



**TRAINING FORCE**  
Linking Training to Industry

# BUSINESS

## NATIONAL CERTIFICATE: NEW VENTURE CREATION (SMME)

### COURSE INFORMATION

**SAQA ID:** 49648

**NQF Level:** 2

**Learnership Duration:** 12 months

**Credits:** 138

**Contact Sessions:** Minimum Contact Session, including remediation (if required) and Portfolio Building, for this Qualification is **28 days**.

**Accrediting SETA:** Services Sector Education & Training Authority

### PURPOSE

The purpose of this is to provide a qualification that can form the basis for structured programmes for potential and existing entrepreneurs to capitalise on opportunities to start and grow sustainable businesses that form part of the mainstream economy, enabling the learners to tender for business opportunities within both the public and private sectors. This qualification is designed for learners who intend to set up or have already set up own ventures.

### ENTRY CRITERIA

- Communication at NQF Level 1.
- Mathematical Literacy at NQF Level 1.

### QUALIFICATION RULES

This qualification is made up of fundamental, core and elective unit standards and a minimum of 138 credits is required to complete the qualification:

- Core unit standards totaling 70 credits are compulsory.
- Fundamental unit standards totaling 36 credits are compulsory.
- Elective unit standards totaling 32 credits.

### EQUIPMENT NEEDED

- **Hardware:** Access to a computer, display monitor / keyboard / mouse / printer;
- **Software:** Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)
- **Instruments:** Ruler • Thermometer • Vernier Caliper • Tape measure

### MARKET INFORMATION

**Target Market:** Existing and Potential Entrepreneurs • SMME Businesses • Community Development Projects

**Target Industries:** All industries

### COURSE INFORMATION

- **Mentor Requirements:** Mentor must have at least 3 years' experience in a Management or similar position.
- **Workplace Approval:** Not Applicable
- **Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

### SKILLS OUTCOMES

- Use basic Mathematics in order to fulfill new venture functions effectively
- Apply basic Communication skills in new venture creation context
- Determine market requirements and manage the relevant marketing and selling processes
- Demonstrate an understanding of the sector/industry in which the business operates
- Determine financial requirements and manage financial resources of a new venture
- Manage business operations

### GENERAL INFORMATION



**Credit Accumulation Transfer (CAT):** CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Part 1 and Part 2 of every Cluster.



**FISA Requirements:** Final Integrated Summative Assessment is requirement for the successful completion of this learnership.



**Recognition of Prior Learning (RPL):** RPL is not available for this qualification



**Training Methodology:** DigiAssistant is not available for this learnership.



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## UNIT STANDARDS

**Cluster 1 – Literacy – Credit Accumulation Transfer is applicable to the unit standards below**

| Outcome     | SAQA ID | Name of Unit Standard  | Credits |
|-------------|---------|--|---------|
| Fundamental | 8967    | Use language and communication in occupational learning programmes | 5       |
| Fundamental | 8963    | Access and use information from texts                              | 5       |
| Fundamental | 8962    | Maintain and adapt oral/signed communication                       | 5       |
| Fundamental | 8964    | Write /present for a defined context                               | 5       |

- Recommended training days for Cluster 1 is 4 days

**Cluster 2 – Numeracy – Credit Accumulation Transfer is to the highlighted unit standards below**

| Outcome     | SAQA ID | Name of Unit Standard   | Credits |
|-------------|---------|---|---------|
| Fundamental | 7480    | Demonstrate understanding of rational and irrational numbers and number systems   | 3       |
| Fundamental | 9009    | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | 3       |
| Fundamental | 9007    | Work with a range of patterns and functions and solve problems  | 5       |
| Fundamental | 7469    | Use mathematics to investigate and monitor the financial aspects of personal and community life   | 2       |
| Fundamental | 9008    | Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts                          | 3       |

- Recommended training days for Cluster 2 is 3 days

**Cluster 3 - Business Communication**

| Outcome  | SAQA ID | Name of Unit Standard                                      | Credits |
|----------|---------|--|---------|
| Core     | 114974  | Apply the basic skills of customer service                 | 2       |
| Elective | 13929   | Co-ordinate meetings, minor events and travel arrangements | 3       |
| Elective | 13934   | Plan and prepare meeting communications                    | 4       |

- Recommended training days for Cluster 3 is 2 days

**Cluster 4 – Professional Behaviour**

| Outcome  | SAQA ID | Name of Unit Standard   | Credits |
|----------|---------|---|---------|
| Core     | 113924  | Apply basic business ethics in a work environment                                       | 2       |
| Core     | 114959  | Behave in a professional manner in a business environment                               | 4       |
| Elective | 13912   | Apply knowledge of self and team in order to develop a plan to enhance team performance | 5       |

- Recommended training days for Cluster 4 is 2 days



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## Cluster 5 – Financing in a New Venture

| Outcome  | SAQA ID | Name of Unit Standard   | Credits |
|----------|---------|---|---------|
| Core     | 119666  | Determine financial requirements of a new venture                 | 8       |
| Core     | 119674  | Manage finances for a new venture                                 | 10      |
| Elective | 13932   | Prepare and process documents for financial and banking processes | 5       |

- Recommended training days for Cluster 5 is 5 days

## Cluster 6 – Business Operations

| Outcome  | SAQA ID | Name of Unit Standard   | Credits |
|----------|---------|---|---------|
| Core     | 119667  | Identify the composition of a selected new venture's industry/ sector and its procurement systems | 8       |
| Elective | 13933   | Plan, monitor and control an information system in a business environment                         | 3       |
| Elective | 119712  | Tender for business or work in a selected new venture   | 8       |
| Core     | 119670  | Produce a business plan for a new venture   | 8       |
| Core     | 119668  | Manage business operations  | 8       |

- Recommended training days for Cluster 6 is 7 days

## Cluster 7 – Marketing in a New Venture Creation

| Outcome | SAQA ID | Name of Unit Standard  | Credits |
|---------|---------|--|---------|
| Core    | 119673  | Identify and demonstrate entrepreneurial ideas and opportunities | 7       |
| Core    | 119669  | Match new venture opportunity to market needs                    | 6       |
| Core    | 119672  | Manage marketing and selling processes of a new venture          | 7       |

- Recommended training days for Cluster 7 is 4 days

## Cluster 8 – Legislative Requirements

| Outcome  | SAQA ID | Name of Unit Standard                                | Credits |
|----------|---------|--|---------|
| Elective | 9964    | Apply health and safety to a work area               | 3       |
| Elective | 13936   | Outline the legal environment of a selected industry | 2       |

- Recommended training days for Cluster 8 is 1 day