

SFEDI®DIRECT

Business Support Qualifications Direct From The Sector Body





“The country’s economic growth relies on small businesses getting the right support. I’m incredibly proud of the part our new qualifications will play in ensuring that SME support in the UK is quality assured.”

Ruth Lowbridge MBE, SFEDI Chair

Why SFEDI?

We are the government recognised body for enterprise and enterprise support. Since 1996 we've provided a quality-assured and trusted approach to business support accreditation.

Our Qualifications

Developed in consultation with industry and government, our suite of qualifications focus on the skills you need to support small and medium businesses.

Whether you're seeking to develop new skills and knowledge or looking for recognition and validation for a lifetime of experience – we have the right pathway for you.

Our tailored programmes provide you with an opportunity to reflect on current thinking and practices, share experiences with other business support professionals and apply learning within practice.

Delivered remotely, we offer a straightforward approach to getting qualified.

Read on for details of our individual qualifications or visit www.sfedidirectory.co.uk/get-qualified to register your interest.

www.sfedidirectory.co.uk/get-qualified

Level 3 Award in Enterprise Mentoring

The Level 3 Award in Enterprise Mentoring provides an introduction to the role of the mentor. This course ensures a new mentor has the right level of knowledge and understanding to undertake their role.

This qualification consists of two mandatory units:

- Preparing for the role of a mentor
- Essential enterprise know how

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification. Our flexible approach includes:

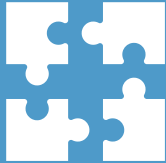
- Completion of workbook activities
- Professional discussion
- CPD records and reflective practice

Timings



The programme is delivered as a series of four, two hour online facilitated sessions that bring to life the key skills of a mentor and allow the learner to build their confidence before putting their newly acquired skills and knowledge into practice. In addition learners will be expected to complete activities and mentoring practice outside of the facilitated workshops to achieve the qualification.

Suitability



No previous qualifications are required to undertake this qualification, however, candidates would benefit from an understanding of small businesses and a strong desire to support them.

What's Included



Accessible online workshops

Access to a dedicated online learning community

Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post-nominal letters.

Level 5 Certificate in Professional Business Information Services

The Level 5 Certificate in Professional Business Information Services is for those people wishing to develop the broad base of skills, knowledge and understanding needed by providers of Business Information Services.

It will equip providers of business information with the skills to deal with client enquiries, promote business information services and develop knowledge and understanding of a small business and its core functions.

This qualification consists of two mandatory units:

Deliver Effective Business Information Services
Evaluate and develop own practices in the delivery of professional business and enterprise support services.

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification, our flexible approach includes:

- Completion of workbook activities
- Professional discussion
- CPD records and reflective practice
- Observation

Timings



The programme is delivered as a series of five three-hour online facilitated sessions that bring to life the key skills required to effectively deliver business information services and allow the learner to build their confidence before putting their newly acquired skills and knowledge in to practice. In addition learners will be expected to complete activities and business support practice outside of the facilitated workshops in order to achieve the qualification.

Suitability



No previous qualifications are required to undertake this qualification, however, candidates must be employed within a capacity whereby activities can be observed providing support to small businesses.

What's Included



Accessible online workshops

Access to a dedicated online learning community

Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post nominal letters.

Level 5 Certificate in Professional Business and Enterprise Support Services

Level 5 Certificate in Professional Business and Enterprise Support Services focuses on those who wish to develop the broad base of skills, knowledge and understanding needed by business advisers.

It is specifically for those working in the business support sector that help entrepreneurs who are starting up and developing businesses to review their progress, action plan improvements, implement changes to their existing or prospective business and develop their business skills and knowledge

This qualification consists of two mandatory units:
Deliver business support services to a client
Evaluate and develop own practices in the delivery of professional business and enterprise support services.

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification, our flexible approach includes:

- Completion of workbook activities
- Professional discussion
- CPD records and reflective practice
- Observation

Timings



The programme is delivered as a series of four two hour online facilitated sessions which bring to life the key skills of a business support professional and allow the learner to build their confidence before putting their newly acquired skills and knowledge in to practice. In addition learners will be expected to complete activities and deliver business support services outside of the facilitated workshops in order to achieve the qualification.

