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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the Standard Generating Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Generic Management

publishes the following qualifications and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualifications and unit standards. The qualifications and unit standards can be accessed via the SAQA web site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the qualification and unit standards should reach SAQA at the address *below* and no **later than 11** July 2005. All correspondence should be marked **Standards Setting – SGB Generic Management** and addressed to

The Director: Standards Setting and Development
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ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: New Venture Creation (SMME)

SAQA QUAL ID	QUALIFICATION TITLE		
49648	National Certificate: New Venture Creation (SMME)		
SGB Group		Business, Commerce and Management Studies	
QUAL TYPE		FIELD	
National Certificate		Business, Commerce and Management Studies	Generic Management
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	138	Level 2	Regulated Unit Standard Based

PURPOSE AND RATIONALE OF THE QUALIFICATION

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.

Research has indicated that people working with their own new ventures at this level need the following competencies:

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

Rationale

The future of South Africa's economy does not just lie in the formal sector, but within the informal SMME sector too. This is a growing part of South Africa's economy and requires substantial focus from a developmental perspective. Following the success of the implementation of the National Certificate: New Venture Creation (NVC): Level 4 and upon doing further research, it has been established that there is a great demand to equip entrepreneurial learners with knowledge and skills at NQF level 2 so that they can become part of the mainstream economy **as** they set up and manage new ventures. Whilst the complexity of learning will be simpler at this level, the main outputs, requirements and competences of such entrepreneurs are broadly the same.

The small business sector is growing and it is in light of this that various stakeholders have taken the initiative to provide mentorship programmes that will assist budding entrepreneurs to become a more integral part of the mainstream economy, serving both the public and private sectors. Apart from the formative development that can take place via these programmes, it also provides more importantly for sustainable development.

Thus the design and establishment of an entrepreneurship qualification aims to:

- > Develop appropriate skills and knowledge for the establishment and development of an enterprise.
- > Address the economic/administrative and behavioural barriers that contribute to failures in starting and sustaining an enterprise.
- > Create long-term solutions for job creation and SMME development via the building blocks and structure

of a qualification that practically addresses the learning requirements of budding entrepreneurs.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

It is assumed that learners are competent in Communication and Mathematical Literacy at NQF Level 1.

Recognition of prior learning

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

The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further learning.

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.

In this qualification the credits are allocated as follows

- > Fundamental : 36 credits : 27%
- > Core : 70 credits : 50%
- > Electives : 32 credits : 23%
- > Total : 138 credits : 100%

Motivation for number of credits assigned to Fundamental, Core and Elective

Fundamental Component

Unit Standards to the value of thirty-six credits are allocated to the subject areas of Communication and Mathematical Literacy.

The Communications aspect focuses on basic communication skills required to fulfill entrepreneurial functions and this component caters for twenty credits

Sixteen credits in Mathematical Literacy have also been included in the Fundamental Component, focusing on the fundamental Mathematics and statistics required to complement entrepreneurial financial functions. In addition, the Mathematical component will enable the learner to utilize a range of patterns and functions to solve problems.

All the Unit Standards are compulsory.

Core Component

Seventy credits have been allocated to Unit Standards in the Core Component of this Qualification. This is to ensure that the Qualification has a strong New Venture Creation focus. The Unit Standards **classified** as Core describe entrepreneurial knowledge and skills that are generic to various **types** of new ventures within varying industries/sectors. They provide an opportunity to develop knowledge of new venture creation through basic research, formal learning and business workplace practice and/or simulated situations. The Unit Standards encourage application of knowledge and skills in real situations, **with** particular emphasis on developing an entrepreneurial profile, matching new venture **to** market needs, financial management, business plan implementation, ethics and customer service.

All Unit Standards are compulsory

Elective Component

There are Unit Standards totaling Ninety-one credits in this Component. These Unit Standards develop further the competencies and knowledge contained in the Core Component by focusing on learning areas pertinent to New Venture Creation. They will enable learners to gain specialist knowledge and skills, which are particularly relevant, or of interest to the learner. The Elective Component focuses particularly on teamwork and human resources management, business awareness, administration and records management, information systems, customer and public relations and industry awareness and procurement of new work.

