' or 'Exceptional' based on the descriptions given. Where an answer appears to fall into more than one category, please choose the option which is the best possible fit.

Section A: Executive & Financial Summary

No marks awarded. Data capture only.

Section B: Running your Business

1. Here is a summary of what we did to set up and run our business.

SCORE	DESCRIPTION
Insufficient	Students show little or no understanding of setting up and running a business. It is either not clear that the business has been implemented, or the explanation behind it is minimal , or students have not been involved .
Sufficient	Students provide a clear and realistic explanation of the setting up and running of the business. They are able to explain how the business was actually implemented. Students are clearly involved in the setting up and running of the business.
Exceptional	Students show an excellent understanding of the actual implementation of the business. They have mentioned specific tasks related to at least three different areas of their business e.g. production, marketing and finances. Students are clearly involved in the setting up and running of the business.

Section C: Use of Profits

2. Here is an explanation of how we decided what we plan to spend our profits on:

SCORE	DESCRIPTION
Insufficient	Students do not provide an explanation on how they plan to use their profits.
Sufficient	Students provide a clear explanation on how they plan to use their profits.
Exceptional	Students provide a detailed explanation on how they plan to use their profits and some percentage will be re-invested in the business .

Section D: Achievements, Challenges & Solutions

3. These are the 3 biggest challenges we faced when planning/setting up/running our business and the solutions we came up with to overcome them: (a, b, c)

SCORE	DESCRIPTION
Insufficient	Students have only described one or two challenges or none at all . Or, students have described three challenges and solutions in a way which is not clear and coherent .
Sufficient	Students are able to describe three challenges they faced in planning/setting up/running their business, making reference to any problems and unexpected threats to their school business. The solutions provided address the threats and problems .
Exceptional	Students are able to clearly explain three challenges they encountered when planning/setting up/running of their business. The solutions provided address the threats and problems and are innovative in nature.

4. These are the 3 most important things we learned: (1, 2, 3)

SCORE	DESCRIPTION
Insufficient	Students have only listed one or two things they learned, or none at all . It is not obvious that participating in the programme or the business itself has been beneficial to students.
Sufficient	Students have provided a list of three things they learned. Students demonstrate that they have benefited from participating in the programme and/or taking part in the business.
Exceptional	Students have provided a detailed explanation of the three most important things they learned. The students have clearly benefited a lot from their involvement in the programme.

Section E: Sustainability & Business Development

5. Our business has a positive impact on the environment and our community because:

SCORE	DESCRIPTION
Insufficient	Students show little or no understanding of the positive impact their business has on the environment and their community, or they have only mentioned one or the other (either environment or community). It is either not clear that the business will have a positive impact or the explanation behind it is minimal .
Sufficient	Students show some understanding of the positive impact their business has on the environment <u>and</u> their community. They provide a good explanation of how it benefits both the environment and their community.
Exceptional	Students show an excellent understanding and clearly explain the positive impact their business has on the environment <u>and</u> their community.

6. This is how we plan to make sure our business will be profitable next year. If we need to start a new business instead of running this one, we will explain why.

SCORE	DESCRIPTION
Insufficient	Students show little or no understanding of how to plan for financial sustainability. Their plan to make the business profitable is unconvincing .
Sufficient	Students have listed a simple plan explaining how they will make sure their business will be profitable next year and their plan to make the business profitable is convincing . Or, students have explained why they need to start a different business, and it is clear they are taking into consideration some lessons learned from this year to plan a profitable business next year.
Exceptional	Students have provided a detailed and well-explained plan of how they will make sure the business is profitable next year and their plan to make the business profitable is convincing . Or, students have clearly explained why they need to start a different business, and it is evident they are taking into consideration some lessons learned from this year to plan a profitable business next year.

Appendix Section: Students in Action

Please find in this space some evidence that clearly shows our involvement as students in the setting up of our business. *You will find 3-5 photos of our launch event, us running our business and financial record keeping (or if that's not possible, we will share quotes from participating students).*

SCORE	DESCRIPTION
Insufficient	No photos or any other evidence (e.g. student quotes) provided. It is not clear that the business has been set up and run by the students themselves.
Sufficient	Some photos or other evidence provided (e.g. student quotes) that demonstrates student involvement in setting up and running the business.
Exceptional	A variety of photos or evidence provided (e.g. student quotes) demonstrates student involvement across a range of business implementation activities.

Financial Reporting

1. Income
2. Costs
3. Profit
4. This is how we raised the money needed to start our business:

SCORE	DESCRIPTION
Insufficient	<p>Students have listed little or no information in the Income, Costs and Profit sections, or they have made major omissions or errors. There is little or no evidence that the business is financially viable.</p> <p>Students have not explained how they raised the money needed for their business.</p> <p><i>If a business has not made any sales at all (no income yet generated) then the answer must be marked as 'Insufficient'.</i></p>
Sufficient	<p>Students have listed appropriate information in all Income, Costs and Profit sections. The school business has generated sales income and there is evidence to suggest that the business has the potential to be profitable. There may be some omissions or minor errors in their calculations.</p> <p>Students have mentioned how they raised the money needed to start their business.</p>
Exceptional	<p>Students have listed appropriate information across the Income, Costs and Profit sections. The school business has generated sales income and evidence suggests that the business has the potential to be profitable. All calculations must be correct and appear realistic.</p> <p>Students have mentioned how they raised the money needed to start their business.</p>

Students’ and Teachers’ Improvement on Skills

All schools must complete questions 1-7 of the ‘Students’ and Teachers’ Improvement on Skills’ section on the last page.