

National Certificate: New Venture Creation (SMME)

SAQA ID: 49648

NQF Level: 2

Credits: 138

Duration: 1 Year

The purpose of this qualification is to provide a 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.

Learners will be able to:

- Develop appropriate skills and knowledge for the establishment and development of an enterprise.
- Address the economic/administrative and behavioural barriers that contribute to failures in starting and sustaining an enterprise.
- Create long-term solutions for job creation and SMME development via the building blocks and structure of a qualification that practically addresses the learning requirements of budding entrepreneurs.

Qualification Unit Standards

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
1	113924	Apply basic business ethics in a work environment	2	2	<ul style="list-style-type: none"> • Reflecting on own values and belief systems and how they influence own behaviour. • Discussing how an individual's ethics impact on the people around him/her. • Explaining how an individual can behave ethically in a business context. • Demonstrate techniques for dealing with situations where own values and ethics conflict with work practice.
2	114974	Apply the basic skills of customer service	2	2	<ul style="list-style-type: none"> • Explaining customer service. • Engaging in an interaction with a customer. • Demonstrating communication skills in responding to a customer. • Processing a query to respond to a customer need.

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3	114959	Behave in a professional manner in a business environment	2	4	<ul style="list-style-type: none"> Knowing how to behave in a business environment. Interpreting body language in a business context. Interacting with people in a business setting. Assessing own professional behaviour in a business setting.
4	119666	Determine financial requirements of a new venture	2	8	<ul style="list-style-type: none"> Determining the financial and cash flow requirements of a new venture Determining income and expenditure of a new venture Implementing pricing and costing principles Identifying resources to obtain start-up capital
5	119673	Identify and demonstrate entrepreneurial ideas and opportunities	2	7	<ul style="list-style-type: none"> Describing and discussing entrepreneurship. Identifying own entrepreneurial strengths and weaknesses in relation to opportunity identified. Identifying the characteristics of a typical entrepreneur. Identifying entrepreneurial opportunities in own context. Compiling entrepreneurial goal and personal growth plan
6	119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	2	8	<ul style="list-style-type: none"> Identifying and analysing the value chain within a selected industry or sector Identifying the business principles and processes within a selected sector or industry's environment Demonstrating an understanding of different procurement systems that may apply in specific sector/industry
7	119668	Manage business operations	2	8	<ul style="list-style-type: none"> Implementing an action plan for business operations Mobilising resources for a new venture Managing own time productively Monitoring productivity in a business venture Implementing and managing a basic quality system in a new venture
8	119674	Manage finances for a new venture	2	10	<ul style="list-style-type: none"> Explaining financial controls for managing a business Identifying and applying accounting practices and procedures Managing business accounts and maintaining business records Utilising financial statements to identify business progress
9	119672	Manage marketing and selling processes of a new venture	2	7	<ul style="list-style-type: none"> Implementing marketing plan Negotiating a deal with a customer Outlining processes and principles for completing basic quotes Outlining processes and principles for completing tender documents

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10	119669	Match new venture opportunity to market needs	2	6	<ul style="list-style-type: none"> Identifying and describing what marketing is in relation to new venture opportunities. Conducting market research. Identifying market segments in relation to own venture opportunity. Incorporating market research into a marketing plan. Exploring product/service life cycle.
11	119670	Produce a business plan for a new venture	2	8	<ul style="list-style-type: none"> Identify & demonstrate an understanding of elements of a business plan Compiling an organisation structure for one's own business to determine how a business plan can best be integrated Identifying resources and information required to complete own business plan Compiling a business plan
12	8963	Access and use information from texts	2	5	<ul style="list-style-type: none"> Identify the main ideas in different text types Read and respond to texts for a variety of purposes Use a range of reading and viewing strategies to make meaning of texts Identify and discuss how language structures and features may influence a reader.
13	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures to investigate life related problems	2	3	<ul style="list-style-type: none"> Apply various techniques to organise and represent data in order to model situations. Give opinions on the implications of the modelled data for the required purpose.
14	7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3	<ul style="list-style-type: none"> Use and analyse computational tools and strategies, and make estimates and approximations Demonstrate understanding of numbers & relationships among numbers & number systems & represent numbers in different ways.
15	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	2	3	<ul style="list-style-type: none"> Estimate, measure and calculate physical quantities in practical situations. Explore transformations of two-dimensional geometric figures.
16	8964	Write for a defined context	2	5	<ul style="list-style-type: none"> Write for a specific purpose and audience Use grammatical structures and writing conventions to produce coherent and cohesive texts for specific contexts Adapt language to suit context Draft and edit own writing.

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17	8967	Use language and communication in occupational learning programmes	2	5	<ul style="list-style-type: none"> • Find and use suitable learning resources • Use learning strategies • Manage occupational learning programme materials • Plan and gather relevant information for use in a given context • Function in a team • Reflect on how characteristics of the workplace and occupational context affect learning
18	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2	<ul style="list-style-type: none"> • Use mathematics to plan and control personal and/or household budgets and income and expenditure. • Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation. • Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
19	9007	Work with a range of patterns and functions and solve problems	2	5	<ul style="list-style-type: none"> • Convert flexibly between and within various representations of functions. • Compare, analyse and describe the behaviour of patterns and functions. • Represent situations mathematically in order to interpret and solve problems.
20	8962	Maintain and adapt oral communication	2	5	<ul style="list-style-type: none"> • Use a variety of strategies to maintain communication • Adapt speech to accommodate cultural sensitivities without losing own meaning • Use knowledge of language structures and conventions to shape or decode meaning of unfamiliar vocabulary or constructions • Organise and present information in a focused and coherent manner • Identify and explain how speakers influence audiences.
21	13933	Plan, monitor and control an information system in a business environment	3	3	<ul style="list-style-type: none"> • Planning and implementing a storage and retrieval system • Monitoring the booking of items in and out of systems • Classifying and cross-referencing complex information • Updating storage and retrieval systems
22	119712	Tender for business or work in a selected new venture	3	8	<ul style="list-style-type: none"> • Procuring and reviewing a tender document. • Preparing and completing a tender document. • Submitting a tender document.

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23	13932	Prepare and process documents for financial and banking processes	3	5	<ul style="list-style-type: none"> • Explaining the petty cash and banking procedure according to organisational requirements • Process petty cash and banking transactions • Demonstrating an understanding of petty cash handling and banking procedures • Monitoring petty cash transactions and banking • Controlling petty cash and banking
24	13930	Monitor and control the receiving and satisfaction of visitors	3	4	<ul style="list-style-type: none"> • Overseeing the reception of visitors • Ensuring that visitors are consulted according to organisational requirements • Monitoring visitors` satisfaction
25	13929	Co-ordinate meetings, minor events and travel arrangements	3	3	<ul style="list-style-type: none"> • Identifying a date, venue and time for meeting or event • Liaising or negotiating with meeting attendees regarding availability • Booking venues and catering • Finalising meeting room arrangements • Making travel, car hire and accommodation arrangements • Notifying and confirming arrangements with attendees or stakeholders • Processing and distributing all documentation required for the meeting or event
26	119713	Apply basic HR principles in a new venture	3	4	<ul style="list-style-type: none"> • Identifying the human resources needs of a new venture • Implementing the human resources needs of a new venture • Identifying and compiling basic employment policies and procedures • Complying with relevant human resources legislation
27	14346	Process numerical and text data in a business environment	2	2	<ul style="list-style-type: none"> • Identifying and accessing a database. • Processing and checking numerical data and text for input into the database. • Saving and storing information accurately using a computer keyboard and a range of familiar procedures
28	114976	Operate and take care of equipment in an office environment	2	2	<ul style="list-style-type: none"> • Following instructions to operate office equipment. • Maintain equipment in a clean and working condition. • Monitor and request equipment consumables. • Recognise and take steps to minimise risks to safety when operating equipment in an office environment.

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29	14343	Investigate the structure of an organization as a workplace	2	8	<ul style="list-style-type: none"> Understanding the basic concept of core business and support functions in an organisation Explaining the role of a section or department in the organisation Identifying different work roles and the contribution of each to the department or section
30	9964	Apply health and safety to a work area	2	3	<ul style="list-style-type: none"> Identify potential hazards in the work area. Limit damage to persons or property in the case of an emergency.
31	14341	Keep informed about current affairs related to one's own industry	2	4	<ul style="list-style-type: none"> Identify events in the physical environment that could impact on a selected industry Identify events in the social environment that could impact on a selected industry Identify events in the economic environment that could impact on a selected business sector Identify people and companies in the news
32	14340	Maintain an existing information system in a business environment	2	4	<ul style="list-style-type: none"> Storing and retrieving information using an established storage system Filing paper-based or electronic documentation or books, magazines and other reference material Booking items in and out of the system and tracing missing items Classifying and cross-referencing simple information Understanding the significance of maintaining confidentiality
33	119671	Administer contracts for a selected new venture	3	10	<ul style="list-style-type: none"> Obtaining contract and analyse performance requirements Applying basic risk management techniques in managing performance Demonstrating an understanding of contract changes and disputes Ensuring compliance and administrative close-out of contract
34	13912	Apply knowledge of self and team to develop a plan to enhance team performance	3	5	<ul style="list-style-type: none"> Understanding him/herself as worker in a specific position. Identifying own role in an organisation. Understanding the dynamics within a specific group. Using a variety of strategies to deal with potential conflict in a team or group. Developing a plan of action to enhance team performance

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35	117837	Assemble, install and dismantle exhibition stands	3	5	<ul style="list-style-type: none"> Identifying and selecting commonly used tools and equipment Checking that all components are available on site Describing various components and assembly techniques Constructing, assembling and dismantling the exhibition stand according to instructions and specified time frames Checking quality and finishing's according to correct standards Applying housekeeping principles
36	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	<ul style="list-style-type: none"> Understanding the effects of HIV/AIDS on the immune system. Knowing how HIV/AIDS is transmitted. Knowing what behaviour safe and what behaviour carries the risk of HIV/AIDS transmission is. Knowing what guidelines and assistance are available to support workers with HIV/AIDS and recognise own role in creating a caring work environment. Understanding the implications of the HIV/AIDS pandemic for society, the economy, a business sub-sector, an organisation and a specific workplace
37	13936	Outline the legal environment of a selected industry	3	2	<ul style="list-style-type: none"> Identifying the statutory elements in the structure of an organisation in a selected business sector and describe the structure of such a company Explaining how their own business sector is regulated and know the main points of the legislation that apply to the industry
38	13934	Plan and prepare meeting communications	3	4	<ul style="list-style-type: none"> Demonstrating an understanding of the agenda of meetings Explaining the purpose and objective of minutes of meetings Taking minutes of meetings