

**Skills Programme:
Module 2 – Business
Planning**

Skills Category: Business Skills

SAQA Qualification No:

NQF Level: 4

Credits: 24

Target Audience

Minimum 10 Delegates

This qualification is designed as the first qualification in the learning pathway in all sectors and is suited to the following occupations:

- ❖ Company Secretaries
- ❖ Entrepreneurs looking to start a new venture

Entry Requirements

Learners accessing this qualification are assumed to be competent in: Communication and Mathematical Literacy at NQF Level 3 (Grade 11/standard 9).

Recognition of prior learning available

Qualification Objectives

Recipients of this qualification will be able to:

- ❖ Demonstrate an ability to identify and create a new venture.
- ❖ Demonstrate knowledge of interpersonal skills required in a business environment.
- ❖ Demonstrate an understanding of basic economics within a market economy.
- ❖ Manage a new venture by applying business principles and techniques.
- ❖ Demonstrate an understanding of the role of leadership and management.

Qualification Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- ❖ Demonstrate an ability to identify and create a new venture.
- ❖ Demonstrate knowledge of interpersonal skills required in a business environment.
- ❖ Demonstrate an understanding of basic economics within a market economy.
- ❖ Manage a new venture by applying business principles and techniques.

- ❖ Demonstrate an understanding of the role of leadership and management..

Qualification Outline

ID	UNIT STANDARD TITLE	Level	C
263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	4	5
263455	Apply the principles of costing and pricing to a business venture	4	6
114592	Produce business plans for a new venture	4	8
114593	Tender to secure business for a new venture	4	5

Modules	Notional hours	Classroom based training = 20%	Workplace training = 70%	Assessment / Remediation = 10%
Module 2	240	48	168	24

Module	Total Number of days	Classroom based training = 20%	Workplace training = 70%	Assessment / Remediation = 10%
Module 2	30	6	21	3

Course Delivery

Starting time	: 08h30
Mid-morning break	: 10h00 – 10h15
Lunch	: 12h00 pm – 12h45
Mid-afternoon break	: 14h30– 14h45
Knock off	: 16h00

Delivery Method:

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

Assessment and Certification

Formal Assessment:

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

Feedback:

Learners will receive comprehensive, detailed and accurate feedback on assessment.

Certification:

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

Language of delivery:

English