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CO-OP For Empowering Youth

PRO VOCATIE

O4 Self-Assessment Guide CAE CO-OP

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1. INTRODUCTION

The purpose of this document is to provide a useful tool for self-evaluation of both the services within the business and employment co-operative (CAE) as well as of the candidates' capacities - the young entrepreneurs who are to be included in the program.

Each applicant, candidate, entrepreneur, who has a business idea and applies to the services of the cooperative, after signing the Contrat d'Appui aux Projets d'Entreprises (CAPE), will undergo a process of self-evaluation of his theoretical knowledge, of its abilities to put into practice the obtained knowledge and its ability to be feasible and functional.

The core support of CAE consists of assistance, consulting, supervision and coaching related to the business activity for the entrepreneurs - applicants. They mainly come from disadvantaged environment as unemployed people or from other risk groups who are unable to succeed alone in opening their own businesses. They have to make a business deal with the business cooperative for a limited period of time but also have the opportunity to test the viability of their commercial activities under real market conditions throughout the duration of the contract while their social rights are maintained.

In the Cooperative Rights Charter (CAE), after the acceptance, the applicants can start their commercial and economic activity in

their own brand name. The entrepreneur, from the moment he starts his own business, does not lose his social rights, he can also be paid for signing a CAPE contract. The counseling and advisory activity is focused on the progressive development of the enterprise's business activity and also on the income generated from this activity until a stable and sufficient income is obtained. From that moment onwards, the entrepreneur, who is also hired as part of his business, can become a partner of CAE or leave the Cooperative in order to further develop his own business.

As CAE is a model business it can be adapted to the contexts of different countries, therefore this guide can be modified and further completed according to national contexts and regulations.

2. GENERAL INFORMATION

The first business cooperative was named Cap Services and has been set up in 1995 in Lyon, France and its purpose was to create safe conditions in starting a business for people who wanted to create their own business or have their own job. Initially, the idea was to allow the testing of the business plan under "real market conditions" and to develop the economic activity, without the need to set up an independent commercial company with a legal status. At the same time, the person involved does not lose his social rights from the moment of signing the contract or during the testing of the business plan. Within the business cooperative, the applicants can learn what it means to be a real-time entrepreneur with the possibility to become beneficiaries of pragmatic consulting services tailored to their needs. Collectively by the cooperative, they have ensured and resolved any administrative, tax or accounting activities.

In the framework of this project entitled Empowering Youth CO-OP by associations and partners as Pro Vocatie, Promidea, Red2Red, BEUFA, who have learned the model from their French partners and which has already been implemented in Slovakia through a transfer of best practices, namely the model "Couveuse".

The conceptual system on which our project is built is called "CAE - Cooperative d'activité et d'emploi" which exists in France and Belgium. The system allows future entrepreneurs to test their business project by hosting and providing legal assistance. In this way, they "learn to engage and become employable" by participating in training and coaching activities.

Creating a specific legal status for entrepreneurs will also enable them to find a source of funding needed to create their own economic and efficient economic activity. To enable other organizations to develop CAE services, a CAE Service Output (Output 3) and this Output 4 Self – evaluation Guide have been developed.

The self-assessment guide provides an overview of the applicability of the CAE model and is a tool that will be made available to those who wish to develop their own business by guiding young entrepreneurs to successfully complete and put into practice their business ideas.

This Guide is a practical way of helping future entrepreneurs identify their problems and solve them so that they can carry out their business ideas with the support of the coaching, focusing both on the practical aspects that they face as well as on the effective ways of solving them.

In order to support the candidates, we have developed 5 synthetic work sheets which can be found in Section 8 - Annexes, so that the candidates can identify both the vulnerabilities and the opportunities in developing their own business.