Learners are required to select Electives that add up to at least thirty-two credits. The learner may also select other Unit Standards at the level of the Qualification, not listed in this Qualification, but which would enhance his/her work performance or employability, or which are of particular interest to him/her, with the approval of the relevant ETQA.

EXIT LEVEL OUTCOMES

1. Use basic Mathematics in order to fulfill new venture functions effectively.
2. Apply basic Communication skills in new venture creation context.
3. Determine market requirements and manage the relevant marketing and selling processes.
4. Demonstrate an understanding of the sector/industry in which the business operates.
5. Determine financial requirements and manage financial resources of a new venture.
6. Manage business operations.

ASSOCIATED ASSESSMENT CRITERIA

1

- > Mathematics is correctly used to perform calculations relating to the various aspects of the new venture..
- > Mathematical data is interpreted and used to assist with decision-making and problem-solving in the new venture.

2

- > Internal and external clients of the new venture are communicated with using the most appropriate mode of communication for the client and the context.
- > Written and oral communication is correctly interpreted and understood.
- > The various forms and reports that are required by legislation and regulation are completed according to requirements.
- > Language and communication skills are utilised when participating in occupational learning programmes.

3

- > Basic market research is conducted to determine market needs in relation to own business context.
- > New venture activities, goals, and business plans are appropriately aligned to identified market needs.
- > Marketing and selling processes are defined in accordance with requirements outlined in basic market research.
- > Selling processes are relevant to the customer focus required of the new venture.

4

- > The value chain within a business sector is identified in relation to the new venture.
- > Procurement processes and principles within the sector are identified and applied to the new venture.
- > Tendering opportunities are identified and pursued according to the new venture capacity and resources.
- > The legal environment of the selected industry is understood and explained.
- > Any health and safety requirements that pertain to the sector/industry are applied to the new venture produce/service delivery.
- > Contracts are administered according to industry/sector requirements.

5

- > Financial and cash flow requirements are determined for the new venture.
- > Pricing and costing principles are established in line with market needs and financial requirements.
- > Funding and start-up capital are obtained where required.
- > Financial controls and accounting procedures are determined to ensure financial efficiency of the new

venture and to be compliant with relevant legislation.

- > Accounts and records are maintained according to generally accepted Accounting principles.
- > Financial statements are used to determine business progress.

6

- > The business plan ~~is~~ used as a tool to effectively manage the new venture.
- > Business progress is determined at regular intervals and corrective action taken where necessary.
- > The business plan is constantly reviewed against actual business activities to determine if overall business objectives are being met.
- > Appropriate resources for the new venture are mobilized as and when required.
- > Personal and business productivity is monitored and enhanced on an ongoing basis.

Integrated assessment

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably lined. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated and the learner is encouraged to set up new venture whilst learning is underway ~~so~~ that assessment takes place ~~after~~ new venture has been set up and learning has been practically implemented.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic new venture contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner ~~is~~ working. Where it ~~is~~ not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use ~~of~~ formative and summative assessment methods and assess combinations of practical ~~applied, foundational and reflective~~ competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all Specific Outcomes, Embedded Knowledge and Critical Cross-Field Outcomes are evaluated. The assessment of the Critical Cross-Field Outcomes should be integrated with the assessment of Specific Outcomes and Embedded Knowledge.

INTERNATIONAL COMPARABILITY

The qualification was benchmarked against international standards and qualifications, specifically those of New Zealand, Australia, Scotland and England. New Zealand only had higher, level 4 qualifications in place for 'establishing new enterprises' and was not really comparable to our level 2 qualification. Scotland revealed no qualifications of this kind and nor did Australia, although they ~~do~~ have a government programme for assisting entrepreneurs, but no qualifications or standards aligned to this.

