

Purpose of this qualification: Why would I be doing this?

The purpose of NVC 2 is to provide you with 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. This would enable you to tender for business opportunities within both the public and private sectors.

- An ability to match new venture opportunities to market needs within a chosen industry/sector
- An ability to determine and manage the financial requirements of a new venture
- An ability to match new venture opportunities to market needs
- An ability to compile and utilise a business plan to manage a new venture and also where relevant, to seek funding for a new venture.

This qualification is designed for those who intend setting up or have already set up their own ventures. This qualification will provide you with the following competencies:

By embarking on this learning pathway you will become part of South Africa's growing economy as you set up and manage your new venture.

- Acquisition of an entrepreneurial profile which includes an innovation orientation
- An understanding of the industry/sector in which you wish to establish a new venture.



Selection Process:

Information Meetings:

During this phase learners are confronted with the opportunity to make a choice: if I am provided with the opportunity to develop the right mix of skills, knowledge and attitudes required by the entrepreneurial profile in order to enable me to initiate and sustain a viable business venture – would I like to embark on such a journey?

Complete application:

Interested learners must complete an application form to be assessed by the service provider.

Screening of Applications:

Applications are screened in terms of definite prerequisites utilizing different selection tools:

- Previous experience in venture creation

- Reading, writing and numeric abilities
- Completion of entrepreneurial profile
- Observations
- Interviews

Final selection and signing of Learnership and Learner contract:

Based on the above information final selection of candidates will be done.

Selected candidates must then complete the Learnership contract as well as the Learner agreement.



Target Group:

- SA citizens
- Under the age of 35
- Self-employed in an active existing micro business
- Appropriately entry level Qualification - Graduate of FET College or grade 12 as per SAQA requirements for this qualification.
- Acceptable communication skills
- Some business experience / skills preferred
- Meet entrepreneurial profile



Module 2: Plan the business

Topic 1	Determining markets
Topic 2	Statistics and problematics
Topic 3	Supply and demand
Topic 4	Costing and pricing
Topic 5	Business principles
Topic 6	Marketing your business
Topic 7	Business planning
Topic 8	Getting finance
Topic 9	Business presentations

Module 3: Access to Markets, Finance and Networks

Topic 1	Finding business
Topic 2	Sample tender documentation
Topic 3	Networking
Topic 4	Business calculations

Programme overview and layout:

Module 1: Identify an Opportunity

Topic 1	Entrepreneurship
Topic 2	Developing Self
Topic 3	Setting goals
Topic 4	Types of businesses
Topic 5	Basic legal requirements
Topic 6	Characteristics of a successful business
Topic 7	Factors that influence business
Topic 8	Identify business opportunities
Topic 9	Business research



Module 4: Set up the business

Topic 1	Business ethics
Topic 2	Managing your business
Topic 3	Manage time
Topic 4	Performance measurements

Module 5: Operate the business

Topic 1	Customer Service
Topic 2	Values and ethics
Topic 3	Complaints and queries
Topic 4	Appearances

Module 6: Maintain the business

Topic 1	Setting up your systems
Topic 2	Record keeping
Topic 3	Managing your cash flow
Topic 4	Managing petty cash

Methodology of Learning:

The method to transfer the skills and knowledge is outcome based and progression through the programme may differ from person to person. Outcomes based standards do not attempt to prescribe how and what should be learned, but will rather focus on what the candidate should be able to do at the end. Each Learner will receive a Workplace training Schedule that outlines the learning areas and outcomes to master.

Implementation:

Each Module will have a theoretical and practical component. The theoretical component will have classroom sessions working through the Modules and related topics and continuously doing Formative Assessments as we progress in order to check under-

standing. Groups will be clustered based on prior experience and operational circumstances.

After completion of each of the theoretical components, Learners will go back to work and apply and implement the knowledge and skills they have acquired during the classroom training.

They then need to build up a Portfolio of Evidence to be used to proof their competence in the Unit Standards. Each Portfolio will be assessed and will be subject to Internal Moderation and Exit Verification.

A final summative assessment or integrative assessment will then be done in order to decide whether Learners have provided sufficient, authentic, valid and current evidence in order to declare them competent or not yet competent.

Learner support and guidance will accompany this process.

During the training the Provider will play a coordinating role and will also play a mentoring and coaching role in the workplace application, the gathering of evidence to proof competence. During the training additional coaches and mentors will be identified to assist in "holding hands" of the learners.



**PROGRAMME SCHEDULE:
NEW VENTURE CREATION NQF LEVEL 2**

Phase One	Phase Two	Phase Three	Phase Four	Phase Five	Phase Six	Phase Seven	Phase Eight	Phase Nine	Phase Ten	Phase Eleven	
Screening and Selection of Learners	Learner Registration and Induction of learners	Induction Moderation		Theoretical Training	Formative Assessments	Workplace Application / mentoring & coaching	Internal Moderation	Portfolio of Evidence building, mentoring, coaching	Exit Moderation	Certification	
			Module 1: Month 1:	4 days	1 day	10 days		3 days			2 days
			Module 2: Month 2:	4 days	1 day	10 days		3 days			2 days
			Module 3: Month 3:	4 days	1 day	10 days		3 days			2 days
			Module 4: Month 4:	4 days	1 day	10 days		3 days			2 days
			Module 5: Month 5:	4 days	1 day	10 days		3 days			2 days
			Module 6: Month 6:	4 days	1 day	10 days		3 days			2 days
Totals:	24 days	6 days	60 days	18 days	12 days						

The cost of the programme is covered by the Transport Education and Training Authority.

Operational Process Improvements or better known as O.P.I. has full accreditation with the FoodBev Seta and Learning Programme Approval from the Services Seta for the provision of the New Venture Creation N.Q.F. Level 2 and Level 4 Qualifications.

These learning interventions is done in co-operation between O.P.I. (Operational Process Improvements) and ORE consultants.



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