Furthermore, within the project, the consortium created new tools for initiating young unemployed businesses as follows:

- O1: Local context / studying the entrepreneurial environment - Promideea
- O2: Support for start-ups guide - Petra Petarmonia

- O3: Repository "CAE Co-OP" services - Agentura RRI
- O4: Self - Assessment Guide – Pro Vocation
- O5: Start-up tools handbook - Red2Red

This project has supported 24 young unemployed people who wanted to develop their own business, contributing to the improvement of the employment situation.

3. PRINCIPLES

The principles underlying the CAE model activities are respected both by the trainers, coaches, specialists and by the future entrepreneurs signing the contract with the Cooperative.

- Security and rights - all persons involved in cooperatives have the economic, human, social, financial rights and rights of their employees, social protection, medical, payment of taxes, etc. ensured.
- Reciprocity - all persons involved, specialists and candidates share the experience of their own business in a formal environment and mutually reciprocal exchange of skills.
- Debt - Cooperatives cannot provide support for activities that require large financial investments.
- Equity - professionals provide professional counseling without any other implications to the entrepreneurs depending on the stage they are in
- Customer orientation - the core of activities is customer interest.
- Confidentiality - the information that everyone who is involved in the business of developing business activities has access to are not shared with other parties.
- Voluntary association – Entrepreneurs, applicants, candidates get involved from their own initiative

- Solidarity and responsiveness - as both solicitors and specialists work together to develop the business.

In order to comply with these minimum principles, both applicants, entrepreneurs, solicitors and specialists, counselors, coaches must:

- Establish relationships characterized by empathy, congruence, acceptance, respect and collaboration
- Identify the expectations of the applicants-entrepreneurs and to familiarize them with the business activity
- Motivating candidates-applicants-entrepreneurs to take an active role in the business process
- Identification of own resources and environmental resources that facilitate the acquisition of business autonomy
- Identification of risk factors and vulnerabilities that negatively influence the process of acquiring personal autonomy in business
- Prioritizing issues according to their importance
- Establishment of the goals of the applicants-entrepreneurs who must be in specific, concrete and realistic terms.

4. SELF ASSESSEMENT PROCESS

Each beneficiary, candidate, business after signing contract CAPE with the Business Cooperative, on the basis of which he / she is assisted, advised, supervised and coached for business, will undergo a self-assessment process that will allow him to identify his / her theoretical knowledge on business idea and then they will be able to realize how much of the theoretical knowledge can be put in practice.

As regards the self-assessment of applicants' / candidates' / entrepreneurs' knowledge, it need to include the following aspects:

- Ability to identify the opportunities for business activities
- Ethical aspects of entrepreneurs
- The competence of :
 - planning,
 - organizing ,
 - managing,
 - leading,
 - delegating,
 - analyzing,
 - communicating,
 - reporting,
 - assessment;
 - Registering.
- The ability of negotiation

- The competence of communication:
 - with the cooperative's members
 - with his/her own team
 - with suppliers
 - with clients.
- Ability to identify strengths and weaknesses of business and to effectively improve the deficiencies;
- The ability to take risks;
- The ability to handle conflicts.

Knowledge and information will be identified in the Self-Assessment Sheet for Entrepreneurs (ANNEX 1). Depending on the candidate's response to the knowledge he / she does not yet have, he / she is instructed by the coach to attend individual or group counseling sessions, consult bibliography, specific topics, and / or follow different types of specific courses.

As far as practical business activities are concerned, if there are gaps in the self-assessment sheet for entrepreneurs, then the candidate-entrepreneur will be encouraged to exchange experience, work visits, simulations in companies with a similar profile. In this way, the candidate-entrepreneur will practice his / her skills and he/she will acquire the necessary skills for the subsequent independent development of the business of his / her own business.

According to the CAE model, the candidate-applicant-entrepreneur is facilitated access to different profile companies.

As early as the assessment process, the counselor will ensure that each candidate is objective in self-assessment of theoretical knowledge and practical skills in order to start and manage a business plan tailored to the needs of the market.