England revealed the most comparable qualification but not at level 2. The qualification relevant here is an ILM Level 3 Certificate in starting your business and the awarding body is the Institute of Leadership and Management. It ~~is~~ registered from 1 June 2001 and up for review on 31 May 2007. Some of the components it includes are:

- > You and your business
- > Customers quality in business
- > Resources for your business
- > Business regulation
- > The business plan

All these elements are included in the South African national Certificate for New Venture Creation Level 2. It would also seem that our Level 2 qualification is more substantial in content than their qualification.

International and South African support for the proposed conceptual framework and content is evidenced in the work of:

Amos, T.L. & Maas, G. (2001) Developing entrepreneurial students: A proposal of the what and how. University of Rhodes. Paper submitted at the 11th global IntEnt-Conference, 2nd to 4th July 2001, Kruger National Park, South Africa

Begley, T.M. & Boyd, D.P. (1987). A comparison of entrepreneurs and managers of small business firms. Journal of Management, 13, pp. 99-108

Davies, TA; Fagan, K. (1995). The Graduate Enterprise Programmes. Durban, South Africa. Siyakhana Holdings

Davies, TA; (2001). Venture Creation : An Innovative Learnership Model for the Self-Employed. (Technikon Natal, Paper submitted to the IVEATA Conference, 11th - 15th November 2001, Tanzania)

Gartner, W.B. & Vesper, K.H. (1994). Experiments in Entrepreneurship Education: Successes and Failures. Journal of Business Venturing. New York

Gibbs, A. (1992). The enterprise culture and education - understanding enterprise education and its links with small business, entrepreneurship and wider educational goals. International Small Business Journal. pp. 24

Gorman, G.; Hanlon, D.; King, W. (April / June 1997). Some Research Perspectives on Entrepreneurship Education and Education for Small Business Management: A Ten-Year Literature Review. International Small Business Journal, pp. 22

Solomon, G.T.; Winslow, E.K. & Tarabishy, A. (1997). Entrepreneurial Education in the United States An Empirical Review of the Past Twenty Years

Terblanche, N.S.; Keyter, L. (1997). Creative Entrepreneurship. Pretoria, South Africa. Kagiso Tertiary

Van Vuuren, J.J. & Antonites, A.J. (2nd to 4th July 2001). Recent developments regarding content of entrepreneurship training programs. Department of Business Management, University of Pretoria. Paper submitted at the 11th global IntEnt-Conference, Kruger National Park, South Africa

Watson, C.H. (2nd to 4th July 2001). Topics for Entrepreneurship Education: Viewpoints of Practitioners in the Gauteng Province of South Africa. Technikon Pretoria. Paper submitted at the 11th global IntEnt-Conference, Kruger National Park, South Africa

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

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant Education, Training, Quality, Assurance (ETQA) Body, or by an ETQA that has a Memorandum of Understanding with the relevant ETQA, according to the ETQA's policies and guidelines for assessment and moderation.

> Moderation must include both internal and external moderation of assessments at exit points of the

Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

- > A minimum of 2 (two) years' practical, relevant occupational experience in Administration
- > To be registered as an assessor with the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA
- > To be in possession of a Qualification in New Venture Creation, entrepreneurship or management at NQF Level 4 or higher.

