

Directions for Filling out a Proficiency Application - Entrepreneurship

Cover Tab:

- Complete all necessary information on the cover pages.

Proficiency Area Tab:

- Select the appropriate area you qualify for.

Basic Setup Tab:

- Enter a beginning date
- Enter the ending year
- Select the appropriate career cluster area for your proficiency

Performance Review A-C Tabs:

- Hover over the question marks by each items for tips and pointers.
- Just because you have extra characters remaining, doesn't mean you should fill it with fluff. If it is not telling us more about you or your program, don't put it in.
- Performance Review A #3
 - Word it like this:
 - **Challenge:** My single greatest challenge has been..... **Steps to overcoming my challenge:** (Describe what you have done here)
 - This is not required but could be a tool to assist the student in writing.
 - The difference between an accomplishment and an impact:
 - Accomplishments are things you are proud of doing
 - Impacts are items that will affect your future.
 - Word it like this:
 - **Experience:** I have done XYZ. **Impact:** This will impact my future by...
 - This is not required but could be a tool to assist the student in writing.

SAEs – Entrep. Tab

- You need to fill this out for each year of SAE records
- It is best if you can split out each of the major responsibilities with the hours worked for those tasks.
- Select the pathway that most closely relates to your program. This should match page 3.
- Employer is who you work for in placement programs; Project name is "Title of Proficiency" Entrepreneurship (ex. Equine Science Entrepreneurship)
- Scope / Size:
 - List how many animals of a particular breed you have.
 - Separate out animals that were purchased individually or are being raised to sell individually. This makes for a clearer understanding of your project.
 - Explain in the scope your cash sales
 - Description: list out genders of animals, and ages if you wish.

- If it applies to your animal, you may also want to record date purchased and date sold or expired/died.

Income / Expense Stmt Tab

- Understand some basic terminology before beginning:
 - Assets = physical things that you own (not your parents) that have value
 - Current Assets / Inventory = assets /inventory that have a useful life of a year or less.
 - Even though beef animals take more than a year to raise from birth to finish, we still consider them to be current assets/inventory.
 - Non-Current Assets / Inventory = assets / inventory that have a useful life of more than a year.
 - Cash Sales = Money earned from your SAE project.
- **Hover over the question marks on this page for help on filling items out**
- Some numbers are transferred into this page automatically
 - These include the closing current and closing non-current inventories. To make adjustments to these, you have to correct them on the “Ending Current Inventory” and “Ending Non-Current Inv.” Tabs.
 - Your beginning current inventory and beginning non-current inventory for the first year of records comes from the basic setup page.
- Where do you put items that are gifted???
- If you were gifted current inventory, it would be listed on lines 1F or 4C and 2E
 - 1F = Current animals that were gifted; this includes unbred young breeding livestock (these will be moved to 4C the next year)
 - 4C = Non-current animals that were gifted at sexual mature age.
- If you had a bartering agreement between you and your family for feed, housing, etc., it would be listed on line 1F and 2D
- A simple way of determining if things are balancing on this page is:
 - $1F = 2B + 2D + 4B$
 - 4B is only included if they transferred from current to non-current inventory.
- Line 4D is used for purchases of Non-current inventory.
- Line 4F is used for sale of non-current inventory.
- Your beginning inventories should carry over from the previous year’s ending inventory.
- **Where do I place animals on this page???**
 - If it is a market animal, that is considered current inventory. Even beef steers fall under here even though they take longer than one year to raise.
 - List these in Line 1A and will move to 1B your second year automatically
 - Breeding stock, milking cows / goats, horses, egg layers would all be considered non-current inventory.
 - If they are born on your farm they will go on Line 1A the first year.
 - In the second year of life, list the value of the animal under line 1F and 4B. When transferring in, it would be the value of the animal at that time plus additional feed cost or other inputs when raising the animal.
 - Refer to the formula $1F = 2B + 2D + 4B$ to make sure all expenses are offset

- If you have additional expenses you transferred such as feed that will be recorded in 1f and 2d.
- Animals that are purchased go on line 4d if they are non-current/breeding or draft animals that you bought and plan to keep longer than a year.

Ending Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- Raised Market Animals would include the animals born on your operation in their first year of life.

Ending Non-Current Inventory

- Please note these are the values of the current inventories that you have on hand as of December 31st.
- For animal transfers from previous year's current inventory:
 - If the animal being transferred was breeding stock born and raised on your farm, you would list it under "E"
 - If the animal being transferred was purchased breeding stock, you would list it under "F"
- To calculate depreciation:
 - $(\text{Purchase value} - \text{salvage value}) / \text{Useful Years} = \text{Straight line depreciation}$

Outcomes / Efficiencies

- Try to have at least five
- If measuring in a percentage, explain how you measure this.
- Another method is "Beginner," "Novice," "Intermediate," or "Advanced"
- If you haven't reached a high percentage or "advanced" explain in your description how you plan to get there in the future.
- Give some specific examples of measured items if relevant
 - Ex. Yields per acre
 - Ex. Number of acres harvested
 - Ex. Rate of Gain
- **Please note** not all efficiencies are not necessarily going to be measurable. (ex. Evaluating breeding stock)

Skills, Comp., Knowledge Tab

- The first five should directly relate to your selected pathway
- The second five can directly relate to your selected pathway or another appropriate pathway.
- You can use the same Performance Indicator twice, but with a different contribution to success.
- Give a full enough description that shows you know **HOW** it makes you successful. Don't waste your time restating the indicator....we can read that already.

Resume

- When listing things by year, start with the most recent first and oldest last.
 - Ex.
 - 2016: Dairy (placement)
 - 2016: Swine (Entrepreneurship)
 - 2014-2016: Beef (Entrepreneurship)
 - 2013-2016: Equine Science (placement)
 - 2013-2015: Swine (placement)

Photos

- Please use horizontal pictures. They print nicer and bigger.