Small Business Start-Up Skills

1. Overview

The purpose of this programme is to equip participants with the knowledge and skills needed to develop a detailed business plan and manage the financial aspects of a business. Learners will gain an understanding of entrepreneurial finance, relevant South African financial legislation, funding options, and financial control for both new and existing businesses. This programme is ideal for individuals managing finances in a small business or handling bookkeeping in larger organisations.

2. Learning Outcome:

- Describe different types of businesses and the registration requirements for small businesses in South Africa
- Discuss the importance of market research when starting a new business
- Explain the financial requirements for starting a small business
- Compile a business plan based on a budget for an SMME
- Apply for finance and negotiate loan terms
- Understand how South African legislation impacts business finances
- Perform costing and break-even analysis
- Supervise debtor and creditor control
- Ensure accurate financial record keeping
- Manage and oversee the organisation’s cash flow
- Prepare a complete business plan
- Monitor and compare actual performance against a set budget
- Make informed decisions about purchasing fixed assets
- Understand the role and importance of financial reporting

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0837
SAQA US:	117241, 117500, 114738
NQF Level:	4
Credits:	19
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
- **(114738 US):** Perform financial planning and control functions for a small business

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