



TRAINING PROGRAMME LIST

ordinary people doing the extra-ordinary

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PLANT PRODUCTION: LEVEL 1

DESCRIPTION

This business course introduces participants to the concepts of entrepreneurship in an easy and interactive learning environment. The learning programme has been aligned to the Plant Production Level 1 (61755). The qualification that this programme is aligned to is registered as level 1.

CONTENT

- 1.** Sustainable Farming Systems
- 2.** Collect Agricultural Data
- 3.** Sustainable Farming Conserve Natural Resources
- 4.** Structure and Function of a Plant
- 5.** Elementary Farm Layout
- 6.** Enterprise Selection Principles
- 7.** Hand Tools and Basic Equipment
- 8.** Water Quality and Operate and Maintain Irrigation Systems
- 9.** Fertilise Soil and Attend to Basic Plant Nutrition
- 10.** Plant the Crop
- 11.** Recognise Pests, Diseases and Weeds on Crops
- 12.** Manipulate Plants
- 13.** Propagate Plants
- 14.** Harvest Agricultural Crops
- 15.** Apply Basic Food Safety Practices
- 16.** Recording of the Income and the Different Costs In and Agri-Business
- 17.** Marketing
- 18.** Production in Agri-Business
- 19.** Human Resource Management
- 20.** Handle Inputs and Stock in Agri-Business
- 21.** Permaculture Principles
- 22.** Hydroponics
- 23.** Organic Market Requirements
- 24.** Agri/ecotourism as a System

OUTCOMES

- ✓ Use fundamental skills in a business environment.
- ✓ Make appropriate use of Information and Communications Technology in an office setting.
- ✓ Understand and apply entrepreneurial and business knowledge and attitude.
- ✓ Incorporate life skills in an employment or self-employment situation.

As part of the assessment process participants will be required to start and run a micro enterprise.

DURATION

160 contact days over a period of 8 months. Summative assessment will take place over the period of a month (after training has been completed).

NEW VENTURE CREATION (Level 2)

DESCRIPTION

This programme is specifically aimed at entrepreneurs who have no clear understanding of the requirements of being an entrepreneur or for people who have begun a micro enterprise and would like to improve their business management skills. The learning programme has been aligned to the New Venture Creation level 2 qualification (49648).

CONTENT

- 1.** Introduction to entrepreneurship
- 2.** Exploring business ideas
- 3.** Business and legal structures
- 4.** Life skills: Health and safety
(includes HIV/ AIDS in the workplace)
- 5.** Market research and business planning
- 6.** Business management systems
- 7.** Financial Management skills
- 8.** Writing a business plan

OUTCOMES

- ✓ Use basic Mathematics in order to fulfil new venture functions effectively.
- ✓ Apply basic Communication skills in new venture creation context.
- ✓ Determine market requirements and manage the relevant marketing and selling processes.
- ✓ Demonstrate an understanding of the sector/industry in which the business operates.
- ✓ Determine financial requirements and manage financial resources of a new venture.
- ✓ Manage business operations.

As part of the assessment process participants will be required to start and run a micro enterprise. Participants will, through this programme, gain all the required skills to manage a micro enterprise.

DURATION

40 contact days over a period of 10 months and 1 market day per month for the last three months of training. Summative assessment will take place over the period of a month (after training has been completed).

BESP: BASIC ENTREPRENEURSHIP SKILLS PROGRAMME

DESCRIPTION

This skills programme is specifically aimed at entrepreneurs who want to start a business and require an introduction to basic entrepreneurial skills. The learning programme has been aligned to the unit standard Start up a small business (243803) level 3.

CONTENT

- 1.** Exploring business ideas
- 2.** Business and legal structures
- 3.** Market research and marketing
- 4.** Business planning

OUTCOMES

- ✓ Understanding the requirements of setting up a small business.
- ✓ Understand the importance of ensuring the long-term sustainability of a new business.
- ✓ Conduct effective market research.
- ✓ Write a basic business plan.

As part of the assessment process participants will be required to write a business plan.

DURATION

40 contact hours over a period of 5 days. Summative assessment will take place over a period of a month (after training has been completed).

BESP: SME MANAGEMENT SKILLS PROGRAMME

DESCRIPTION

This skills programme is specifically aimed at entrepreneurs who have started and micro/ small business and require additional management skills. The learning programme has been aligned to the unit standard Run a small business (243809) level 3.