Suitability



No previous qualifications are required to undertake this qualification, however, candidates would benefit from an understanding of small businesses and a strong desire to support them.

What's Included



Accessible online workshops

Access to a dedicated online learning community

Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post nominal letters.

Level 7 Diploma in Professional Business and Enterprise Support Services

Level 7 Diploma in Professional Business and Enterprise Support Services focuses on those who wish to develop the broad base of high level skills, knowledge and understanding needed by business advisers.

It is specifically for those working in the business support sector that help entrepreneurs who are starting up and developing businesses to review their progress, action plan improvements, implement changes to their existing or prospective business and develop their business skills and knowledge

This qualification consists of four mandatory units (M) plus one optional unit (O):
Develop a professional business support relationship with a client (M)

Analyse and support the needs of a client (M)
Support a client to source, access and evaluate business support opportunities to meet strategic requirements (M)

Evaluate and develop own practices in the delivery of professional business and enterprise support services (M)

Enterprise coaching (O)
Enterprise Mentoring(O)
Enterprise Consultancy (O)
Enterprise Training (O)

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification, our flexible approach includes:

- Completion of workbook activities
- Professional discussion
- CPD records and reflective practice
- Observation

Timings



The programme is delivered as a series of eight three hour online facilitated sessions which bring to life the key skills of a senior business support professional and allow the learner to deepen their knowledge and understanding, reflect on their own skills and experiences and gain the highest level of recognition in the field of business and enterprise support. In addition, learners will be expected to complete activities and mentoring practice outside of the facilitated workshops in order to achieve the qualification.

Suitability



No previous qualifications are required to undertake this qualification, however, candidates would benefit from an understanding of small businesses and a strong desire to support them.

What's Included



Accessible online workshops

Access to a dedicated online learning community

Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post-nominal letters.

Level 5 Certificate in Professional Enterprise Consultancy Services

The Level 5 Certificate in Professional Enterprise Consultancy Services focuses on those who wish to develop the broad base of skills, knowledge and understanding needed by enterprise consultants.

It is specifically for those working in the business support sector that help entrepreneurs who are starting up and developing businesses to review their progress, action plan improvements, implement changes to their existing or prospective business and develop their business skills and knowledge.

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification, our flexible approach includes:

- Completion of workbook activities
- Professional Discussion
- CPD Records and reflective practice
- Observation
- Accreditation of prior learning

Timings



The programme is delivered as a series of five three hour online facilitated sessions that bring to life the key skills required to deliver enterprise consultancy services. In addition learners will be expected to complete activities and consultancy practice outside of the facilitated workshops in order to achieve the qualification.

Suitability



No previous qualifications are required to undertake this qualification, however, candidates must be experienced in providing business support services and able to be observed providing consultancy support to businesses as part of the assessment process.

What's Included



Accessible online workshops

Access to a dedicated online learning community

Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post-nominal letters.

Level 7 Certificate in Professional Enterprise Consultancy Services

The Level 7 Certificate in Professional Enterprise Consultancy Services focuses on those who wish to further develop their skills, knowledge and understanding needed by enterprise consultants.

It is specifically for those working in the business support sector that help entrepreneurs who are starting up and developing businesses to review their progress, action plan improvements, implement changes to their existing or prospective business and develop their business skills and knowledge

Assessment



The assessment provides an opportunity to reflect on learning undertaken and demonstrate knowledge and understanding to successfully meet the assessment criteria required to achieve the qualification, our flexible approach includes:

- Completion of workbook activities
- Professional Discussion
- CPD Records and reflective practice
- Observation
- Accreditation of prior learning

Timings



The programme is delivered as a series of five three hour online facilitated sessions that bring to life the key skills required to deliver enterprise consultancy services. In addition learners will be expected to complete activities and consultancy practice outside of the facilitated workshops in order to achieve the qualification.

Suitability



We recommend prior completion of the SFEDI level 5 certificate in professional enterprise consultancy services, however, experience and relevant qualifications gained outside of the scope of SFEDI will be considered, please contact us to discuss. Candidates must have significant experience in providing business support services and able to be observed providing consultancy support to businesses as part of the assessment process.

What's Included



Accessible online workshops

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Flexible one to one support

Certification

Materials and resources

IOEE Studying membership included as well as a complimentary upgrade to Professional membership upon completion of studies including post-nominal letters.

