

So you want to be a Consultant?

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IET Cambridge Network

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Considerations

- Working for self or others?
- Is there enough work?
- Unique Selling Point (USP)
- Are there any Customers (Project 100)
- Have you the expertise?
- Competition?
- Do you realise what is involved?

Financial

- Self-Employed/ Limited Company
- Partnership/ Associateship
- How much to charge?
- Advertising
- Tax (NB avoid “IR 35” tax situation)
- Tip: Get “self-employed tax number” early
- VAT?
- Insurance (public AND professional liability)
- How to limit your liability

Business Plan

- Advice
- Local “Business Link”
- Funding
- Description
- Potential versus Realisation
- ((Profit and Loss Account... and:
- ((Cash Flow
- Degree of Risk

IT Matters

- IT Security & Confidence
 - Back-up
 - Data protection
 - Updating
 - Migration
 - Threats
 - Licences
 - Obsolescence
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- NB-You are now your own IT Manager!

Some Pitfalls

- Data Security
- Document Control
- Terms and Conditions
- Customer Confidence
- Late Payment
- Health and Safety
- Equal Opportunities
- Insurance (Public and Professional)
- Tax traps

Personal

- Time Management
- Training (pencil in for 6 weeks a year)
- Boom or Bust
- Maintain personal contacts
- Potential work-flow support
- Professional Institution membership
- Physical fitness
- Isolation and solitude
- Local involvement

Quality

- Provide a good service
- Make a Quality Plan (see ISO definition)
- Interact with Client's QMS
- Maintain Security/ Backup/ Cover
- Document Control

The Quality Plan

(NB Need to see ISO 9004 definition in full)

- Objectives
- Steps in Quality Practice
- Responsibilities (NB also resources)
- Documented Procedures
- Testing- Inspection- Audit
- Change Control
- Checks on Effectiveness

Proprietary

- Trademarks
- Logos
- Trading name
- IPR

Summary

- OK, you've heard the downside:
- Do you still want to go ahead?
- Join the IET's Consultants' Club: "pg_m9"

Thank You

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