



National Certificate: New Venture Creation (SMME)

Level 2

SAQA ID – 49648



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ENTRY REQUIREMENTS:

Applicants must have a minimum of a Grade 9 or be competent in the following knowledge and skills:

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

OBJECTIVE:

The purpose of the NQF level 2 New Venture Creation qualification 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. Assessment of the competencies and knowledge in the qualification needs to be done in the context of the learner's own new venture.

This qualification is intended for persons who wish to start, operate, manage and grow a new small to medium business venture. Learners attempting 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. The successful learner will develop a sound foundation for the application of these skills and knowledge to explore a diverse range of entrepreneurial opportunities

OUTCOME:

The learners who achieve this qualification will be able to demonstrate competencies in New Venture Creation relating to *Business Communication, Professional Behaviour, Financing in a New Venture, Business Operations, Innovation and Creativity, Managing Recourses, Marketing Management*

Overall, this qualification will ensure that learners are capable of:

- Use basic Mathematics in order to fulfil 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



COURSE OUTLINE:

Skills Programme 1: Business Communication

- Apply the basic skills of customer service
- Use language and communication in occupational learning programmes
- Access and use information from texts
- Monitor and control the receiving and satisfaction of visitors
- Plan and prepare meeting communications

Skills Programme 2: Professional Behaviour

- Apply basic business ethics in a work environment
- Behave in a professional manner in a business environment
- Write/present for a defined context
- Maintain and adapt oral/signed communication

Skills Programme 3: Financing in a New Venture

- Determine financial requirements of a new venture
- Manage finances for a new venture
- Use mathematics to investigate and monitor the financial aspects of personal and community life
- Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- Prepare and process documents for financial and banking processes

Skills Programme 4: Business Operations

- Identify the composition of a selected new venture's industry/sector and its procurement systems
- Manage business operations
- Produce a business plan for a new venture
- Administer contracts for a selected new venture
- Demonstrate understanding of rational and irrational numbers and number systems

Skills Programme 5: Innovation and Creativity

- Identify and demonstrate entrepreneurial ideas and opportunities
- Match new venture opportunity to market needs
- Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts



Skills Programme 6: Managing Recourses

- Apply health and safety to a work area
- Apply basic HR principles in a new venture
- Work with a range of patterns and functions and solve problems

Skills Programme 7: Marketing Management

- Manage marketing and selling processes of a new venture
- Keep informed about current affairs related to one's own industry
- Tender for business or work in a selected new venture

RESPONSIBILITIES:

Edge Training will provide:

- Full project management of learnership,
- (Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership)
- Course material, pens, and workbooks.
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements.
- Certificates of completion and competence
- SETA certificate of competence

The Client will provide

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

Combined responsibilities of Edge Training and Client:

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting



QUALIFICATION STRUCTURE:

Skills Programme 1: People in my business

US Type	NLRD	US Title	Level	Credits
Core	114974	Apply the basic skills of customer service	2	2
Elective	13934	Plan and prepare meeting communications	3	4
Elective	13929	Co-ordinate meetings, minor events and travel arrangements	3	3

Skills Programme 2: Professional Behaviour

US Type	NLRD	US Title	Level	Credits
Core	113924	Apply basic business ethics in a work environment	2	2
Core	114959	Behave in a professional manner in a business environment	2	4
Fund	8962	Maintain and adapt oral/signed communication	2	5
Fund	8967	Use language and communication in occupational learning programmes	2	5
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
Elective	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5

Skills Programme 3: Business finances

US Type	NLRD	US Title	Level	Credits
Fund	7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
Core	119666	Determine financial requirements of a new venture	2	8
Core	119674	Manage finances for a new venture	2	10
Fund	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Fund	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3

QUALIFICATION STRUCTURE
(continued):

Skills Programme 4: Business Operations

US Type	NLRD	US Title	Level	Credits
Core	119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	2	8
Core	119668	Manage business operations	2	8
Core	119670	Produce a business plan for a new venture	2	8
Elective	14343	Investigate the structure of an organization as a workplace	2	8

