

Further Education & Training: New Venture Creation (NQF 4)

SERVICES SETA Accredited Qualification

SAQA ID: 66249

1. Further Education & Training: New Venture Creation (NQF 4)

SERVICES SETA Accredited Qualification

2. Purpose of Qualification

The purpose of the Qualification is to develop the appropriate skills and knowledge required by a person for the establishment and development of a small to medium business venture, and addresses the economic, administrative and behavioral (psycho-social) barriers that contribute to success in starting and sustaining the venture.

3. Career Focus

Aspiring Entrepreneurs, Managers, Junior Managers in SMME business

4. Regulatory Compliance

Accredited by	SERVICES SETA (SAQA ID : 66429)
Registered by	Department of Higher Education & Training
Registered on	National Qualification Framework by the South African Qualifications Authority (ID Reference : 84948)
Admission Requirements	Mathematical Literacy NQF level 3 and Communication NQF level 3
Minimum Requirements to move from one semester to another semester :	A pass in all modules - Learner allowed to carry only two modules from one semester to the next semester
Minimum Requirements to complete the Degree :	Competent in all unit standards achieving the minimum requirement
Minimum Completion time:	1 year
Maximum Completion time:	18 Months

Articulation Possibilities	<p>This Qualification lends itself to both vertical and horizontal articulation possibilities. Horizontal articulation is possible with the following Qualifications: ID 48883: Further Education and Training Certificate: Small Business \ Advising (Information Support), NQF Level 4. ID 57712: Further Education and Training Certificate: New Venture Creation NQF Level 4. Vertical articulation is possible with the following qualifications: ID 48886: National Certificate: Business Advising, NQF Level 5. ID 48874: National Certificate: Business Consulting Practice (Enterprise Resource Planning), NQF Level 5. ID 59201: National Certificate: New Venture Creation NQF Level 5.</p>
----------------------------	---

5. Foreign Students

All Foreign Students must submit their SAQA evaluation documents.

SAQA contact details: +27-(0)12 431-5070 or visit <http://www.saqa.org.za>

6. Recognition of Prior Learning Applications (RPL)

Applications for RPL must be submitted to the office of the Chief Academic Officer.

7. Curriculum: Further Education & Training: New Venture Creation Level 4

YEAR 1

ALL THESE MODULES ARE COMPULSORY

MODULE - SEMESTER 1	SAQA ID	CREDITS	MODULES - SEMESTER 2	SAQA ID	CREDITS
Innovative Thinking	114600	4	Strategic Planning	114600	4
Viability of Ides	114596	5	Action Planning	263534	4
Entrepreneurial Profile	263356	4	Monitor Productivity	263434	6
Market Mechanisms	263514	5	Manage Human Resources	116394	9
Pricing & Costing	263455	6	Negotiations	13948	5
Business Planning	114592	4	Motivation and Leadership	120389	6
Tendering	114593	5	Manage General Administration	114805	4
Manage Finances	263474, 117156	10	Ethical Conduct	242655	4
Finance a New Venture	114584, 117156	9			

8. New Venture Creation: Learning Outcomes

1. Demonstrate an ability to identify and create a new venture.
2. Demonstrate knowledge of interpersonal skills required in a business environment.
3. Demonstrate an understanding of basic economics within a market economy.
4. Manage a new venture by applying business principles and techniques.
5. Demonstrate an understanding of the role of leadership and management.

9. Duration of Study

You may register for a minimum of 8 modules per semester. This will ensure that you complete your qualification within the required time frame (providing that you pass the modules you registered for). You may register for a maximum of 9 modules.

10. Minimum and maximum number of modules per semester

You may register for a minimum of 8 modules per semester. This will ensure that you complete your qualification within the required time frame (providing that you pass the modules you registered for).

11. Application for Credits

PC Training & Business College (PTY)Ltd allow students who achieved the requirements of the unit standards at other recognized Higher Education Institutions, to apply for credits. Applications for Credits must be accompanied by the statement of results for which the learner wishes to apply for credits.

12. Requirements to Pass a Module

Students are required to complete all modules and answer all the activities correctly to pass a module. Students, who do not pass any module, will be granted another opportunity to rewrite the examination, at an additional fee. Students will be provided with further support in any module which they find challenging.