NOTES

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UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
core	713924 Apply basic business ethics in a work environment	Level 2	2	Registered
core	114959 Behave in a professional manner in a business environment	Level 2	4	Registered
Core	114974 Apply the basic skills of customer service	Level 2	2	Registered
Core	119666 Determine financial requirements of a new venture	Level 2	8	Draft - Prep for P Comment
Core	119667 Describe the composition of a selected new venture's industry/sector and its procurement systems	Level 2	8	Draft - Prep for P Comment
core	119668 Manage business operations	Level 2	8	Draft - Prep for P Comment
Core	119669 Match new venture opportunity to market needs	Level 2	6	Draft - Prep for P Comment
core	119670 Produce a business plan for a new venture	Level 2	8	Draft - Prep for P Comment
core	119672 Manage marketing and selling processes of a new venture	Level 2	7	Draft - Prep for P Comment
core	119673 Identify and demonstrate entrepreneurial ideas and opportunities	Level 2	7	Draft - Prep for P Comment
core	119674 Manage finances for a new venture	Level 2	10	Draft - Prep for P Comment
Elective	9964 Apply health and safety to a work area	Level 2	3	Reregistered
Elective	14340 Maintain an existing information system in a business environment	Level 2	4	Registered
Elective	14341 Keep informed about current affairs related to one's own industry	Level 2	4	Registered
Elective	14343 Investigate the structure of an organization as a workplace	Level 2	8	Registered
Elective	14346 Process numerical and text data in a business environment	Level 2	2	Registered
Elective	114976 Operate and take care of equipment in an office environment	Level 2	2	Registered
Elective	13912 Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	5	Registered
Elective	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	Level 3	4	Registered
Elective	13929 Co-ordinate meetings, minor events and travel arrangements	Level 3	3	Registered
Elective	13930 Monitor and control the receiving and satisfaction of visitors	Level 3	4	Registered
Elective	13932 Prepare and process documents for financial and banking processes	Level 3	5	Registered
Elective	13933 Plan, monitor and control an information system in a business environment	Level 3	3	Registered
Elective	13934 Plan and prepare meeting communications	Level 3	4	Registered
Elective	13936 Outline the legal environment of a selected industry	Level 3	2	Registered
Elective	117837 Assemble, install and dismantle exhibition stands	Level 3	5	Registered
Elective	119671 Administer contracts for a selected new venture	Level 3	10	Draft - Prep for P Comment

Elective	119712 Tender for business or work in a selected new venture	Level3	8	Draft • Prep for P Comment
Elective	119713 Apply basic HR principles in a new venture	Level3	4	Draft • Prep for P Comment
Fundamental	7469 Use mathematics to investigate and monitor the financial aspects of personal and community life	Level2	2	Reregistered
Fundamental	7480 Demonstrate understanding of rational and irrational numbers and number systems	Level2	3	Reregistered
Fundamental	8962 Maintain and adapt oral communication	Level2	5	Reregistered
Fundamental	8963 Access and use information from texts	Level2	5	Reregistered
Fundamental	8964 Write for a defined context	Level2	5	Reregistered
Fundamental	8967 Use language and communication in occupational learning programmes	Level2	5	Reregistered
Fundamental	9007 Work with a range of patterns and functions and solve problems	Level2	5	Reregistered
Fundamental	9008 Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts	Level2	3	Reregistered
Fundamental	9009 Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate related problems	Level2	3	Reregistered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Describe the composition of a selected new venture's industry/sector and its procurement systems

SAQA US ID	UNIT STANDARD TITLE		
119667	Describe the composition of a selected new venture's industry/sector and its procurement systems		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Generic Management	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	8	Level 2	Regular

SPECIFIC OUTCOME 1

Identify and analyse the value chain within a selected industry or sector.

SPECIFIC OUTCOME 2

Identify the business principles and processes within a selected sector or industry environment.

SPECIFIC OUTCOME 3

Demonstrate an understanding of different procurement systems that may apply in specific sector/industry.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Determine financial requirements of a new venture

SAQA US ID	UNIT STANDARD TITLE		
119666	Determine financial requirements of a new venture		
SGB NAME		NSB 03	PROVIDER NAME
SGB Generic Management		Business, Commerce and Management Studies	
UNIT STANDARD TYPE		FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Generic Management
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	8	Level 2	Regular

SPECIFIC OUTCOME 1

Determine the financial and cash flow requirements of a new venture.

SPECIFIC OUTCOME. 2

Determine income and expenditure of new venture.

SPECIFIC OUTCOME 3

Implement pricing and costing principles.

SPECIFIC OUTCOME 4

Identify resources to obtain start-up capital.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:**identify and demonstrate entrepreneurial ideas and opportunities**

SAQA US ID	UNIT STANDARD TITLE		
119673	identify and demonstrate entrepreneurial ideas and opportunities		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Generic Management	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	7	Level 2	Regular

SPECIFIC OUTCOME 1

Describe and discuss entrepreneurship.

SPECIFIC OUTCOME 2

Identify own entrepreneurial strengths and weaknesses in relation to opportunity identified.