CONTENT

- 1.** Business and legal structures
- 2.** Financial management skills
- 3.** Basic Management systems for a business
- 4.** Understanding the target market
- 5.** Managing operations of a small business

OUTCOMES

- ✓ Understanding and apply effective financial management concepts.
- ✓ Prepare for business operations.
- ✓ Understand the changing business market.
- ✓ Understand the legal environment in which a business operates.

Assessment activities are integrated throughout the programme and a final summative assessment assignment must be completed as part of the assessment process.

DURATION

40 contact hours over a period of 5 days. Summative assessment will take place over a period of a month (after training has been completed).

AGRI-ENTREPRENEUR SKILLS PROGRAMME

DESCRIPTION

This course provides participants with the skills to set up a community food garden. This programme includes small-scale farming skills, entrepreneurial skills and life skills.

CONTENT

- 1.** Farming methods (open gardening and tunnels)
 - a. Traditional
 - b. Deep trench
 - c. Space saving (egg: Tyres)
 - d. Hydroponics (specifically for tunnels)
- 2.** Working with the environment
 - a. Environmental Management
 - b. Soil Management
 - c. Water Management
- 3.** Vegetable gardening
 - a. Tools and safety
 - b. Preparing for planting
 - i. Soil types
 - ii. Preparing the land
 - iii. Feeding the soil (Fertilizer and composting)
 - c. Irrigation and water management
 - d. Pests and disease
 - e. Growing vegetables
 - i. Seasons
 - ii. Crops
 - iii. Planning and planting
 - f. Garden maintenance
 - g. Harvesting
 - h. Storing and packaging
- 4.** Setting up and managing a co-operative
- 5.** Health management
 - a. The importance of good nutrition
 - b. HIV/AIDS

- c. Health management
 - i. Hygiene
 - ii. Water safety
- d. Health in children
- 6.** Personal financial management
- 7.** Agri-Entrepreneur
 - a. Introduction to business
 - b. Leadership skills
 - c. Market research
 - d. Marketing skills
 - e. Financial management
 - f. Quality Management
 - g. Writing a business plan

DURATION

Ten months which includes:

- ✓ 1 contact day per week, and
- ✓ on-site support visits during the start-up of the vegetable garden.

Assessment is voluntary and will be planned with each participant who aims to achieve a credit bearing certificate.

NURSERY CO-OPERATIVE SKILLS PROGRAMME

DESCRIPTION

This course provides participants with the skills to set up a Nursery Co-operative. This programme includes basic propagation skills, entrepreneurial skills and life skills.

CONTENT

- 1.** Vegetable gardening
 - a. Tools and safety
 - b. Preparing for planting
 - i. Soil types
 - ii. Preparing the soil
 - iii. Feeding the soil (Fertilizer and composting)
 - iv. Hydroponics (specifically for tunnels)
 - c. Irrigation and water management
 - d. Pests and disease
 - e. Growing vegetables and herb seedlings
 - f. Storing and packaging seeds
- 2.** Setting up and managing a co-operative
- 3.** Health management
 - a. The importance of good nutrition
 - b. Health management
 - i. Hygiene
 - ii. HIV/ AIDS
 - iii. Water safety
- 4.** Personal financial management
- 5.** Agri-Entrepreneur
 - a. Introduction to business
 - b. Leadership skills
 - c. Market research
 - d. Marketing skills
 - e. Financial management
 - f. Quality Management
 - g. Writing a business plan

DURATION

Ten months which includes:

- ✓ 5 contact days per month,
- ✓ on-site support visits during the start-up of the nursery.

SOCIAL ENTREPRENEUR SKILLS PROGRAMME

DESCRIPTION

This skills programme is specifically aimed at entrepreneurs who want to change and develop their communities by starting a social enterprise. This programme introduces participants to the concepts of entrepreneurship in a way that looks at community development and social change as a viable business opportunity.

CONTENT

- 1.** Understanding development and sustainability
- 2.** The economic cycle
- 3.** Entrepreneurship
- 4.** Basic project management
- 5.** Planning skills
- 6.** Self-awareness and conscious leadership
- 7.** Introduction to fundraising

OUTCOMES

- ✓ Understanding of the impact of positive contributions to community development.
- ✓ Understanding of basic business practices.
- ✓ Business planning and management skills.
- ✓ Understand the legal environment in which a business operates.