Skills programme 5: Entrepreneurial Ideas

US Type	NLRD	US Title	Level	Credits
Core	119673	Identify and demonstrate entrepreneurial ideas and opportunities	2	7
Core	119669	Match new venture opportunity to market needs	2	6
Fund	9008	Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts	2	3
Fund	9007	Work with a range of patterns and functions and solve problems	2	5

Skills Programme 6: Business marketing and equipment

US Type	NLRD	US Title	Level	Credits
Core	119672	Manage marketing and selling processes of a new venture	2	7
Fund	8963	Access and use information from texts	2	5
Fund	8964	Write/present for a defined context	2	5
Elective	119712	Tender for business or work in a selected new venture	3	8
Elective	114976	Operate and take care of equipment in an office environment	2	2



NATIONAL HOURS MATRIX



DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 1	Module 1 – People in my business				
ELO 2	People in my business	Apply the basic skills of customer service	114974	2	9
		Plan and prepare meeting communications	13929	3	
		Co-ordinate meetings, minor events and travel arrangements	13934	4	
	Contact / Facilitation Days	3 DAYS	Workplace Application Days 5 DAYS		
	Theory	27 Hours			
	Practical	50 Hours			
	Assessments	13 Hours			

DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 2	Module 2 – Business ethics and communication				
ELO 2/4	Business ethics and communication	Apply basic business ethics in a work environment	113924	2	25
		Behave in a professional manner in a business environment	114959	4	
		Maintain and adapt oral/signed communication	8962	5	
		Use language and communication in occupational learning programmes	8967	5	
		Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	4	
		Apply knowledge of self and team in order to develop a plan to enhance team performance	13912	5	
	Contact / Facilitation Days	6 DAYS	Workplace Application Days 15 DAYS		
	Theory	75 Hours			
	Practical	140 Hours			
	Assessments	35 Hours			



DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 3	Module 3 – Business finances				
ELO 1/5	Business finances	Demonstrate understanding of rational and irrational numbers and number systems	7480	3	26
		Determine financial requirements of a new venture	119666	8	
		Manage finances for a new venture	119674	10	
		Use mathematics to investigate and monitor the financial aspects of personal and community life	7469	2	
		Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	9009	3	
	Contact / Facilitation Days	5 DAYS	Workplace Application Days 15 DAYS		
	Theory	78 Hours			
	Practical	146 Hours			
	Assessments	36 Hours			

DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 4	Module 4 – Business Operations				
ELO 4/6	Business Operations	Identify the composition of a selected new venture's industry/sector and its procurement systems	119667	8	32
		Manage business operations	119668	8	
		Produce a business plan for a new venture	119670	8	
		Investigate the structure of an organization as a workplace	14343	8	
	Contact / Facilitation Days	4 DAYS	Workplace Application Days 19 DAYS		
	Theory	96 Hours			
	Practical	179 Hours			
	Assessments	45 Hours			



DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 6	Module 5 – Entrepreneurial ideas				
ELO 3.4	Entrepreneurial ideas	Identify and demonstrate entrepreneurial ideas and opportunities	119673	7	21
		Match new venture opportunity to market needs	119669	6	
		Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	9008	3	
		Work with a range of patterns and functions and solve problems	9007	5	
	Contact / Facilitation Days	4 DAYS	Workplace Application Days 12 DAYS		
	Theory	63 Hours			
	Practical	118 Hours			
	Assessments	29 Hours			

DATE	Module	TITLE OF UNIT STANDARDS	US ID	Cr	Module Cr
Month 7	Module 6 – Business marketing and equipment				
ELO 3.6	Business marketing and equipment	Manage marketing and selling processes of a new venture	119672	7	27
		Access and use information from texts	8963	5	
		Write/present for a defined context	8964	5	
		Tender for business or work in a selected new venture	119712	8	
		Operate and take care of equipment in an office environment	114976	2	
	Contact / Facilitation Days	5 DAYS	Workplace Application Days 16 DAYS		
	Theory	81 Hours			
	Practical	151 Hours			
Assessments	38 Hours				

