



	Duration: 10 Months <i>Split into 2-4 days a month</i>		Accreditation Body: SERVICES SETA		SAQA ID: 57712, LP ID 74630	150 Credits		NQF Level 4
--	---	---	--------------------------------------	---	---	--------------------	---	--------------------

Overview

The NQF level 4 New Venture Creation qualification provides potential and existing entrepreneurs with more complex knowledge and skills required to be an entrepreneur. They will be able to establish and develop a small to medium business venture, and address the economic, administrative and behavioural (psycho-social) barriers that contribute to success in starting and sustaining such a venture. This in turn will enable them to explore a diverse range of entrepreneurial opportunities. Candidates will become more empowered in softer skills such as management and leadership within the entrepreneurial space.

Who should attend?

Anyone with an administrative role, in any business or industry.

Outline

The programme covers the following outcomes:

- Gain knowledge of the procedures for stock and fixed asset control
- Develop Administrative systems together with other employees
- Improve organisational effectiveness
- Present information that is routinely and regularly required, as well as specific information that is requested from time-to-time
- Identify information sources so as to be able to quickly access information when it is required
- Liaise with clients (internal and external) to verify that the format used for reports serves the purpose
- Make amendments to report format and writing style, if necessary
- Manage service providers
- Be an effective employee in the Administrative section of an organisation
- Be aware of how fraud can be present in an office environment, and assisting in its control
- Identify and solve work-related problems together with others
- Apply efficient time management processes, procedures and techniques
-

The modules are as follows:

- Module 1: Work & Career Orientation
- Module 2: Business Communication





- Module 3: 2nd Language Communication
- Module 4: Maths Literacy
- Module 5: Administration
- Module 6: Finance for Office Administrator
- Module 7: Customer Care

Delivery Methodology

Online or in-person, depending on client requirements

Entry Requirements

1. Standard 9/Grade 11 OR English & Mathematical Literacy both at NQF level 3
2. Certified copy of a South African ID or passport
3. Certified copy of highest qualification
4. Updated CV
5. Letter from the learner's employer or hosting company, confirming that the learner is employed or hosted by the company: Must be on the company letterhead
 - Must include the learner's names and surname (as per their ID or passport copy)
 - Must include the learner's ID/passport number
 - Must state the learner's job title and start date of employment
6. If the learner is self-employed then business registration certificates need to be submitted