After completing the self-evaluation process, the coach analyzes the candidate's answers and, together they set out the next steps in completing the candidate's knowledge and skills.

5. BUSSINESS PLAN

After the candidates have achieved all the stages of counseling, training, documentation, exchange of experience and practice in similar companies, the coach presents a model of business plan to each candidate in order to develop it according to his future start-up business.

The main aspects of the business plan are:

- The presentation of the company;
- The development stages of the business, the risks and the results and the timing;
- The priorities, the goals and the results to be achieved;
- The control and the assessment of the business. The entrepreneur needs to verify and to control the results with the planning and the measures to be taken in case of the difficulties;
- Internal communication;
- External communication in order to get investments, external credits for the business.

The importance

of a well-done business plan is the analyze of several issues at the same time, including:

- The business idea
- Objectives
- Methods
- Team
- Products obtained or services provided
- competitors

- Material resources
- HR
- Marketing strategy

To be effective, the business plan must be logical, clear, concise, realistic.

They present (APPENDIX 2) a business plan model that candidates have to develop according to their own business. The business plan is structured on two major chapters:

A. Descriptive part of the business plan

1. . General description of business should include data regarding the contact information.
2. The description of the product/ service
3. The description of the targeted market (potential clients)
4. The description of the competitors
5. The marketing and sales strategies
6. Managing plan

B. The financial aspects of the business plan

1. The costs for starting-up
2. The estimated operational costs

The candidates are constantly advised and monitored at each stage of their business plan so that the counselor ensures that the plan is realistic, it meets needs and market requirements and it can be validated by the business plans review committee.

At the same time, the advantage of the CAE model is that it removes all the typical mistakes that are made at the start-up of the business, as specialists advise the participants to avoid these

mistakes completely avoided. Among the mistakes commonly encountered after setting up a business, we can mention:

- Insufficient professional qualification of the candidate-applicant-entrepreneur
- Lack of a business strategy
- Insufficient knowledge of competitors
- Gaps in the company's internal organization
- Excessive dependence on certain vendors
- Inability to recruit and select suitable staff
- Insufficient financial resources
- Not aware of legal regulations
- Wrong evaluation of the expenses
- Inability to reimburse the credits
- Overestimating the ability to make profit
- Incredible investment policy
- Erroneous liquidity planning
- Inappropriate accounting
- Failure to recognize tax obligations
- Inappropriate choice of partners
- Inappropriate choice of the location of the company

All persons who are admitted by the committee and they will develop their start-ups within the Cooperative, and who overcome these shortcomings with the support of the professional advice and they will be protected by the contracts signed with insurance companies and also by the contracts with the cooperative for business testing.

6. AUTOEVALUATION OF CAE SERVICES

In the first part of this guide we discussed issues regarding the self-evaluation of the applicants-candidates-entrepreneurs, in this section we will present the self-evaluation of the services provided according to the CAE model. For this, we have developed a Self-Assessment Sheet of Services Offered under the CAE Model based on the Contract "Contrat d'appui au projet d'entreprise pour la création ou reprise d'une activité économique cape", Guideline for the Launch of Cooperative Activities Job creation "/ Output 2 and" Referendum of Employment Services and Cooperative Activities-Output 3".

The CAE Self-Assessment Sheet (see Appendix 4) was designed as a longitudinal measurement tool and it will be regularly completed by the coach over the coaching activity. The CAE Self-Assessment Sheet will allow us to have a picture of both the stage of the business implementation and the evolution of the applicants-candidates-entrepreneurs.

The sheet is conceived in six sections representing the core activities of the Cooperative, as follows:

1. First contact - diagnosis
2. Business planning support
3. Training and coaching of the applicants-candidates-entrepreneurs,
4. Support for Business Administration
5. Partnership
6. Leaving the cooperative

Annex 4 describes the sub-activities, the products or documents attesting that these sub-activities have been performed or not, and the coach should mention the timing on which there is evidence of their fulfillment. At the same time, there is also a section for the comments will be noted or the situations, suggestions or recommendations. Being a longitudinal tracking record of activities may cause situations where certain sub activities cannot be affirmatively checked.

When the candidate comes with proof that the gap is no longer available (a certificate that he / she has taken part in the training, a license obtained, etc.), the affirmation will be ticked and the date will be passed. In the last step, it is advisable for the tutor to check that all activities and sub-activities in the service self-assessment sheet have been executed as fulfilled. We believe that upon expiration of the co-operative agreement, it is important that the applicant- candidates entrepreneur can also express their opinion on the services received within the cooperative on the same model, which was also completed by the coach.

In this sense, we will keep all the items and the structure of the self-evaluation sheet by the coach, only this time it will have the name of the feedback and service evaluation sheet received by the beneficiaries and it will be completed at the end of the contract. The sheet is a feedback tool that reveals the opinion of the applicants-candidates-entrepreneurs about the services they have received in the cooperative.

7. CONCLUSIONS

The activities carried out in this project have enabled the foundation to provide support and support to entrepreneurs based on a validated model in France that could be applied in Italy, Romania, Turkey and Spain, taking into account the laws and specifications of each country..

In Romania, the CO-op project has an important impact because it allowed:

- Complex training tailored to the specific needs of applicants-candidates- entrepreneurs
- Involvement of trainers -coach- counselors familiar with the CAE model
- Young people with or without qualifications will benefit from a safe environment to test their star-up business without taking too much risk.
- Integration into the labor market of young people without perspective
- Managing daily life through a change of paradigm on your own job and your own professional development.

Modelul CAE a facilitat candidaților-solcitanților-antreprenorilor, creșterea încrederii în propriile forțe determinându-i să adopte o atitudine potrivită fiind încrezători în ceea ce-și propun în domeniul antreprenorial.

For the candidates/aplicants/ entrepreneurs, the CAE model has increased confidence in their own strengths by making them take a proper attitude by being confident in what they are proposing in the entrepreneurial field.

8. ANNEXES

Annex 1: Self-assessment sheet for entrepreneurs

Annex 2: Business plan model

Annex 3: CAPE Contract Model

Annex 4: CAE Self-Assessment Sheet

Annex 5: Feedback and evaluation of received services

Annex 1: Self-assessment sheet for entrepreneurs

The name of candidate-applicant-entrepreneur.....

The self-evaluation sheet is useful to candidates-applicants-entrepreneurs because they could identify their strengths and weaknesses before requesting access to the cooperative.

Please read the following questions carefully and answer honestly.

No	Question	Yes	Don't know	No	Observation
	A. General aspects				
1	Are you 18-24 years old?				
2	Do you have a permanent job?				
3	Do you work part-time?				
4	Do you want to take the fate in your own hands?				
5	Do you want to be your own employer?				
6	Are you aware that in the first stage of your start-up you will have very difficult situation?				
7	Before to settle your business, do you have enough time for the preparation				
8	Are you able to accept your partner arguments?				
9	Can you quickly identify what is needed for a decision?				
10	Are you able to plan an activity, set goals and set intermediate milestones?				
11	You are able to improvise if anything has occurred				

	unpredictable?				
12	Are you also able to concentrate and act objective in stressful situations?				
13	Are you able to take risks?				
14	Your health condition will allow you to work 10-12 hours/day, sometimes more, 6-7 days/week?				
15	Is your family willing to give you support and understanding during the time of settling up your business?				
16	Are you and your family willing to assume the risk of uncertain and irregular income that can negatively affect your living standards and your family?				
17	Do you meet the provisions that the law establishes for the founding of an enterprise? (Eg specialized studies)				
18	Do you have enough financial and business management knowledge?				
19	Do you want to acquire more knowledge attending different training?				
	B. Context				
20	In client's opinion, do you think that your products/services are				

	better than your competitors?				
21	Do you know what it is necessary to do to have better products/ services?				
22	Did you identify market niches that competition does not cover?				
23	Have you clearly defined the market segment that you intend to act on?				
24	Is your offer addressed to both present market also a future one?				
25	Have you analyzed the customer segments to be your main beneficiaries?				
26	Have you analyzed the issues, wishes and expectations of your potential customers?				
27	Do you know how to influence the purchasing behavior of your customers (price, quality, advertising, services, etc.)?				
28	Are you able to make an estimate of the demand for your products and services?				
29	Do you know the potential consumption or use habits of potential customers in relation to your products / services?				
30	Can you assess the extent to which the different market segments are of potential interest and				

	absorption capacity?				
31	Do you know the similar offers of your competitors				
32	Do you know the strengths and weaknesses of your competitors?				
33	Can you appreciate how competition will react when you launch your offer?				
	C. FINANCIAL ASPECTS				
34	Did you estimate your costs for start-up?				
35	Do you have your own financial resources to partial cover your expenses (savings or in-kind contribution: equipment, construction or other)				
36	Is it possible to get assets from relatives or friends, on advantageous terms?				
37	Do you have guarantees to be offered to a bank for a possible loan?				
38	Is your starting capital sufficient for the period when spending will exceed your earnings?				
39	Are your estimated earnings calculations based on clear market data?				
40	Did you consider all possible expenses?				
41	Have you established how long your earnings will meet your expenses?				

42	Did you count your personal benefit?				
	D. LEGAL FRAMEWORK				
43	Do you know the legislation in place to set up a business?				
44	Do you know what fees to pay?				
45	Do you know what the taxes, social are and health benefits to be paid?				
46	Do you know the procurement legislation?				
47	Are there special regulations in your legislation for your business?				
48	Have you consulted a lawyer about your legal responsibilities?				

Candidate
the counselor/coach

Analyzed by

Signature
Signature

Name and

Date

Date

Annex 2: Business plan model

A. Descriptive part of the business plan include more items:

1. General description of business should include data regarding the contact information.

2. The description of the product/ service

The facts about the product and the service provides are:

- Detailed description of the product or service
- Production technology (including costs)
- the novelty of the product or service
- the benefits offered (price, quality, complexity, etc.)

The "product" means any good that results from a work process; it can be the subject of a trade exchange.

Examples: goods, books, cloths, etc.

The "service" means a work carried out by an authorized person or a commercial company for the benefit of or for the benefit of another person or firm

Examples: Installation works, transport of persons and goods, communication, etc.

3. The description of the targeted market (potential clients)

One of the key elements of a business is the choice of potential customers and the most accurate identification of their needs, desires and expectations.

This section contains information about:

- characteristics of targeted clients (age, gender, professional training, income, etc.)
- Reason for choosing this group of clients
- actual existence "of the demand for the product / service offered market

4. The description of the competitors

This section contains information about:

- Identification data of competing firms
- The market segment targeted by the competition
- Product specificity
- The advantages of competition
- Other relevant information (possibly production costs, costs of products / services, distribution channels, etc.)

5. The marketing and sales strategies

The success or failure of a business may depend on how the products or services offered are promoted.

This section includes aspects related to:

- Marketing strategy

- how the distribution will be achieved (via sales agents or large distributors, wholesale or retail system)

7. Managing plan

The most important "good" of a business is the people involved in the work team. The management plan should be built on information related to:

- Managing team (general manager, sales manager, production manager, etc.)
- Managing team responsibilities
- Staff strategy (staff hiring and training, payroll)

C. The financial part of the business plan

For a business to become and remain profitable, it is essential to develop a solid financial plan that aims at:

- the costs necessary to start the business
- the necessary development costs

1. The costs necessary to start the business

The costs of launching a business include expenses related to:

- Purchase / designing the workspace
- Machinery / equipment
- Staff expenditure
- Licenses and authorizations
- Telephone / fax
- utilities
- promotion
- other expenses

2. The necessary development costs

The operational budget reflects the spending priorities, expected costs and financial resources to cover them.

