

Small Business Start-Up Essentials

1. Overview

This programme helps participants create a full business plan to guide a new business or apply for funding. It also teaches basic business finance, South African financial laws, where to get funding, and how to manage money when starting and running a business.

2. Learning Outcome:

- Describe different types of businesses and required registrations in South Africa
- Understand the importance of market research when starting a business
- Explain key financial needs for starting a small business
- Create a business plan based on a budget
- Apply for finance and negotiate loan terms
- Understand how financial laws affect business operations
- Perform costing and break-even analysis
- Manage debtor and creditor control
- Keep accurate financial records
- Monitor and manage business cash flow

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0241

SAQA US:

117241, 117500, 117244

NQF Level:

4

Credits:

15

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.

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 Learners Required:

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

3. Programme Content

- **(117241 US):** Develop a Business Plan for a Small Business
- **(117500 US):** Manage Finance in a Small Business
- **(117244 US):** Investigate the possibilities of establishing and running a small business enterprise (SMME)

4. 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.

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