

# EXECUTIVE SUMMARY

## National Certificate

### New Venture Creation (SMME)

### NQF Level 2

Faculty of Business: Entrepreneurship

Learning Programme Title	National Certificate: New Venture Creation (SMME)
Learning Programme ID	49648
DOL Number	23 Q 230065 38 138 2
Registration End Date	2018-06-30
Last Date for Enrolment	2019-06-30
Duration	1 Year
NQF Level	2
Minimum Credits	138
Learning Assumed to be in Place	It is assumed that learners are competent in Communication and Mathematical Literacy at NQF Level 1.
Quality Assurance Functionary	SERVICES SETA

*Knowledge Leadership Management*

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## Course Synopsis

The purpose of the NQF level 2 New Venture Creation qualification is to provide 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, enabling the learners to tender for business opportunities within both the public and private sectors. This qualification is designed for learners who intend to set up or have already set up own ventures. Assessment of the competencies and knowledge in the qualification needs to be done in the context of the learner's own new venture.

### Recognition of Prior Learning (RPL)

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible. Learner and Assessor will jointly decide on methods to determine prior learning and competence in the knowledge, skills, values and attitudes implicit in the Qualification and the associated Unit Standards. Recognition of Prior Learning will be done by means of an Integrated Assessment.

This Recognition of Prior Learning may allow for: • Accelerated access to further learning at this or higher levels on the NQF

- Gaining of credits for Unit Standards in this Qualification
- Obtaining this Qualification in whole or in part.

All recognition of Prior Learning is subject to quality assurance by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.



Qualification Rules	Exit Outcome Level
<p>The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 138 credits is required to complete the qualification.</p>	<ul style="list-style-type: none"><li>▪ Use basic Mathematics in order to fulfill new venture functions effectively.</li><li>▪ Apply basic Communication skills in new venture creation context.</li><li>▪ Determine market requirements and manage the relevant marketing and selling processes.</li><li>▪ Demonstrate an understanding of the sector/industry in which the business operates.</li><li>▪ Determine financial requirements and manage financial resources of a new venture.</li><li>▪ Manage business operations.</li></ul>

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# Qualification Overview

## Fundamental Modules

### Business Communication

ID	Unit Standard Title	Level	Credits
8963	Access and use information from texts	2	5
8962	Maintain and adapt oral communication	2	5
8967	Use language and communication in occupational learning programmes	2	5
8964	Write for a defined context	2	5
Total			20

### Numerical Skills

ID	Unit Standard Title	Level	Credits
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	2	3

7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
9007	Work with a range of patterns and functions and solve problems	2	5
		Total	16

## Core Modules

### Marketing

ID	Unit Standard Title	Level	Credits
119673	Identify and demonstrate entrepreneurial ideas and opportunities	2	7
119672	Manage marketing and selling processes of a new venture	2	7
119669	Match new venture opportunity to market needs	2	6
		Total	19

### Business Sectors and Industries

ID	Unit Standard Title	Level	Credits
119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	2	8
		Total	8

## Financial Management

ID	Unit Standard Title	Level	Credits
119666	Determine financial requirements of a new venture	2	8
119674	Manage finances for a new venture	2	10
Total			18

## Operational Management

ID	Unit Standard Title	Level	Credits
119668	Manage business operations	2	8
119670	Produce a business plan for a new venture	2	8
Total			16

## Business Ethics and Customer Service

ID	Unit Standard Title	Level	Credits
113924	Apply basic business ethics in a work environment	2	2
114974	Apply the basic skills of customer service	2	2
114959	Behave in a professional manner in a business environment	2	4
Total			8

## Elective Modules

ID	Unit Standard Title	Level	Credits
9964	Apply health and safety to a work area	2	3
14343	Investigate the structure of an organization as a workplace	2	8
14341	Keep informed about current affairs related to one`s own industry	2	4
14340	Maintain an existing information system in a business environment	2	4
119671	Administer contracts for a selected new venture	3	10
119713	Apply basic HR principles in a new venture	3	4
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
13929	Co-ordinate meetings, minor events and travel arrangements	3	3
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
13930	Monitor and control the receiving and satisfaction of visitors	3	4
13936	Outline the legal environment of a selected industry	3	2
13934	Plan and prepare meeting communications	3	4
13933	Plan, monitor and control an information system in a business environment	3	3
13932	Prepare and process documents for financial and banking processes	3	5
119712	Tender for business or work in a selected new venture	3	8



## Articulation Options

This Qualification articulates horizontally with the following Qualifications:

- The National Certificate in Business Administration Services: Level 2
- The National Certificate in Call Centre Support: Level 2

Vertical articulation is possible with the following Qualifications:

- The National Certificate in Business Administration Services: Level 3
- The National Certificate in Management: Level 3

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