



COMMUNITY OF PRACTICE ON INCLUSIVE ENTREPRENEURSHIP WORKGROUP QUALITY MANAGEMENT

BUSINESS ADVISOR PASSPORT

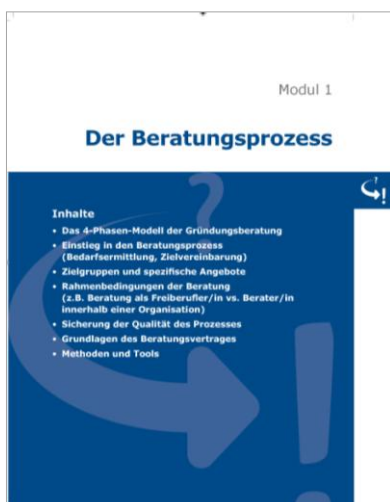
Proof of the skills acquired in the framework of the training for junior advisors.

“The Business Advisor Passport” is an individual instrument of planning, control and documentation for business start-up advisors. The instrument is based on the eight training modules needed to be certified as junior advisor:

- Module 1: The consultation process
- Module 2: The entrepreneur
- Module 3: The advisor
- Module 4: The enterprise
- Module 5: The market
- Module 6: The company's daily life
- Module 7: Financing
- Module 8: Financial planning
- Module 9: Practice module



These training modules are qualified for the acquisition of the “Junior advisor” certificate. Each of the above modules is described in the “Business advisor passport”. These modules will be verified and certified by the regional accreditation centre. Once the business advisor has accredited all the modules he/she will receive the “Junior advisor” certification. The certification is a pre-requisite to start with the practical module. The advisor will have then from the certification two years to fulfill the practice module and with it he/she will be certified as “Senior advisor”.



What is individual in the “Business advisor passport”?

If the skills required in each area already exist, this may be certified by the qualification authority. The training thus adapts itself to the relevant prior



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knowledge and previous experience of the advisors.

How does controlling work for the “Business advisor passport”?

Advisors receive with the passport a dedicated overview of the contents of the junior advisor training. At the same place the requirements for each module are listed. Thus, advisors have with this instrument information on the prior knowledge and skills they already acquired and later, at any time during the qualification process they can review and document their progress. The certification of the Award Centre certifies the successful completion of a module.

The “Business advisor passport” as a documentation instrument

The passport documents at any time the current state of training for business advisors. In addition, consultants can hereby prove the acquisition of specific skills in business start-up support

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