Assessment activities are integrated throughout the programme and a final summative assessment assignment must be completed as part of the assessment process.

DURATION

Ten months which includes:

- ✓ 1 contact day per week, and
- ✓ Mentoring and guidance during the set-up of the social enterprise.

UNIT STANDARD ALIGNMENT

- ✓ 10007 Identify, analyse and select business opportunities
- ✓ 10008 Write and present a simple business plan
- ✓ 10009 Demonstrate the ability to start and run a business and adapt to a changing business environment

ABET LEVEL 1

DESCRIPTION

This course provides participants with basic communication, literacy and numeracy skills. The programme includes themes which relate to learner's lives and provides additional life skills that can be immediately applied to improve their standard of living.

CONTENT

- 1.** My Body and Clothing
- 2.** My Community
- 3.** My home
- 4.** Health Education
- 5.** Personal budgeting
- 6.** The environment

DURATION

1 day per week for six months.

UNIT STANDARD ALIGNMENT

- ✓ 119638 Use basic Writing/ signing skills
- ✓ 119630 Use speaking/ signing and listening skills
- ✓ 119633 Use basic reading/ receptive skills to respond to defined simple texts
- ✓ 11936 Work with shape, space and measurement concepts
- ✓ 119370 Work with numbers; operations with numbers and relationships between numbers
- ✓ 119374 Demonstrate an understanding of patterns, functions and algebra

ABET LEVEL 2

DESCRIPTION

This course provides participants with communication, literacy and numeracy skills. The programme includes themes which relate to learner's lives and provides additional life skills that can be immediately applied to improve their standard of living and help them better manage their immediate environment.

CONTENT

- 1.** My Family
- 2.** Managing a bank account
- 3.** Food and Nutrition
- 4.** Shopping
- 5.** Food Gardens
- 6.** Environmental Awareness

DURATION

1 day per week for six months.

UNIT STANDARD ALIGNMENT

- ✓ 119629 Use Basic reading/ viewing skills to respond to defined texts
- ✓ 119634 Write/ sign simple defined texts
- ✓ 119642 Engage in speaking/ Signing and listening interactions
- ✓ 119365 Demonstrate an understanding of patterns, functions and algebra
- ✓ 119639 Work with shape, space and measurement
- ✓ 119378 Work with numbers; operations with numbers and relationships between numbers

ABET LEVEL 3

DESCRIPTION

This course provides focuses on communication, literacy and numeracy skills within various themes which address the skills needed to help participants improve their interactions within their communities and the world of work.

CONTENT

- 1.** Being a good citizen
- 2.** The world of work
- 3.** Personal budgeting (planning for the future)
- 4.** Organising an event
- 5.** Personal management skills
- 6.** Entrepreneurial skills

DURATION

1 day per week for six months.

UNIT STANDARD ALIGNMENT

- ✓ 119639 Write/sign defined texts
- ✓ 119637 Engage in a range of speaking/signing and listening interactions
- ✓ 119632 Use reading/ viewing skills to respond to defined texts
- ✓ 119376 Demonstrate an understanding and use of data handling and probability concepts
- ✓ 119375 Work with patterns, functions and algebra in different contexts
- ✓ 119367 Work with numbers; operations with numbers and relationships between numbers
- ✓ 119363 Apply concepts of shape, space and measurement to make decisions relative to the world around us

TELEPHONE MANAGEMENT SKILLS PROGRAMME

DESCRIPTION

This skills programme is aimed at people who wish to improve their telephone communication skills. The learning programme has been designed at level 2 (NQF) and is aligned to the unit standard Process incoming and outgoing telephone calls (14348).

CONTENT

- 1.** The communication process
- 2.** Telephone etiquette
- 3.** Process incoming calls
- 4.** Process outgoing calls

OUTCOMES

- ✓ Employ effective telephone etiquette.
- ✓ Answer telephone to organisational standards.
- ✓ Process incoming calls to organisational standards.
- ✓ Process outgoing calls to organisational standards.

Assessment activities are integrated throughout the programme and a final summative assessment tasks must be completed as part of the assessment process. (Participants are not obligated to complete the assessment process)

DURATION

8 contact hours. Summative assessment will take place over a period of a month (after training has been completed).