

SAQA ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS	DURATION
118741	Occupational Certificate: Small Business Consultant	05	244	2 years

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Service Sector Education & Training Authority (SSETA)

C. Qualification Overview

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Small Business Consultant. A Small Business Consultant consults and guides in business development.

A qualified learner will be able to:

- Evaluate personal capability for performing business consulting services.
- Carry out due diligence and check compliance with relevant legislation.
- Monitor methods of appraisal of the business owner, business performance and activities.
- Provide strategic and operational consulting service
- Develop and implement a change management framework
- Develop project implementation approach, and
- Interpret the influences of key components in the value chain on business efficiency

D. Exit Level Outcomes

1. Appraise personal capabilities for performing business consulting.
2. Examine due diligence and compliance with relevant legislation.
3. Evaluate business performance, business owner and activities.
4. Provide strategic and operational consulting service.
5. Establish and implement change management structures.
6. Entrench project implementation approach.
7. Identify and clarify key improvement elements in the value chain.

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification/Matric.

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
242101-000-00-KM-01	Regulatory and Legislative Framework	5	5
242101-000-00-KM-02	Compliance Audit	5	5
242101-000-00-KM-03	Fundamentals of Entrepreneurial Profiles	4	4
242101-000-00-KM-04	Business Consulting Development	5	5
242101-000-00-KM-05	Strategic and Operational Plans	5	5
242101-000-00-KM-06	Professional Business Success Factors	5	5
242101-000-00-KM-07	Principles of Marketing	5	5
242101-000-00-KM-08	Business Finance	5	5
242101-000-00-KM-09	Principles of Costing and Pricing to a Business Venture	4	5

242101-000-00-KM-10	Risk Profiling	5	5
242101-000-00-KM-11	Principles of Tendering	5	4
242101-000-00-KM-12	Business Appraisal	5	5
242101-000-00-KM-13	Business Requirements and Business Rescue Strategies	5	5
242101-000-00-KM-14	Effective Communication	5	5
242101-000-00-KM-15	Principles of Ethics in Business	6	3
2421000-00-00-KM-16	Strategies for Behaviour Change and Coaching	5	3
242101-000-00-KM-17	Principles of Change Management	5	5
242101-000-00-KM-18	Introductory Studies for Project Managers	5	5
242101-000-00-KM-19	Application of Contract Documentation	5	4
242101-000-00-KM-20	Evaluation of Influences in Value Chain	5	5

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
242101-000-00-PM-01	Evaluate Personal Capability for Performing Business Consulting Services	5	8
242101-000-00-PM-02	Carry Out Due Diligence and Check Compliance with Relevant Legislation	6	8
242101-000-00-PM-03	Monitor Methods of Appraisal of Business Owner, Business Performance and Activities	5	8
242101-000-00-PM-04	Provide Strategic and Operational Consulting Service	6	10
242101-000-00-PM-05	Develop and Implement Change Management Framework	5	5
242101-000-00-PM-06	Develop Project Implementation Approach	5	8
242101-000-00-PM-07	Interpret the Influences of Key Components in The Value Chain on Business Efficiency	5	8

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
242101-000-00-WM-01	Procedures to Evaluate Personal Capability for Performing Business Consulting Services	5	10
242101-000-00-WM-02	Processes and Procedures for Carrying Out and Checking Due Diligence Compliance with Relevant Legislation	5	15
242101-000-00-WM-03	Process to Monitor Methods of Appraisal of Business Owner, Business Performance and Activities	5	15
242101-000-00-WM-04	, Procedures to Provide Strategic and Operational Consulting Service	5	20
242101-000-00-WM-05	Process to Develop and Implement a Change Management Framework	5	10
242101-000-00-WM-06	Process and Procedures to Develop Project Approach	5	15
242101-000-00-WM-07	Procedures to Interpret the Influences of Key Components in The Value Chain on Business Efficiency	5	11

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following;

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with;

- Statement of Results
- Certificate of Competence