

# FUTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION

**NQF LEVEL 04 – MINIMUM CREDITS: 149**

## PURPOSE AND RATIONALE OF THE QUALIFICATION

### Purpose:

The purpose of the Qualification is to develop the appropriate skills and knowledge required by a person for the establishment and development of a small to medium business venture, and address the economic, administrative and behavioural (psycho-social) barriers that contribute to success in starting and sustaining the 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.

Recipients of this qualification will be able to:

- Demonstrate an ability to identify and create a new venture.
- Demonstrate knowledge of interpersonal skills required in a business environment.
- Demonstrate an understanding of basic economics within a market economy.
- Manage a new venture by applying business principles and techniques.
- Demonstrate an understanding of the role of leadership and management.

### Rationale:

This Qualification will meet the needs of the formal and in-formal Small, Micro and Medium Enterprise Sector by providing training standards against which entrepreneurs can be trained. This Qualification meets the needs of society by, primarily, providing persons who are able to apply the fairly complex knowledge and skills required to be an entrepreneur and thus contribute to the economic upliftment of themselves, their community and thereby the nation as a whole. Alternatively this Qualification is also attractive to persons who have not received formal training in this Sector but who are already managing and/or are working as employees within an established Small, Micro and Medium Enterprise business.

This Qualification contributes to an integrated National Qualifications Framework; provides for access, mobility and progression within the Small, Micro and Medium Enterprise Sector; enhances the quality of training for entrepreneurs; allows for the redress of past and contributes to the development of the learner entrepreneurs.

The majority of the learners attempting this qualification are likely to be unemployed persons who, via a learnership, have been identified and selected as having the potential to create a new business venture. With this Qualification and the established of a Small, Micro and Medium Enterprise provides the learner access to further learning opportunities at NQF Level 5 in Business Consulting Practice and Business Advising.

## Admission Requirement

- Grade 12/Matric

## Assumed Learning

It is assumed that learners entering this qualification are competent in:

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.

## Duration

The duration of study for this professional qualification is **1 Year**, full time or part time and tuition is face to face or online. Programmes are offered during the week on a full time/part time basis.

## Pricing

Send an email to [info@amilaktraining.co.za](mailto:info@amilaktraining.co.za) for a quotation.

## Student Enrolment Process

Once a student has signed up, there is a step-by-step guide to ensure that the student is enrolled and can commence with their studies

- **Step 1:** Complete Amilak Training Center Application form
- **Step 2:** Submit Application form with required supporting documentation (CV, highest school, ID) to Amilak Training Center
- **Step 3:** Amilak Training Center conducts admission assessments
- **Step 4:** Notification of admission and registration procedures commence
- **Step 5:** Orientation workshop
- **Step 6:** Journey commences to obtaining your qualification in: **FUTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION**

## Programme Outline

To be awarded the Qualification learners are required to obtain a minimum of 124 credits as detailed below.

- The Fundamental Component consists of Unit Standards in:
  - Mathematical Literacy at NQF Level 4 to the value of 16 credits.
  - Communication at NQF Level 4 in a First South African Language to the value of 20 credits.
  - Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

All Unit Standards in the Fundamental Component are compulsory.

ID	UNIT STANDARD TITLE	CREDITS
<a href="#">119472</a>	Accommodate audience and context needs in oral/signed communication	5
<a href="#">119457</a>	Interpret and use information from texts	5
<a href="#">119467</a>	Use language and communication in occupational learning programmes	5
<a href="#">119465</a>	Write/present/sign texts for a range of communicative contexts	5
<a href="#">9015</a>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
<a href="#">119462</a>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
<a href="#">119469</a>	Read/view, analyse and respond to a variety of texts	5
<a href="#">9016</a>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
<a href="#">119471</a>	Use language and communication in occupational learning programmes	5
<a href="#">7468</a>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
<a href="#">119459</a>	Write/present/sign for a wide range of contexts	5

- The Core Component consists of Unit Standards to the value of 82 credits all of which are compulsory:

ID	UNIT STANDARD TITLE	CREDITS
<a href="#">114600</a>	Apply innovative thinking to the development of a small business	4
<a href="#">263455</a>	Apply the principles of costing and pricing to a business venture	6
<a href="#">263356</a>	Demonstrate an understanding of an entrepreneurial profile	5
<a href="#">263514</a>	Demonstrate an understanding of the function of the market mechanisms in a new venture	5
<a href="#">120389</a>	Explain and apply the concept, principles and theories of motivation in a leadership context	6
<a href="#">114584</a>	Finance a new venture	5
<a href="#">263534</a>	Implement an action plan for a new venture	4
<a href="#">263474</a>	Manage finances of a new venture	6
<a href="#">114805</a>	Manage general administration	4
<a href="#">13948</a>	Negotiate an agreement or deal in an authentic work situation	5
<a href="#">263434</a>	Plan and manage production/operations in a new venture	6
<a href="#">263456</a>	Plan strategically to improve new venture performance	4
<a href="#">114592</a>	Produce business plans for a new venture	8
<a href="#">114596</a>	Research the viability of new venture ideas/opportunities	5
<a href="#">116394</a>	Implement and manage human resource and labour relations policies and acts	9

- The Elective Component consists of individual unit standards from which the learner must choose unit standards totaling a minimum of 11 credits.

