

SKILL PROGRAMME: NEW VENTURE CREATION

Skills Programme ID Number	SP-2110010
Duration in days	15 days
Total credits	32 Credits
NQF Level	2

Skill Rationale

Youth for Employment Services (YES) is a business led NPO which works in partnership with government and labour to initiate policy in the creation of jobs for youth. One of the strategies adopted by YES is the Creation of New Ventures. This skills (learning) programme supports the New Ventures being created by young people, especially in rural areas.

The programme will help the trainee to:

- Start, manage, grow and sustain a small business.
- Know him/herself
- Know his/her industry
- Identify market opportunities
- Create business innovation
- Manage finances
- Price goods and services
- Plan and set business goals

Purpose of the Programme

The purpose of the skills programme is to prepare candidates to operate small business.

Learners who acquire this skills programme will be able to: Start, manage, grow and sustain a small business.

Admission Requirements

Grade 9

Programme Content

	Knowledge Component	Application Component
Topic 1	Being an entrepreneur	Calculations and pricing
Topic 2	Know yourself	Basic bookkeeping
Topic 3	Know your industry	Marketing project
Topic 4	Identifying Market opportunities	Customer Service
Topic 5	Innovation	
Topic 6	Customer Service	
Topic 7	Financial and Cash flow management	
Topic 8	Basic business financial statements	
Topic 9	Pricing of goods and services	
Topic 10	Marketing	
Topic 11	SMART goals	
Topic 12	Business planning	

Outcomes of the Programme

Learners will be able to:

- Gather and analyse information for an industry
- Determine market requirements relevant for marketing and selling goods and services
- Determine financial, human and infrastructure requirements
- Manage financial, human and infrastructure resources of a business
- Plan for the establishment of business
- Organise and conduct business activities

Assessment:

Continuous Assessment

1. Continuous Assessment
 - Each topic has integrated multiple-choice questions for internal formative assessments. A pass for topic formative assessment is required to move to the next topic. Assessments are conducted manually or through e-assessment with sufficient security.
2. Supervised Assessment
 - Learners will be required to construct a project plan that demonstrates understanding of all the modules taught. This will also serve as a business plan for new business venture or expansion of the micro venture already engaged in. Assessment are conducted manually or through e-assessment with sufficient security.

Work Opportunities or further learning

Learners who intend to start a business and those who intend to improve, stabilise and expand existing small businesses. Further learning can be pursued into NC: New Venture Creation, NQF Level 2.

SKILL PROGRAMME: NEW VENTURE CREATION

Knowledge Modules

Topic 1 – Being an entrepreneur

Module Code	KM-01-KT01
Hours	29 hours
Knowledge	Face-to-face contact time and self-directed learning – 14 hours
Assessment	Formative – 2 hours Case study – 3 hours
Practice Integration	Meet and greet business entrepreneurs – 3 hours Work exposure – 6 hours Reflection of learning – 1 hour

Topic 2 – Know yourself

Module Code	KM-01-KT01
Hours	20 hours
Knowledge	Face-to-face contact time – 7 hours
Assessment	Formative – 2 hours Assignment – 4 hours
Practice Integration	Group work activity: preparation and presentation – 6 hours Self-reflective exercise – 1 hour

Topic 3 – Know your industry

Module Code	KM-01-KT03
Hours	38 hours
Knowledge	Face-to-face contact time and self-directed learning – 14 hours
Assessment	Collaborative learning: simulated role play – 7 hours
Practice Integration	Business analysis assignment – 10 hours Work exposure – 6 hours Reflection on learnings – 1 hour

Topic 4 – Identifying market opportunities

Module Code	KM-01-KT04
Hours	38 hours
Knowledge	Face-to-face contact time and self-directed learning – 12 hours
Assessment	Formative – 1 hour Case study – 5 hours
Practice Integration	Market research assignment – 12 hours Workplace exposure – 6 hours

Topic 5 – Innovation

Module Code	KM-01-KT05
Hours	22 hours
Knowledge	Face-to-face contact time and self-directed learning – 7 hours
Assessment	Formative – 3 hours
Practice Integration	Self-directed assignment upon completion of workplace exposure – 6 hours Workplace exposure – 6 hours

Topic 6 – Customer service

Module Code	KM-01-KT06
Hours	31 hours
Knowledge	Face-to-face contact time – 10 hours
Assessment	Formative – 3 hours Customer service case study – 6 hours
Practice Integration	Workplace exposure – 6 hours Group work activity – 4 hours Reflection on learnings – 2 hours

Topic 7 – Financial and Cash flow management

Module Code	KM-01-KT07
Hours	23 hours
Knowledge	Face-to-face contact time – 7 hours
Assessment	Formative – 2 hours
Practice Integration	Collaborative learning: simulated scenario and role play activities – 7 hours Reflection on learnings – 1 hour Workplace exposure – 6 hours

Topic 8 – Basic business financial statements

Module Code	KM-01-KT08
Hours	29 hours
Knowledge	Face-to-face contact time – 7 hours
Assessment	Case study – 6 hours
Practice Integration	Collaborative learning: simulated scenario and role play activities – 7 hours Reflection on learnings – 1 hour

Topic 9 – Pricing of goods and services

Module Code	KM-01-KT09
Hours	12 hours
Knowledge	Face-to-face contact time and self-directed learning – 7 hours
Assessment	Formative – 1 hour
Practice Integration	Case study – 4 hours

Topic 10 – Marketing

Module Code	KM-01-KT10
Hours	28 hours
Knowledge	Face-to-face contact time and self-directed learning – 10 hours
Assessment	Formative – 2 hours
Practice Integration	Collaborative group work assignment – 9 hours Workplace exposure – 6 hours Reflection on learnings – 1 hour

Topic 11 – SMART goals

Module Code	KM-01-KT11
Hours	3 hours
Knowledge	Face-to-face contact time and self-directed learning – 2 hours
Assessment	Formative – 1 hour
Practice Integration	Simulated case study scenarios

Topic 12 – Business planning

Module Code	KM-01-KT12
Hours	37 hours
Knowledge	Face-to-face contact time and self-directed learning – 12 hours
Assessment	Formative – 6 hours
Practice Integration	Assignment: case study – 12 hours Workplace exposure – 6 hours Reflection on learnings – 1 hour

Practical Modules

Topic 1 - Calculations and Pricing

Knowledge

Integrated with theory Topic 8 and 9
Simulated scenario, role play and case study

Practice Integration

Collaborative learning: simulated scenario and role play activities – 7 hours

Pricing on goods and services Case study – 4 hours

Work Exposure – 8 hours

Reflection on learnings – 1 hour

Topic 2 – Basic bookkeeping

Knowledge

Integrated with theory Topic 8 and 9
Simulated scenario, role play and case study

Practice Integration

Collaborative learning: simulated scenario and role play activities – 7 hours

Work Exposure – 8 hours

Reflection on learnings – 1 hour

Topic 3 – Marketing project

Knowledge

Integrated with theory Topic 10
Collaborative groupwork assignment and self-reflection

Practice Integration

Collaborative groupwork assignment – 9 hours

Work Exposure – 8 hours

Reflection on learnings – 1 hour

Topic 4 – Customer Services

Knowledge

Integrated with theory Topic 6
Group work activity and customer service case study

Practice Integration

Work Exposure – 8 hours

Group work activity – 4 hours

Reflection on learnings – 2 hours