13. How is the Final mark calculated?

The learners will be assessed in a formative assessment, summative assessment and work place assessment and as per our assessment policy the learner has to meet all the assessment Criteria as per unit standard.

14. Language of delivery of Teaching for Learning

English is the language of communication, instruction and assessment at PCT & BC.

15. Mode of delivery

The mode of delivery is Distance Learning. This mode of delivery is supported by access to our national Tuition Centers / Campuses

16. What is a Tuition Centre / Campus?

PCT & BC tuition centres grants Distance learners access to computers, free WiFi, online assessments, Technology Based Training material, electronic and physical library facilities, examination venues and administrative services. It is recommended that you select a tuition centre / campus nearest to you, and are encouraged to make use of these facilities for the duration your studies. Students who do not make use of their selected tuition centre / campus will not be able to take advantage of these facilities that are offered for free.

17. Materials required to Study

Students will be given a Tablet PC with all study guides preloaded, as well as a data bundle for internet access. It is imperative that you familiarize yourself with the Tablet PC so that you are able to make the most of this technology for your study.

Additionally, PCT & BC also provides you with prescribed e-textbooks, timetables, sample assessments, and videos for each module.

18. Completion of Assessments

Assessment is conducted as both Formative Assessment & Summative Assessment. The Formative Assessment is covered as Continuous Assessment Test and compilation of a Portfolio of evidence by the learner. The Summative Assessment takes place as a National Summative exam for 1st & 2nd Semester. It is compulsory for all learners to complete WIL for completion of the programme.

19. Provision of Academic and Tuition Support

PCT & BC has appointed qualified and experienced facilitators / tutors / lecturers and academics to provide support to our learners. Students can contact facilitators / tutors / lecturers and academics via e-mail, telephonically, or face-to- face appointments.

20. Certification

On successful completion of this qualification, you will graduate with a New Venture Creation: Qualification, NQF Level 4 (minimum Credits 94) from PC Training & Business College.

21. Further studies on completion of the New Venture Creation:

On successfully completing the New Venture Creation: Qualification, you may articulate into a NQF Level 4 qualification. The learner receives a Service Provider Certificate as well as a Service SETA Certificate with Statement of results. .

22. Application dates and Registration Fees

Applications will open on 7 January 2014. Application fees are R250.

The closing date for applications for Semester 1 is at 12h00 on Friday 1st February 2014.

The closing date for applications for Semester 2 is at 12h00 on Friday 5th July 2014.

23. Application process

Students may choose to apply in one of the following ways to PCT&BC

Choice 1: Electronically / online

Access PCT&BC website.

www.gopctraining.co.za

You will be directed to complete the online Application Form.

You must ensure that you upload all the necessary supporting documentation.

Choice 2: At campus, in person

You may choose to go to the nearest PCT & BC Campus and obtain the 'Application Form: 2014'.

You must complete the Application form and submit it to the Campus manager, or registration staff with all necessary supporting documentation.

The campus will capture and submit your information to Head Office.

24. On acceptance, what next?

Once you have been successfully accepted you be sent notification accordingly. You must now proceed with the registration process.

On registration, you must complete the "Registration Form: 2014", and pay the minimum registration fees.

On payment of the registration fees, proof of payment must be submitted to the nearest Campus or Head office.

Your registration will be captured, and the necessary information will be forwarded to you.

You will then receive you study pack, including you FREE Tablet PC and Internet bundle.

The closing date for registrations for Semester 1 is at 12h00 on Friday 8th February 2013. The closing date for registrations for Semester 2 is at 12h00 on Friday 19th July 2013.

25. Admission process

On receipt of your application, it will be evaluated and successful students will be registered for the Further education & Training: New Venture Creations Level 4

26. PC Training & Business College Campus / Tuition Centres

27. Advantages of Studying through Distance education at PC Training & Business College

28. About PC Training & Business College and the Further Education & Training: New Venture Creations Level 4

The PC Training & Business College (Pty) Ltd Further Education & Training is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE).

PC Training & Business College is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006. Registration Certificate No. 2008.FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration Certificate No. 00073.