ProudAfrique
HUMAN CAPITAL

Finance and Set up a New Venture

1. Overview

This programme is designed to equip participants with the knowledge and skills to secure funding for a new business venture and to implement action plans derived from a business plan. It focuses on financial planning, funding sources, operational setup, and risk management empowering participants to transform business ideas into sustainable, functioning enterprises.

Participants will develop the ability to make informed financial decisions, prepare financial documentation, and execute practical steps in launching and managing new ventures within the Small, Micro, and Medium Enterprise (SMME) sector.

2. Programme Outcomes:

- Determine the capital requirements for a new venture
- Identify and compare short-term and long-term funding options available from financial institutions and other sources
- Compile personal financial statements including income, expenditure, assets, and liabilities
- Identify the requirements and processes for accessing selected financing options
- Identify and evaluate alternative sources of finance for a new venture
- Design and develop an action plan to operationalize a business plan
- Set up business premises and operational systems to support venture activities
- Implement financial systems for daily operations and recordkeeping
- Identify and manage risks associated with launching and running a new venture

Qualification:	Certificate of Completion
Duration:	2-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0722
SAQA US:	114584 & 263534
NQF Level:	4
Credits:	9
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	**Online** - Each participant will receive access to an online portal, where all programme materials and resources are available. 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. **Blended** - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

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	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) Blended & (1) Face-to-Face

3. Programme Content

- **(114584 US):** Finance a new venture
- **(263534 US):** Implement an action plan for a new venture

4. Topics

Module 1: Introduction to Business Implementation and Finance

- Understanding the startup process of new ventures
- Linking business plans to action and finance plans
- The role of finance in business sustainability

Module 2: Determining Capital Requirements

- Types of capital (fixed, working, and operational)
- Estimating start-up costs and cash flow needs
- Assessing financial needs for short and long-term growth

Module 3: Funding Options for New Ventures

- Overview of funding sources (banks, micro-lenders, investors, venture capital, etc.)
- Comparing short-term vs. long-term funding options
- Understanding financial products and services available to entrepreneurs

Module 4: Personal Financial Management

- Preparing a personal income and expenditure statement
- Compiling an assets and liabilities statement
- Understanding credit worthiness and its impact on funding applications

Module 5: Accessing and Securing Finance

- Requirements for loan and funding applications
- Preparing funding proposals and supporting documents
- Understanding funding processes and compliance requirements
- Exploring alternative financing (crowdfunding, partnerships, grants, etc.)

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

Module 6: Designing an Action Plan

- Translating business goals into measurable actions
- Setting timelines, responsibilities, and performance indicators
- Developing monitoring and evaluation tools for implementation

Module 7: Setting Up the Business

- Selecting suitable business premises and layout
- Establishing operational systems and workflows
- Procuring equipment, materials, and resources
- Managing suppliers and service providers

Module 8: Implementing Financial Systems

- Setting up accounting and record-keeping systems
- Managing cash flow and daily transactions
- Establishing payment and invoicing procedures
- Introduction to financial control and reporting

Module 9: Risk Identification and Management

- Understanding types of business risks (financial, operational, legal, environmental)
- Conducting a basic risk assessment
- Developing risk mitigation and contingency plans
- Insurance and compliance considerations

Module 10: Review and Evaluation

- Monitoring progress against the action plan
- Reviewing financial performance and sustainability
- Adjusting plans based on feedback and performance results

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

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6. 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.

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