The operational costs are:

- Staff (wages)
- Administrative (phone / fax, transport, promotion, etc.)
- rent
- Utilities (electricity, heat, water / sewer)
- Objects (Inventory items and consumables (stationery, stationery, small inventory items, etc.)

Operational costs can be set for certain time intervals: one month, six months and one year.

Candidates are constantly counseled and monitored at each stage of their business plan so that the counselor can ensure that the plan is realistic and meets the needs and requirements of the market and validated by the business plans review committee.

Annex 3: CAPE Contract Model

MODEL OF AGREEMENT FOR TESTING BUSINESS

Subscribers :

Cooperative

named «**Attendant** »

and

Mister/Madamenamed « **beneficiary** »

on a hand.....

The description of the conditions:**Those two parties agreed:**

Article 1: The object of the agreement

Article 2: Rights and Obligations of the Beneficiary

Article 3 : Rights and Obligations of the Cooperative

Article 4: Confidentiality

Article 5 : The dissolve of the agreement

Article 6 : The duration of the agreement

Date of the agreement

The represantative of the Cooperative

Beneficiary

Annex 4: CAE Self-Assessment Sheet

To be completed by the trainer-counselor-coach

No.	Activity	Product/document	YES	NO	Date	Observation
1.	The first contact-diagnosis					
1.1	The applicant got information about the consultancy organization	Brochures spreading Web page visits Facebook page visits Newsletters distribution				
1.2	Selection items for the applicant	Selt-assement sheet				
1.3	Is the business idea feasible?	Business plan template				
1.4	The applicant signs the CAE consultancy agreement	Signed CAE consultancy agreement				
2.	Support for the business plan	Business plan				
2.1	Has the applicant done the description of the business idea?	The description of business idea				
2.2	Has the applicant created the scope, goal, philosophy and the business strategy?	scope, goal, philosophy and the business strategy				
2.3	Has the	Market research				

No.	Activity	Product/document	YES	NO	Date	Observation
	applicant done the market analytics?					
2.4	Has the applicant done a research of costumers needs? (price, sales, marketing etc)	The market strategy				
2.5	Has the applicant done the cost estimation?	Cost estimation research				
2.6	Has the applicant made a risk strategy?	Risk business management				
2.7	Has the applicant done a business plan?	Business plan				
2.8	Has the applicant done an estimation of financial and human resources?	estimation of financial and human resources				
3	Training-coaching-advicing of the applicants					
3.1	Training	Attending the				

No.	Activity	Product/document	YES	NO	Date	Observation
	management	training sessions				
3.2	Initial accounting training	Attending Initial accounting training				
3.2	Financial management	Attending the financial management workshops				
3.4	Legislation training	Attending the legislation training				
3.5	Sale training	Attending the sales training workshops				
3.6	Human resources training	Attending human resources workshops				
3.7	IT and soft skills training	Attending IT and soft skills training				
3.8	Procurement training	Attending the procurement training				
3.9	Sustainability training	Attending the sustainability development training				
3.10	Personal development	One-to-one personal development meetings				
3.11	Professional certifications	Certificates, authorizations				
4	Support for business development					
4.1	Support for business logistics	Management sheet				
4.2	Support for accountant	Accountant sheet				
4.3	Support for	Assurance				

