

**NAME OF PRODUCT: UCFS16A Advanced Self-Employment Work Coach**

| <b>SYNOPSIS DESCRIPTORS</b>                            | <b>CONTENT/DETAILS</b>   |
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| <b>Version Number</b>                                  | <i>V14.0</i>   |
| <b>Media</b>   | <i>Facilitated</i>   |
| <b>Duration</b>  | <i>6 hours</i>   |
| <b>Audience</b>  | <i>Self-Employment focused Work Coach<br/>Work Services Manager</i>  |
| <b>Aim</b>   | <i>This module aims to improve self-employment knowledge, enabling you to proactively support claimants' progression of earnings towards the Minimum Income Floor (MIF).</i>   |
| <b>Objectives</b>                                      | <ul style="list-style-type: none"> <li>▪ <i>describe the factors which determine whether a claimant is gainfully self-employed (GSE)</i></li> <li>▪ <i>apply coaching principles to claimant meetings, as opposed to offering business advice</i></li> <li>▪ <i>complete the 'Verify Self-Employment' Agent Led Process (ALP)</i></li> <li>▪ <i>describe key aspects of business structures, including considerations relating to company directors</i></li> <li>▪ <i>list the type of documents that can be provided by claimants as continued evidence of gainful self-employment</i></li> <li>▪ <i>summarise areas of business growth that can support self-employed claimants to progress their earnings towards the Minimum Income Floor (MIF)</i></li> <li>▪ <i>describe how to use different methods/tools to assist the claimant with market research, business planning, marketing and finance</i></li> </ul> |
| <b>Any other products that link or impact this one</b> | <i>UCFS16CM<br/>UCFS16WC</i>   |
| <b>Explanation of exercises</b>                        |  |

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|---|------------|
| Original Product Designer/Owner             | [redacted] |
| Designer/Owner for current release          | [redacted] |
| Release/version when officially Transformed |            |

### Record of Changes:

| Release v13 Updates  |        |   |
|--|--------|---|
| Have any changes been made to this product for this release? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |        |   |
| If yes, detail the changes below and if relevant update within synopsis above.   |        |   |
| Detail the Changes   | Reason | Initial and Dated   |
| <p><i>FUN75</i></p> <p><i>Video</i></p> <p><i>Video</i></p> <p><i>Slide 22</i></p> <p><i>Jack facilitator information</i></p>    |        | <p><i>S/e claimants report s/e earnings on-line via their journal. Telephony reporting is by exception only. On-line reporting also monitors the MIF and produces a to-do to offer further help after 3 consecutive months of not reaching the MIF.</i></p> <p><i>Series of 10 videos added to help facilitators prepare to deliver the module – NOT for show to learners.</i></p> <p><i>Short video highlighting differences between coaching or telling the claimant what to do to promote their business.</i></p> <p><i>Karen is now a florist, not a taxi driver.</i></p> <p><i>More information added to help learners make a GSE determination.</i></p> |

| Release XX Updates  |        |                  |
|---|--------|------------------|
| Have any changes been made to this product for this release? Yes <input type="checkbox"/> No <input type="checkbox"/> |        |                  |
| If yes, detail the changes below and if relevant update within synopsis above.  |        |                  |
| Detail the Changes  | Reason | Initial and Date |
|   |        |                  |