

# Mentoring Service

## Applying for the Mentoring Service

This mentoring service is ideal for those persons who are considering opening a business or who already own a business and want to further enhance their entrepreneurial skills or persons who are following Jobsplus Entrepreneurship courses. Eligible individuals would be **persons who completed compulsory schooling** up to 65 years of age.

## Course Duration

This service is capped at a maximum of 10 hours.

## General pedagogical guidelines and procedures for this course:

The delivery of this service will be on a one-to-one basis, and what will be discussed will vary depending on the needs of the individual.

## General assessment policy and procedures for this course:

There is no assessment for this module.

## Areas available for Mentoring

<ul style="list-style-type: none"><li>✓ Setting up a business – Documents to fill in, Memorandum and Articles of Association, &amp; drafting of the business plan</li><li>✓ Sources of investment</li><li>✓ Funds available for Start-ups and how to apply for them IIS, A2E, Measures and Support Division - <a href="https://fondi.eu/business-enhance/schemes-and-open-calls/">https://fondi.eu/business-enhance/schemes-and-open-calls/</a> )</li><li>✓ General bookkeeping processes and the profit and loss balance sheet</li></ul>	<ul style="list-style-type: none"><li>✓ Filling in of VAT return form</li><li>✓ Social Security regulations and procedures</li><li>✓ Creating SMART goals</li><li>✓ Conduct SWOT analysis</li><li>✓ Marketing your product (advertising)</li></ul>
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**Module Assessment:** There is no assessment for this module.