



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This National Certificate is an entry level, NQF level 2 accredited qualification for new entrepreneurs and those who have already set up their own business ventures. It also offers a path to other structured programmes and qualifications.

It is designed to develop practical skills and knowledge to start and grow a sustainable business and be part of the mainstream economy. With these skills, delegates will be able to tender for business opportunities in both the public and private sector.

You will gain broad competencies in key areas of running a business as well as understanding the market and sector your venture is operating in.

Target Audience

This qualification is aimed at any individual starting or developing an existing business venture or SMME in the formal or informal sector of the economy.

It is aimed at those needing essential business understanding and the key attributes to develop an entrepreneurial mindset.

Entry Requirements

- Competency in Communication (English) at NQF Level 1
- Competency in Mathematical Literacy at NQF Level 1.

Additional Requirements

- Access to a PC, software and the internet for course work.
- Internet and bandwidth to accommodate virtual facilitator-led sessions.

Entrepreneurship

NC: New Venture Creation (SMME)

SERVICES SETA Certification

SAQA ID: 49648

NQF Level: 2

Credits: 138

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group activities, assessment and self study to embed skills.

You will need to:

- Attend all lectures and sessions
- Demonstrate theoretical and practical understanding of content
- Compile and submit a Portfolio of Evidence (PoE)

To receive your National Certificate: New Venture Creation (SMME), you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the qualification, you will be able to:

- Use basic mathematics to fulfil new business venture functions effectively.
- Apply basic communication skills in the context of new venture creation.
- Determine market requirements and manage 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 and increase customer satisfaction.



Course Content

NC: New Venture Creation (SMME)
Accreditation Body: SERVICES SETA

SAQA ID: 49648 | **Learning Programme ID: NA**
NQF Level: 2 | **Credits : 138**

Module 1: Introduction to Entrepreneurship

- Identify and demonstrate entrepreneurial ideas and opportunities - Match new venture opportunity to market needs
- Keep informed about current affairs related to one's own industry
- Access and use information from texts
- Apply basic knowledge of probability and statistics
- Identify shape and motion in two and three dimensional shapes - Work with range of patterns and functions to solve problems

Module 2: Planning the New Venture

- Determine financial requirements of a new venture
- Produce a business plan for a new venture - Write for a defined context

Module 3: Running the New Venture: Business Generation

- Manage marketing and selling processes of a new venture
- Identify the composition of a selected new ventures industry/sector and its procurement systems
- Apply the basic skills of customer service
- Maintain and adapt oral communication
- Tender for business or work in a selected new venture

Module 4: Running The New Venture: Business Management

- Manage business operations
- Administer contracts for selected new ventures
- Manage finances for a new venture
- E-mail ethics and etiquette
- Use maths to investigate and monitor the financial aspects of personal and community life
- Apply knowledge of self and team to develop a plan to enhance team performance
- Demonstrate understanding of rational and irrational numbers and number systems

Module 5: Running The New Venture: Managing People

- Apply basic business ethics in a work environment
- Behave in a professional manner in a business environment
- Demonstrate knowledge and understanding of HIV/AIDS

Module 6: Business Writing Using Word

- MS Word efficiency tools
- Report writing skills

Module 7 and 8: Business Calculations Using Excel

- MS Excel efficiency tools
- Basic business calculations
- Survey design and reporting

Module 9 and 10: Getting Things Done Using Outlook

- MS Outlook efficiency tools
- E-mail ethics and etiquette



info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

Our Accredited Organisations



FACULTY
TRAINING
INSTITUTE



Siyangqoba



Siyaya®
SKILLS INSTITUTE



PROSERV
SOUTH AFRICA

