



Junior
Achievement
Isle of Man

Member of
JA Worldwide

JA COMPANY

PROGRAMME



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HSBC

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WELCOME!

It's great news that you have signed up to take part in the Company Programme. You will be joining 360,000 students across Europe who are taking part in the same experience.

You will now have the opportunity to find out what it's really like to set up and run a business and to make all the decisions about your company. This will include deciding on a company name, developing a product or service, creating a business plan, managing the company finances, selling to the public, and ultimately winding up the company. All of this takes place with the support of a volunteer business adviser and the Junior Achievement team.

This booklet provides you with the basic information that you will need to get your business started.

Contact and Information



enquiries@jaiom.im



01624 666266



www.jaiom.im



juniorachievementisleofman



jacompanyprogramme



jaisleofman

Company Programme website



www.jaiom.im/company-programme

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CHECKLIST



- ☐ Choose a business name
- ☐ Choose your team roles
- ☐ Download the finance spreadsheet from the website
- ☐ Decide how you are going to raise the funds
- ☐ Start your socials
- ☐ Set the goals for the business
- ☐ Come up with an idea for a product or a service
- ☐ Make sure your product stays within the laws
- ☐ Save the Company Programme website on your phone
- ☐ December 2024 - Start planning for 'Pitch It'
- ☐ January 2025 - Start planning for the Company Programme competition

Time commitment

You will be expected to attend a 1-hour weekly meeting with a volunteer business adviser.

All company members have to be able to attend that meeting; otherwise, they cannot take part in the programme.

The teams that succeed in this programme are the teams that go the extra mile above their weekly meetings.

The more you put into this programme, the more you will get out of it.

Choosing a name for your Business

Like many companies, their business name has nothing to do with their product. The reason for this is so that they can develop or market any product they like without having to change their business name.

When choosing a name for your business, keep it:

- **Simple for socials**
- **Unique – try not to copy others**
- **Keep it professional**
- **One word names work best**

Once you decide on a business name you can't change it.



Choosing an idea for your business

Nearly every product that you purchase in your day-to-day life will be subject to strict health and safety requirements.

Before you decide on a final product, your team must research the health and safety guidelines that are required by law.

Teams can purchase items already made, but, if you choose to manufacture your own product you **MUST** check with JA first. For example, you cannot make cosmetics, candles or produce in your own home.





STUDENT BEHAVIOUR

JA COMPANY PROGRAMME

The Company Programme is open to everyone regardless of race, culture, creed, gender or ability.

Students must be aged 15 to 19 years, and are only allowed to participate in the Company Programme once during their school lifetime.

Code of conduct for students

- ▶ Do not place yourself in a situation where you are alone with an adviser. Try to make sure that there are several students and, where possible, another adult at any meetings.
- ▶ Do not get in an adviser's car by yourself, or ask an adviser for a lift for yourself alone (although groups may be transported where there is suitable insurance cover in place).
- ▶ Do make sure that any Junior Achievement activities where you will be acting outside the normal activities of the school are agreed and approved by your Link Teacher/ Lecturer in advance. You may also need your parent's or guardian's consent for some activities.
- ▶ Always treat your adviser with the utmost respect. Remember that your adviser is a volunteer and may have work and/or family commitments.
- ▶ If you need to change the date or time of meetings, make sure your adviser is informed.
- ▶ Please remember that your adviser may not be aware of school holidays. For example, if your company is not meeting because of half-term, make sure your adviser knows.
- ▶ If at any time you have any concerns about the behaviour of a Junior Achievement adviser, talk to your Link Teacher about it. It may be a simple misunderstanding that can quickly be sorted out before it becomes more serious.

If you follow these simple guidelines, you and your adviser will work confidently together in mutual respect.

Absence from meetings and under-performance

Staff are the life blood of any business. If a team member is not attending your weekly meeting or is not contributing as they should, this can have an impact on the rest of the team. It can lead to resentment and ill feeling.

There could be a perfectly good explanation as to why this is happening but if you are not satisfied with the performance of a team member, the Managing Director or adviser should contact the Junior Achievement office on **666266**, or email enquiries@jaiom.im to discuss.

Students must attend at least 80% of all meetings to qualify for the awards ceremony.

Choosing the right role for each team member

1

Happiness boost

When your job aligns with who you are, you're naturally more satisfied and happy. It's like working with your flow instead of against it.



2

Better performance

You'll likely excel and do better work because you're using your natural strengths and talents. It's easier to rock something when it feels right.



Doing a job that matches your personality is super important because it makes everything way more enjoyable and less stressful.

3

Positive vibes

You bring your best self to work, which means better relationships with your team members.



4

Growth potential

You're more inclined to grow and learn because the work excites you. Personal and professional growth become a fun adventure.



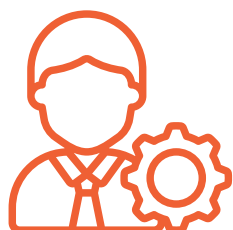
Managing Director



This person should be the motivator and be willing to encourage other team members.