SPECIFIC OUTCOME 3

Identify the characteristics of a typical entrepreneur.

SPECIFIC OUTCOME 4

identify entrepreneurial opportunities in own context.

SPECIFIC OUTCOME 5

Compile entrepreneurial goals and personal growth plan.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage business operations

SAQA US ID	UNIT STANDARD TITLE		
119668	Manage business operations		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Generic Management	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	8	Level 2	Regular

SPECIFIC OUTCOME 1

implement an action plan for business operations.

SPECIFIC OUTCOME 2

Mobilise resources for a new venture.

SPECIFIC OUTCOME 3

Manage own time productively.

SPECIFIC OUTCOME 4

Monitor productivity in a business venture.

SPECIFIC OUTCOME 5

implement and manage a basic quality system in a new venture.



SAQA US ID		UNIT STANDARD TITLE	
1 19674		Manage finances for a new venture	
SGB NAME		NSB 03	PROVIDER NAME
SGB Generic Management		Business, Commerce and Management Studies	
UNIT STANDARD TYPE		FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Generic Management
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 2	Regular

SPECIFIC OUTCOME 1

Explain financial controls for managing a business.

SPECIFIC OUTCOME 2

Identify and apply accounting practices and procedures.

SPECIFIC OUTCOME 3

Manage business accounts and maintain business records.

SPECIFIC OUTCOME 4

Utilise financial statements to identify business progress.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:**Manage marketing and selling processes of a new venture**

SAQA US ID	UNIT STANDARD TITLE		
119672	Manage marketing and selling processes of a new venture		
SGB NAME		NSB 03	PROVIDER NAME
SGB Generic Management		Business, Commerce and Management Studies	
UNIT STANDARD TYPE		FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Generic Management
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	7	Level 2	Regular

SPECIFIC OUTCOME 1

Implement marketing plan.

SPECIFIC OUTCOME 2

Negotiate a deal with a customer.

SPECIFIC OUTCOME 3

Outline processes and principles for completing basic quotes.

SPECIFIC OUTCOME 4

Outline processes and principles for completing tender documents.



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UNIT STANDARD:

Match new venture opportunity to market needs

SAQA US ID	UNIT STANDARD TITLE		
119669	Match new venture opportunity to market needs		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Generic Management	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	6	Level 2	Regular

SPECIFIC OUTCOME 1

Identify and describe what marketing is in relation to new venture opportunities.

SPECIFIC OUTCOME 2

Conduct market research.

SPECIFIC OUTCOME 3

Identify market segments in relation to own new venture opportunity.

SPECIFIC OUTCOME 4

Incorporate market research into a marketing plan.

SPECIFIC OUTCOME 5

Explore product/service life cycle.



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UNIT STANDARD:

Produce a business plan for a new venture

SAQA US ID		UNIT STANDARD TITLE	
119670		Produce a business plan for a new venture	
SGB NAME		NSB 03	PROVIDER NAME
SGB Generic Management		Business, Commerce and Management Studies	
UNIT STANDARD TYPE		FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Generic Management
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	8	Level 2	Regular

SPECIFIC OUTCOME 1

Identify and demonstrate understanding of the elements of a business plan.

SPECIFIC OUTCOME 2

Compile an organisation structure for one's own business to determine how a business plan can best be intergrated.

SPECIFIC OUTCOME 3

Identify resources and information required to complete own business plan.

SPECIFIC OUTCOME 4

Compile business plan.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA US ID	UNIT STANDARD TITLE		
119671	Administer contracts for a selected new venture		
SGB NAME	NSB 03	PROVIDER NAME	
SGB Generic Management	Business, Commerce and Management Studies		
UNIT STANDARD TYPE	FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 3	Regular

SPECIFIC OUTCOME 1

Obtain and analyse performance requirement of contract.

SPECIFIC OUTCOME 2.

Apply basic risk management techniques in managing performance.

SPECIFIC OUTCOME 3

Demonstrate an understanding of contract changes and disputes.

SPECIFIC OUTCOME 4

Ensure compliance and administrative closeout of contract.