

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		Portfolio of Evidence building, mentoring, coaching	Summative Assessment		
	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				
Internal Moderation										
Exit Moderation										
Certification										

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 2: Plan the business

Topic 1	Determining markets
Topic 2	Statistics and probalamatics
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

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

