

Construction Business Management and Tendering

1. Overview

This programme is designed to equip aspiring and existing construction contractors with the knowledge and skills to start, manage, and sustain a construction contracting business. It includes essential business and financial principles and provides practical training on tendering for construction projects. The programme supports economic empowerment by building entrepreneurial skills and enhancing business sustainability in the construction sector.

2. Programme Outcome:

- Procure, prepare, and submit competitive tenders for construction projects.
- Set up and manage a construction business in compliance with industry and legal standards.
- Apply basic business principles to daily operations.
- Market contracting services and maintain client relationships.
- Apply industrial relations procedures effectively.
- Understand financial principles and manage payment processing.
- Complete and interpret key financial and bookkeeping documents.
- Conduct business in an ethical and professional manner.

Qualification:

Certificate of Completion

Duration:

6-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0488

SAQA US:

9981, 11553, 9976, 9989

NQF Level:

2

Credits:

42

Entry Requirements:

Communication & Numeracy at NQF 1

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(9981 US):** Tender for construction contracts
- **(11553 US):** Setup and manage a construction contracting business
- **(9976 US):** Apply basic business concepts
- **(9989 US):** Understand and apply business finances

4. Topics

- Module 1: Tendering for Construction Contracts
- Module 2: Setting Up a Construction Contracting Business
- Module 3: Applying Basic Business Concepts
- Module 4: Business Finances for Contractors

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation