



## **Purpose of the qualification:**

Entrepreneurship training is critical to help small business people. These qualifications are intended for people who wish to start, operate, manage and grow a new small to medium business venture. Learners completing this qualification will be equipped with a variety of technical, business managerial and personal skills and strategies to help them succeed in the creation and sustenance of a business. Successful learners will develop a sound foundation for the application of these skills and knowledge to explore a diverse range of entrepreneurial opportunities.

## **National FET Certificate in New Venture Creation NQF 4**

### **Getting started : THE IDEA**

**114600** Apply innovative thinking to the development of a small business

**263356** Demonstrate an understanding of an entrepreneurial profile

### **Researching the IDEA**

**114596** Research the viability of new venture ideas/opportunities

### **Financing the IDEA**

**114584** Finance a new venture

### **The business plan**

**114592** Produce business plans for a new venture

### **Business communication (first & second language)**

**119462/119472** Oral communication

**119457/119469** Reading skills

**119471/119467** Occupational learning skills

**119459/119465** Written communication

### **Team leadership**

**13912** Apply knowledge of self and team in order to develop a plan to enhance team performance

**120392** Apply the concept and principles of knowledge management to leadership

**120389** Apply the concept, principles and theories of motivation

### **Financial management**

**263455** Apply the principles of costing and pricing to a business venture

**263474** Manage finances of a new venture

### **Business mathematics**

**9015** Apply knowledge of statistics and probability

**9016** Analyse & calculate shape and motion in 2-d and 3-d space

**7468** Use mathematics to investigate and monitor the financial aspects of issues

### **The functional areas of a business**

**263514** Understand the market mechanisms in a new venture

**263434** Plan and manage production/operations in a new venture

**263456** Plan strategically to improve new venture performance

**116394** Implement and manage human resource and labour relations policies and acts

### **Planning, administration and negotiating**

**13948** Negotiate an agreement or deal in an authentic work situation

**114592** Produce business plans for a new venture

**263534** Implement an action plan for a new venture

**114805** Manage general administration



## National Certificate in New Venture Creation NQF 2

### Marketing & sales

- 119673** Identify and demonstrate entrepreneurial ideas & opportunities
- 114974** Apply the basic skills of customer service
- 119672** Manage marketing and selling processes of a new venture
- 119669** Match new venture opportunity to market needs

### Macro micro factors (outside the company)

- 119667** Identify the composition of a new venture's industry/sector and its procurement systems
- 14341** Keep informed about current affairs

### Financial matters and the business plan

- 119670** Produce a business plan for a new venture
- 119666** Determine financial requirements of a new venture
- 119674** Manage finances for a new venture
- 13932** Prepare and process documents for financial & banking processes

### Business calculations

- 7469** Use mathematics to investigate and monitor financial aspects
- 7480** Demonstrate understanding of rational and irrational numbers
- 9007** Work with a range of patterns and functions
- 9008** Identify, describe, compare, classify, explore shape and motion in 2-d & 3-d shapes
- 9009** Apply basic knowledge of statistics and probability

### Professional skills

- 113924** Apply basic business ethics in a work environment
- 114959** Behave in a professional manner
- 13934** Plan and prepare meeting communications
- 13912** Apply knowledge of self and team to enhance team performance

### Micro factors (in company)

- 9964** Apply health and safety to a work area
- 119668** Manage business operations
- 13915** Demonstrate knowledge and understanding of HIV/AIDS
- 14343** Investigate the structure of an organization as a workplace

### Business communication

- 8962** Maintain and adapt oral communication
- 8963** Access and use information from texts
- 8964** Write for a defined context
- 8967** Use language and communication in occupational learning

### **Delivery options:**

This national qualification can be earned either through traditional training or recognition of prior learning (RPL). Details are as follows:

#### **Traditional training:**

Training is best suited to new entrants to the sector. Prior Learning Centre can either deliver this qualification as a learnership, which will qualify the sponsoring employer for a tax deduction, or it can be offered as a training programme without the learnership documentation. The duration of the training will be 15 full days, which can be scheduled to suit the employers' schedule.

#### **Recognition of prior learning (RPL):**

RPL is ideal for employees with some relevant work experience. Prior Learning Centre offers two RPL options:

- **Pure RPL:** which is best suited for employees with at least five years relevant working experience who are self-motivated and committed to work alone. Contact time is limited to one full day of RPL orientation followed by limited, on-demand contact sessions.
- **High touch RPL (8 days):** this model suits those employees who have at least three years relevant work experience but who may be less motivated to complete their work on their own and they may be unsure of some aspects of the qualification. In this model Prior Learning Centre spends eight full days assisting employees with the theory of the qualification and supervises the completion of their evidence collection. This model generally gives good submission and competency rates.