It is not necessarily the person who has the most outgoing personality, but the one who will make decisions and follow through on action points.

Operations Manager



This person will help with product design and development and will source high-quality materials for the best price.

It is the responsibility of the Operations Manager to ensure you are legally allowed to develop your product.

Sales Manager



The person responsible for sales will interact directly with customers. Successful sales will only come if you are knowledgeable and believe in your product.

You will be responsible for carrying out market and competitor research and planning how you will promote your product.

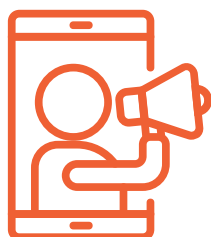
Finance Manager



This person looks after the Company finances and should be organised and reliable. You must use the finance spreadsheet to record payments and receipts. The forms to help you manage your finances can be found on the Company Programme website:

www.jaiom.im/company-programme/finance

Communications and Marketing Manager



You will be responsible for all communications with Junior Achievement and your mentor.

Other duties include managing marketing, social media, recording action points for meetings and keeping the team on track.

THE LEGAL BITS

To enable students to run a real-life business, there are rules that you must follow.

For the year of trading, you will be a branch of the charity Junior Achievement. It is important that you follow these rules so that you do not break the law or tarnish the reputation of Junior Achievement.

Any student company that breaks the rules risks being suspended from the programme.

Product Insurance

Junior Achievement spends over £1000 providing product insurance for your business. For this reason all products or services must be approved by Junior Achievement before you start trading.

There are certain products that you cannot sell for health and safety reasons. Student companies must follow the same rules as any other business. Please refer to the prohibited item list on the Company Programme website www.jaiom.im/company-programme.

Handling Money

If you are under the age of 18, you are not allowed to engage in any credit card transactions or, when trading on the internet, accept payments for goods and services through electronic payment providers.

In the past, student companies have nominated a family member over the age of 18 to accept and make payments on their behalf and reimburse them with cash.

Your Finance Manager is required to keep an accurate record of all the money you receive and pay out. To do this, you must use the JA spreadsheet provided on the Company Programme website. This spreadsheet will be audited by Junior Achievement. It is essential that you keep a folder with all the receipts for payments and purchases.

Student companies are not allowed to enter into any transactions over the value of £200 without the written approval of JA or your adviser.

www.jaiom.im/company-programme/finance



Communicating outside of your business

It is important if you are communicating with anyone regarding your business that you clearly state that you are a branch of Junior Achievement.

You must include your business name and the disclaimer below.

You must also include this information on all online publications, i.e. website, X (Twitter), Facebook, etc.

**Your company
logo**

Address

Your name

Job Title

Company Name

Company Number

**We are a student company participating in the
Company Programme operated by Educational
Charity Junior Achievement Isle of Man.**

Manx Registered charity No 665.

For more details visit www.jaiom.im

**Scan here to download the
letterhead and disclaimer:**



Selling shares

The simplest way is to invest your own money into the business, which is known as selling shares. You can also sell shares to friends and family.

Shareholders will need proof of their investment into the business. If you make a profit, they are entitled to receive a return on their investment, plus any dividend they agreed on at the end of the programme.

If you choose to sell shares, you must issue the shareholder with a certificate and keep an accurate record of the shares sold.

The maximum number of shares you can sell to any one person is £25, and the total number of shares you can sell is £500.

Fundraising events

You may choose to raise capital by organizing events in your school such as cake sales, car boot stalls or discos. It is important to record how much money was spent and raised. Please read our leaflets on running car washes, discos, sporting events and fashion shows.

You are not allowed to:

- raise money through a bag pack.
- use crowd funding platforms



Sponsorship

The following points provide a guide to how financial support can or cannot be applied.

Junior Achievement companies can enter into a commercial agreement with a company to carry their logo or advertising on a product at a price, e.g. selling advertising space.



Straightforward sponsorship or donations are not allowed. Corporate supporters may become a shareholder within the rules of JA shareholding.

Making money and charitable giving

At the end of the programme you can split the profit between team members and your shareholders. This profit must come from selling your product or service, not from fundraising.

Any money you make from fundraising or sponsorship must be invested into your business. If you do not spend this money on the business then you will be required to donate the money to Junior Achievement, or give the money back to the sponsor.

Should you wish to donate money to another charity, you can do so at the end of the programme, however, this must be from the sale of your product or service and not through fundraising.

Please note that you cannot raise a combined total of more than £500 to start your student business.

For more information scan here:



MANAGING MEETINGS

This is the time when your company should focus on running your business and be free from other distractions. Past students have told us that too often they discussed action points at their meetings but did not follow through. This meant that as the programme went on, they found themselves under pressure trying to balance the Company Programme with their studies.

Tips for successful meetings

- Give every team member the chance to contribute.
- The Communications Manager should prepare an agenda, make a list of action points and circulate them to the team
- The Managing Director should review these action points at each meeting to ensure they have been completed. If they have not been completed then they should be carried forward to the next meeting.