SFEDI Directory

The SFEDI Directory is the UK's premier listing of accredited business and enterprise support professionals. With a trusted brand and a 'proven in practice' service, the SFEDI Directory is the national solution for verifying the credentials and experience of accredited business support professionals including mentors, advisors, coaches and consultants.

For Organisations

A credible source of nationally accredited professionals that's proven, trusted, delivers real results and is simple and free to use.

For Individuals

Be visible to anyone seeking to employ or engage a SFEDI Accredited professional, if you have already undertaken a SFEDI qualification you can quickly and easily join via a short application and small fee of £95+vat.

If you haven't yet undertaken a SFEDI qualification but wish to be listed please contact us directly to discuss options.

SFEDI®DIRECT

SFEDI®DIRECTORY

National Register Business and Support Professionals

The SFEDI Directory is the UK's premier listing of accredited business and enterprise support professionals including mentors, advisors, coaches and consultants.

Search the Directory

If you are working with someone who is a SFEDI Accredited professional, you can verify their credentials and experience through our easy to use search system. This will help you find business and enterprise support professionals whose credentials and experience have already been verified.

[Find out more ▾](#)[Accredited Directory ▾](#)[Register Now ▾](#)[Contact](#)[Register Now](#)[Login ▾](#)

Register of Accredited Enterprise Professionals

enables you to check the
experience of the support
engage with or employ.

Quick Check

To check the credentials of a specific individual and to check that they're nationally accredited simply enter their name or SFEDI ID in the box below and click 'Check Status'. For general searches please visit the [search and filter page](#)

[Check Status](#)[Browse Directory](#)[Register As Professional ▾](#)

Directory

ne already you
experience with
You can also
support
s and
proven.



Get Listed

To be included on the SFEDI Directory you must hold a current SFEDI business support qualification and have up to date CPD.

[Click here to find out more.](#)



Why Choose the SFEDI Directory?

With a trusted brand and a 'proven in practice' service, the SFEDI Directory is the national solution for verifying the credentials and experience of accredited business and enterprise support professionals



IOEE Membership

SFEDI is proud to work alongside the UK Professional Body for Enterprise and has mapped all SFEDI business support qualifications against IOEE Professional membership providing membership opportunities carrying post-nominal letters to all SFEDI accredited business support professionals.

Level 3 - Associate (AIOEE)

Level 5 – Full (MIOEE)

Level 7 - Fellowship (FIOEE)

Demonstrate your entrepreneurial expertise and credibility with this extra professional recognition.

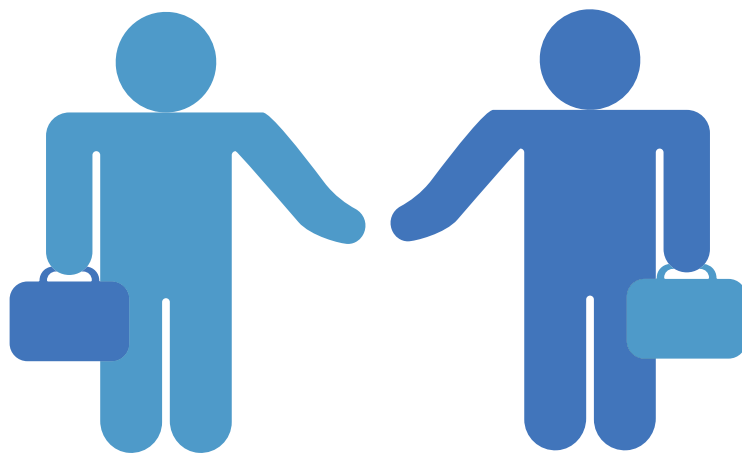
Join our world-renowned professional body representing more than 30,000 entrepreneurs – from those just getting started to highly experienced serial entrepreneurs and respected support professionals.



"It was a pleasure to be part of your sessions and thank you for your honest and constructive feedback – I really appreciate it."


"I really enjoyed every second of the sessions it truly has been a breath of fresh air and the chance to take stock and reflect on our working practice."


"I am so grateful that the growth hub offered this opportunity to the advisors, it was always going to be a challenge but it was well worth it, I have been inspired by you and the programme and so grateful you understood my innovative way of



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