

Executive Summary

Qualification	OC Small Business Consultant
Curriculum Code	242101
Qualification ID	118741
NQF Level	5
Minimum Credits	244
Duration	12 to 24 Months
Field	Field 11 - Services
Subfield	Wholesale and Retail
ETQA	Services SETA
Purpose	<p>Small Business Consulting is an essential service in the socio-economic and technological development of the country and requires unique skills to create an enabling environment for growth and sustainable businesses. Various professional bodies such as the Institute of Business Advisors South Africa (IBASA) and Small Enterprise Development Agency (SEDA) have been consulted in respect to this qualification and have emphasised the need for this assistance in the industry where it will be providing an efficient and effective support service to businesses and, therefore, have an important role in job creation and drivers of growth thereby adding to the economic development and ensuring businesses receive the necessary support early on</p>
Entry Requirements	NQF Level 4 qualification



EMPOWERED

Head Office

3rd Floor, South Wing
20 Skeen Boulevard
Bedfordview

Centre of Leadership Excellence

3rd Floor, North Wing
20 Skeen Boulevard
Bedfordview

Centre of Business Excellence

2nd Floor, West Wing
H. Santos Building
30 Arena Close
Bruma

Telephone

+27 11 856 4700
+27 10 020 3920

Website

www.klmempowered.com

Contact

Lyn Mansour: +27 82 330 5160

Exit Level Outcomes

1. Appraise personal capabilities for performing business consulting.
2. Examine due diligence and compliance with relevant legislation.
3. Evaluate business performance, business owner and activities.
4. Provide strategic and operational consulting service.
5. Establish and implement change management structures.
6. Entrench project implementation approach.
7. Identify and clarify key improvement elements in the value chain.

The KLM Empowered X-Perience



X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

1

Knowledge Modules

ID	Title	Level	Credits
242101-000-00-KM-01	Regulatory and Legislative Framework	5	5
242101-000-00-KM-02	Compliance Audit	5	5
242101-000-00-KM-03	Fundamentals of Entrepreneurial Profiles	4	4
242101-000-00-KM-04	Business Consulting Development	5	5
242101-000-00-KM-05	Strategic and Operational Plans	5	5
242101-000-00-KM-06	Professional Business Success Factors	5	5
242101-000-00-KM-07	Principles of Marketing	5	5
242101-000-00-KM-08	Business Finance	5	5
242101-000-00-KM-09	Principles of Costing and Pricing to a Business Venture	4	5
242101-000-00-KM-10	Risk Profiling	5	5
242101-000-00-KM-11	Principles of Tendering	5	4
242101-000-00- KM12	Business Appraisal	5	5
242101-000-00- KM13	Business Requirements and Business Rescue Strategies	5	5
242101-000-00- KM-14	Effective Communication	5	5
242101-000-00- KM-15	Principles of Ethics in Business	6	3
2421000-00-00- KM-16	Strategies for Behaviour Change and Coaching	5	3
242101-000-00-KM-17	Principles of Change Management	5	5
242101-000-00-KM-18	Introductory Studies for Project Managers	5	5
242101-000-00-KM-19	Application of Contract Documentation	5	4
242101-000-00-KM-20	Evaluation of Influences in Value Chain	5	5
Total			93

2

Practical Skill Modules

ID	Title	Level	Credits
242101-000-00-PM-01	Evaluate Personal Capability for Performing Business Consulting Services	5	8
242101-000-00-PM-02	Carry Out Due Diligence and Check Compliance with Relevant Legislation	5	8
242101-000-00-PM-03	Monitor Methods of Appraisal of Business Owner, Business Performance and Activities	5	8
242101-000-00-PM-04	Provide Strategic and Operational Consulting Service	5	10
242101-000-00-PM-05	Develop and Implement Change Management Framework	5	5
242101-000-00-PM-06	Develop Project Implementation Approach	5	8
242101-000-00-PM-07	Interpret the Influences of Key Components in The Value Chain on Business Efficiency	5	8
Total			55

3

Work Experience Modules

ID	Title	Level	Credits
242101-000-00-WM-01	Procedures to Evaluate Personal Capability for Performing Business Consulting Services	5	10
242101-000-00-WM-02	Processes and Procedures for Carrying Out and Checking Due Diligence Compliance with Relevant Legislation	5	15
242101-000-00-WM-03	Process to Monitor Methods of Appraisal of Business Owner, Business Performance and Activities	5	15

242101-000-00-WM-04	Procedures to Provide Strategic and Operational Consulting Service	5	20
242101-000-00-WM-05	Process to Develop and Implement a Change Management Framework	5	10
242101-000-00-WM-06	Process and Procedures to Develop Project Approach	5	15
242101-000-00-WM-07	Procedures to Interpret the Influences of Key Components in The Value Chain on Business Efficiency	5	11
Total			96

KLM Empowered Human Solutions Specialists (Pty) Ltd • Director: L.E. Mansour (Chief Executive Officer) • Company Reg. No. 2004/029096/07 • Vat Reg. No. 4280215775
Registered with the Department of Higher Education and Training (DHET) as a Private Further Education and Training College, Registration No. 2009/FE07/021; Registered with the Department of Basic Education (DBE), Registration No. 400376; SETA Accreditations: Fully Accredited Training Provider with; Service SETA, Decision No: 1154, and multi-sector SETA accredited.

The Greatness Effect