Booking the JA Boardroom for meetings

All students participating in the Company Programme can use the JA Boardroom free of charge. This meeting facility is based in Mount Havelock, Douglas.

The facilities include:

- A boardroom for up to 10 people
- Computer and printer
- Quiet workspace and on-site support from JA staff
- Conference facilities for online meetings
- High-speed WI-FI
- Free two hour parking in side roads surrounding the office
- Access to free software including Microsoft office



The facility is open 8:30am - 5:00pm Monday to Friday. To book a meeting please email enquiries@jaiom.im or telephone 01624 666266.

Resources for your business



1

Survey Monkey

www.surveymonkey.com

You can use this platform to build online forms and surveys. When you sign up, use the free version.

2

Canva

www.canva.com

Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos and more.

3

Pexels

www.pexels.com

This site offers high quality, royalty-free images and videos to use for your business.

4

Dropbox

www.dropbox.com

A cloud storage service for saving, sharing and accessing files anytime, anywhere, making schoolwork and projects easier.

5

Instantprint

www.instantprint.com

This is a reasonably priced site for printed materials such as flyers, business cards, posters and banners. Whilst we encourage you to shop locally, in some instances, it is more cost effective to use this site.

KEY DATES

Important Dates

Pitch it

In January, a panel of business leaders will visit your school, and you will pitch your business idea to a group of them with a chance to win investment.

In the first instance, you will submit a two-page business report using the template on our website. To find the template for your report, visit

www.jaiom.im/company-programme/pitch-it

The closing date for your completed report is the 13th of December 2024. Your finished report must be uploaded through the website www.jaiom.im/company-programme

To qualify for the main competition each team has to participate in 'Pitch It'. Find out more by clicking this QR code.



KEY DATES

Comany Programme Competition

January 2025

Your team will be invited to an evening event to learn about the competition where we will tell you everything you need to know.

Wednesday 25th January

The last date to get your team signed up to the Company Programme competition. Sign up at the website address below or scan the QR code

Friday 14th February

Closing date to submit your report for the Company Programme competition. Upload your report to the website address below or scan the QR code.

Friday 28th February

Closing date to submit your PowerPoint presentation for the Company Programme competition. Upload to the website address below or scan the QR code.



www.jaiom.im/company-programme

Tuesday 11th March

Presentation rehearsals and trade stand set-up at the Villa Marina. This will be held between 3pm – 8pm and your team will be allocated a time.

Wednesday 12th March

All day competition at the Villa Marina from 8:00am – 4:00pm.

Wednesday 19th March

Awards ceremony with a sit down meal at the Villa Marina. 6:00pm – 10:00pm.



JA COMPANY PROGRAMME AWARDS 2025

- 
- COMMUNITY AWARD
 - WORK READY AWARD
 - ENVIRONMENTAL AWARD
 - CREATIVE PROBLEM SOLVING
 - INNOVATION IN BUSINESS AWARD
 - SPECIAL RECOGNITION AWARD
 - BRAND EXCELLENCE & MARKETING
 - VOLUNTEER MENTOR OF THE YEAR
 - PUBLIC CHOICE AWARD
 - TEAM PLAYER OF THE YEAR
 - HSBC STUDENT COMPANY OF THE YEAR 2025

Just theJOB.im

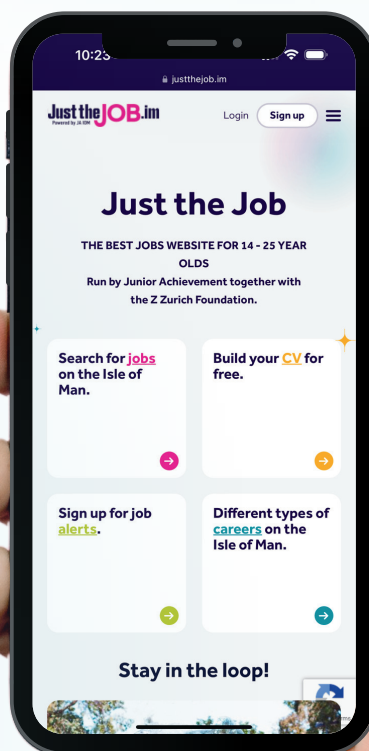
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The best jobs website
for young people in
the Isle of Man

SCAN ME



- ✦ Create and store a professional CV
- ✦ Find a job
- ✦ Learn about careers on the Isle of Man
- ✦ Get career tools and tips
- ✦ Sign up for free job alerts



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together with

The team that wins the Company Programme will go to Athens in July 2025. **Could this be you?**



To speak to a member of the JA team:

✉ enquiries@jaiom.im

☎ 01624 666266

🌐 www.jaiom.im/company-programme

📘 Junior Achievement Isle of Man

📷 [jacompanyprogramme](#)

📍 Rosemary House, Mount Havelock Douglas IM1 2QG

Isle of Man registered charity No. 665
www.jaiom.im