ID	UNIT STANDARD TITLE	CREDITS
<a href="#">119671</a>	Administer contracts for a selected new venture	10
<a href="#">113836</a>	Apply basic computer technology	11

<a href="#">13912</a>	Apply knowledge of self and team in order to develop a plan to enhance team performance	5
<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	4
<a href="#">123258</a>	Foster and maintain customer relations	10
<a href="#">243298</a>	Apply administrative skills and knowledge in a sport organisation	11
<a href="#">120392</a>	Apply the concept and principles of knowledge management to leadership	8
<a href="#">243296</a>	Apply values and ethics to a sport organisation	3
<a href="#">242872</a>	Conduct international market research	6
<a href="#">243303</a>	Create, improvise and organize sport activities	6
<a href="#">13952</a>	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	8
<a href="#">242655</a>	Demonstrate knowledge and application of ethical conduct in a business environment	4
<a href="#">13945</a>	Describe and apply the management of stock and fixed assets in a business unit	2
<a href="#">117156</a>	Interpret basic financial statements	4
<a href="#">243300</a>	Lead a community sport activity	12
<a href="#">242819</a>	Motivate and Build a Team	10
<a href="#">243293</a>	Promote sport activity in a community	4
<a href="#">114593</a>	Tender to secure business for a new venture	5
<a href="#">115857</a>	Explain marketing for SMMEs	6

## Exit Level Outcomes

1. Demonstrate an ability to identify and create a new venture.
2. Demonstrate knowledge of interpersonal skills required in a business environment.
3. Demonstrate an understanding of basic economics within an market economy.
4. Manage a new venture by applying business principles and techniques.
5. Demonstrate an understanding of the role of leadership and management.

Critical Cross-Field Outcomes:

This qualification promotes the following Critical Cross-Field Outcomes:

Identifying and solving problems in which responses display those responsible decisions using critical and creative thinking have been made when:

- Demonstrating an ability to identify and create a new venture.
- Demonstrating knowledge of interpersonal skills required in a business environment.
- Managing a new venture by applying business principles and techniques.
- Demonstrating an understanding of the role of leadership and management.

Working effectively with others as a member of a team, group, organisation, and community during:

- The identification and creation of a new venture.
- The management of a new venture.

Organising and managing oneself and one's activities responsibly and effectively when:

- Demonstrating an ability to identify and create a new venture.
- Managing a new venture.

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion when:

- Demonstrating an ability to identify and create a new venture.
- Demonstrating knowledge of interpersonal skills required in a business environment.
- Managing a new venture by applying business principles and techniques.

Collecting, analysing, organising, and critically evaluating information to better understand and explain:

- An understanding of basic economics within a market economy.
- An understanding of the role of leadership and management.

Using science and technology effectively and critically, showing responsibility towards the environment and health of others when:

- Demonstrating an ability to identify and create a new venture.
- Demonstrating an understanding of basic economics within a market economy.
- Managing a new venture by applying business principles and techniques.

Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation when:

- Demonstrating an understanding of basic economics within a market economy.



## Course material & additional fees

Leaners must make provision for additional items such as textbooks, stationery, re-write examinations.

## International Comparability

The following countries were selected for the International Comparability since their programmes, like the Further Education and Training Certificate: New Venture Creation, are programmes that are mostly presented by organisations responsible for new business development, new venture creation or entrepreneur development. These countries are Seychelles, Bulgaria, Slovenia, and India.

### Seychelles:

The Seychelles Industrial Development Corporation has within it the Small and Medium Business Bureau which primary looks after the interests of Small and Medium Business as well as providing training opportunities for entrepreneurs. The basic entrepreneur programme consists of the following modules:

- Tax and Finances.
- Insurance and Risk.
- General Business Issues: Business Structure, Superannuation, Debt Recovery/Unpaid Invoices.
- Self Promotion/Marketing.

### Findings:

The Further Education and Training Certificate: New Venture Creation compares favourably to the training opportunity presented by the Small and Medium Business Bureau except that the Further Education and Training Certificate: New Venture Creation offers empowerment in a lot more of the softer skills such as management and leadership.

### Bulgaria:

In Bulgaria the Bulgarian Association for Management Development and Entrepreneurship has as one of its core functions the unifying of the best training institutions in Bulgaria and the promotion of certified training programmes of its members. Among one of the certified training programmes is the programme for New Business Developers. This programme deals with the following aspects:

- Marketing.
- Finance.
- Operations.
- Human resources.
- Selling.
- Pricing.
- Planning.
- Strategy development.
- Purchasing.
- Producing.
- Record-keeping.

- Business administration.
- Risk-taking.
- Decision-making.
- Coping with uncertainty.
- Problem-solving.
- Communication.
- Negotiation.
- Leadership.

**Findings:**

The Further Education and Training Certificate: New Venture Creation compares very favourably to the Bulgarian Association for Management Development and Entrepreneurship New Business Developers programme in terms of content.

**Summary:**

Of the above programmes and courses all of them compare very favourably to the Further Education and Training Certificate: New Venture Creation, especially in terms of content. All these programmes and courses approach is to empower persons to start, operate, manage, and grow small to medium new business ventures.

### Language Policy

All classes and assessments are conducted in English. Learners need to be able to understand spoken English and complete their assessments in English.

### Disclaimer

Amilak Training Center reserves the right to change the programme content due to changes in the regulatory environment, market requirements and other reasons. All possible measures will be taken to minimize inconvenience to students.

*I,..... (student name), hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics explained above pertaining to this qualification.*

Signature of Learners: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Sales Consultant: \_\_\_\_\_



Signature of Sales Consultant:

\_\_\_\_\_

Date:

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