

## YES Course Requirements

Name							
School Name							
YES Company Name							
Student Names		Copy attached (Tick box)	Signed Student	Dated Student	Signed Teacher	Dated Teacher	
<b>COMPULSORY DOCUMENTS</b> From Student Evidence Statement 1 & 2	<b>A) Personal Evidence of Documents</b>						
	Constitution (a copy for each director)						
	List of shareholders and value						
	CV and Job description						
	Meeting Agendas and Minutes <sup>3</sup>						
	Hard copy 1 <i>Date:</i>						
	Hard copy 2 <i>Date:</i>						
	Hard copy 3 <i>Date:</i>						
	YES company tax return and financials						
	<b>B) Personal Contribution Evidence</b>						
	Relevant Business Plan section/pages						
	Relevant Annual Company Report section/pages						
	<b>C) Review of Personal Contribution</b>						
	Student Review statement One <b>28 May 2010</b>						
	Student Review statement Two <b>due 6 August 2010</b>						
	<b>D) Involvement in 5 of 8 of the events listed</b>						
	E Day						
	Business Planning Oral Presentation						
Product Launch							
Trade Fair							
Team Market Research							
Team Production of Product/Service							
Team Selling and Marketing Activities							
Team Winding Up Activities							

### Explanatory Notes

- All questions are to be answered in full.
- All questions must be answered within the context of your Lion Foundation Young Enterprise Company
- **These documents are part of the assessment evidence that is required to be collected for the YE Certificate and/or the NZIM Certificate in Management (Enterprise Option), paper 836**
- Your school's re-sit policy applies to this document.

### Notes

1. The checklist provided above provides the course completion requirements of the YE Certificate. An exam pass is also required for completion of the YE Certificate.
2. *All meeting agendas and minutes are required but only three need to be in hard copy.*