No.	Activity	Product/document	YES	NO	Date	Observation
	the assurance	agreement				
4.4	Tax support	Tax sheet				
4.5	Support for the soft skills	Internet access Computers				
4.6	Support for the billings	The billings				
4.7	The facilities for the offices of the business	Support for accessing the professional networks				
4.8	Support for getting the authorizations	Authorization				
4.9	Access to the intranet account networks	Access				
4.10	support for the procurement plan	Procurement plan				
4.11	Monitoring the business	Monitoring plan				
4.12	Support for the salary	Salary sheet				
5.	Partnership					
5.1	Signing the CAE partnership agreement	CAE agreement				
5.2	Achieving the CAE activities	Completing the CAE activity sheet				
6.	Leaving the Cooperative					
6.1	Business assessment	Fișa de evaluare a Business-ului – Anexa 4 Assessment sheet of business –				

No.	Activity	Product/document	YES	NO	Date	Observation
		annex 4				
6.2	The candidate decides to develop the business on his own	Candidate's statement				
6.3	The candidate decides to return to the initial statement	Candidate's statement				
6.4	The candidate decides to be employed to the cooperative	Candidate's statement				
6.5	The candidate decides to be partner of the cooperative	Candidate's statement				

Name and signature of counselor/coach:

Annex 5: Feedback and evaluation of received services

To be completed by the applicant-candidate-entrepreneur

No.	Activity	Product/document	YES	NO	Date
1.	The first contact/diagnosis				
1.1	I received information regarding the consultancy organization	Brochures spreading Web page visits Facebook page visits Newletters distribution			
1.2	I met the selection items	Applicant assessment sheet			
1.3	My project meets the selection criteria	Assessment business plan			
1.4	I signed the CAE agreement	Signed CAE consultancy agreement			
2.	Business planning support				
2.1	I did a description of business idea	The description of business idea			
2.2	I created the scope, goal, philosophy and the business strategy	scope, goal, philosophy and the business strategy			
2.3	I did the market research	Market research			
2.4	I did a research of costumers needs? (price, sales, marketing etc)	Product market research			
2.5	I did the cost estimation	Cost estimation research			
2.6	I did a business risk strategy	Risk business management			
2.7	I have a true action plan	Business plan			
2.8	I estimated the	estimation of			

	financial and human resources	financial and human resources			
3	Training-coaching-advising of the applicants				
3.1	Training management	Attending the training sessions			
3.2	Initial accounting training	Attending Initial accounting training			
3.2	Financial management	Attending the financial management workshops			
3.4	Legislation training	Attending the legislation training			
3.5	Saletraining	Attending the sales training workshops			
3.6	Human resources training	Attending human resources workshops			
3.7	IT and soft skills training	Attending IT and soft skills training			
3.8	Procurement training	Attending the procurement training			
3.9	Sustainability training	Attending the sustainability development training			
3.10	Personal development	One-to-one personal development meetings			
3.11	Professional certifications	Certificates, authorizations			
4	Support for business development				
4.1	I had support for business logistics	Management sheet			
4.2	I had support for	Accountant sheet			

	accountant				
4.3	I had support for the assurance	Assurance agreement			
4.4	I had Tax support	Tax sheet			
4.5	I had support for the soft skills	Internet access Computers			
4.6	I had support for the billings	The billings			
4.7	I had support for the facilities for the offices of the business	Support for accessing the professional networks			
4.8	I had support for getting the authorizations	Authorization			
4.9	I had access to the intranet account networks	Access			
4.10	I had support for the procurement plan	Procurement plan			
4.11	I had a monitoring the business	Monitoring plan			
4.12	I had support for the salary	Salary payment sheet			
5.	Partnership				
5.1	I Signed the CAE partnership agreement	CAE agreement			
5.2	I have been involved in CAE activity	Completing the CAE activity sheet			
6.	Leaving the Cooperative				
6.1	Business assessment	Assessment sheet of business – annex 4			
6.2	I decided to develop the business on his own	Candidate's statement			

6.3	I decided to return to the initial statement	Candidate's statement			
6.4	I decided to be employed to the cooperative	Candidate's statement			
6.5	I decides to be partner of the cooperative	Candidate's statement			

Name and signature of applicant-candidate-entrepreneur:

Date:

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