



**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 all the Clusters.



**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:** This learnership is available on UHub



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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