



National Certificate: Business Advising

LONG DISTANCE LEARNING

SAQA I.D: 79886

NQF Level: 5

Credits: 146

ENTRY REQUIREMENTS:

- Learners must have a grade 12 with Mathematical Literacy.

PURPOSE:

- This Qualification will provide learners with the competencies required to offer a business advising service to mostly small and medium enterprises (SMEs). It will assist the learner to provide independent, impartial and confidential information and guidance to potential and established SME businesses, based on substantial business experience and current knowledge of related factors, so that clients may learn and benefit from that advice in their subsequent actions.
- It will provide the learner with the knowledge and skills to be able to work "through and with" rather than "for" a client. The client comes to own both the problem and the solution and he/she is motivated to set objectives and take action. It will also show the learner how to develop an ongoing long-term business advising relationship between an experienced Business Adviser and client that covers a diverse range of topics as a business develops.
- On achieving this Qualification, the learner will be able to:

- Conduct due diligence and viability analysis processes to assess business performance and risk. Develop and guide the implementation of risk mitigation and business rehabilitation/rescue interventions.
Develop and guide the implementation of strategic and business plans.
Mentor/coach businesses with the view to improved business performance and long term growth and sustainability.
Manage own business advising practice.

RATIONALE:

- The National Certificate in Business Advising, Level 5 is designed to meet the needs of those learners who are already involved in the field of Business Advising as practicing Business Advisors. The National Certificate in Business Advising, Level 5 supports the objectives of the NQF in that it gives the learner access to a nationally recognized qualification that acknowledges the skills and knowledge that he/she has acquired. This qualification will therefore ensure that the quality of education and training received by learners in the sector is enhanced and of a world class standard.

WHO SHOULD APPLY :

- The Qualification will suite those in formal education, those already employed in organisations in the Business Advising industry, and those in private Business Advising practice or those wishing to enter into the field of Business Advising.

QUALIFICATION OUTCOMES:

1. Use effective communication in a business consulting environment.
2. Work as a consultant under the supervision of senior consultants within a consulting organisation.
3. Understand and assist the sales process in a consulting organization.
4. Assist with solution development tasks within an ERP deployment and implementation project. Perform basic project management activities in an ERP consulting interaction.

US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
263455 (C)	Apply the principle of costing and pricing to a business venture	4	6
263356 (C)	Demonstrate an understanding of an entrepreneur profile	4	5
Module 2		Total credits :9	
115790 (F)	Write and present for a wide range of purposes, audiences and context	5	5
115824 (C)	Appraise the SMME business owner and or management	5	4

MODULE 3		TOTAL CREDITS:20	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
115830 (C)	Develop own ability to provide a business advisory service or SMMEs	5	10
115815 (C)	Conduct an analysis of business opportunities and develop future rehabilitation strategies	5	10
Module 4		TOTAL CREDITS:28	
10223 (C)	Implement strategies For behavior change and lifestyle coaching	5	20
244288 (E)	Apply principles of change management in the workplace	5	8

MODULE 5		TOTAL CREDITS:12	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
252030 (C)	Analyse compliance to legal requirements and recommend corrective actions	5	4
252025 (C)	Monitor, assess and manage risk	5	8
MODULE 6		TOTAL CREDITS: 18	

230078 (C)	Apply the principles of ethics to a business environment	6	10
244288 (E)	Demonstrate understanding of occupational health and safety legislation in the workplace	5	8

MODULE 7		TOTAL CREDITS:8	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
115821 (C)	Apply business financial practices	5	4
15236 (C)	Apply financial analysis	5	4
MODULE 8		TOTAL CREDITS:17	
115854 (C)	Determine and negotiate terms of reference of business appraisal service to SMMEs	5	7
252036 (F)	Apply mathematical analysis to economic and financial information	6	10

MODULE 9		TOTAL CREDITS:15	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
263455 (C)	Develop business plan for a small business	4	5
115811 (C)	Establish and appraise the SMMEs current situation and potential	5	10

MODULE 10		TOTAL CREDITS :12	
115857 (C)	Explain marketing for SMMEs	5	6
115816 (C)	Identify business success issues for SMMEs	5	6