



NQF Level 4 | QCTO Skills Programme

Workplace Essential Skills

Unlock your entrepreneurial potential with our comprehensive skills programme designed for aspiring and existing entrepreneurs. Start and grow sustainable businesses that thrive in the mainstream economy.

20
Credits

25
Days

NQF 4
Level



Programme Overview

This skills programme equips you with the essential skills to run a small business successfully, whether in the public or private sectors. Transform your entrepreneurial dreams into reality with our expert guidance.

 This qualification can be customised to fit your requirements and schedule.

Programme Purpose

Upon completion, you will gain the capability to:

-  Start, manage, grow and sustain a small business
-  Collect and assess industry-related information
-  Identify market needs crucial for promoting and selling products and services
-  Assess and manage financial, personnel, and infrastructure needs
-  Develop strategic plans to initiate your business
-  Coordinate and execute efficient business operations
-  Create business innovation and identify opportunities
-  Manage finances and price goods and services effectively

Who Should Attend?

This programme is ideal for:

-  Individuals who aspire to launch a new enterprise
-  Entrepreneurs aiming to enhance, solidify, and grow their current small businesses
-  Anyone seeking to develop entrepreneurial skills and business acumen

Knowledge Component

Entrepreneurship & Self-Awareness

- Topic 1: Being an entrepreneur
- Topic 2: Know yourself
- Topic 3: Know your industry

Market & Innovation

- Topic 4: Identifying market opportunities
- Topic 5: Innovation
- Topic 6: Customer Service

Financial Management

- Topic 7: Financial and cash flow management
- Topic 8: Basic business financial statements
- Topic 9: Pricing of goods and services

Marketing & Planning

- Topic 10: Marketing
- Topic 11: SMART goals
- Topic 12: Business planning

Application Component

- Topic 1: Calculations and pricing
- Topic 2: Basic book keeping
- Topic 3: Marketing project
- Topic 4: Customer service

Assessment

Ongoing Evaluation

Every subject includes integrated multiple-choice queries for internal formative evaluations. Achieving a passing grade on the formative assessment is necessary to progress to the subsequent subject.

Monitored Evaluation

Participants must create a project plan showcasing comprehension of all covered modules. This plan will double as a business strategy for either launching a new business venture or expanding an existing micro-enterprise.

Final Integrated Summative Assessment (FISA)

In addition to successfully completing the programmes listed above, a Final Integrated Summative Assessment (FISA) is required for the qualification.

Qualification Details

SETA	QCTO
NQF Level	Level 4
Credits	20 Credits
Duration	25 Days
Code	SP-211009

[↓ Open this Overview in PDF](#)

Career Opportunities

-  Office Administrator
-  Administrative Assistant
-  Customer Service Representative
-  Team Coordinator
-  Business Support Officer
-  Operations Assistant

Need Help?

Contact our skills programme specialists for guidance.

help@speccon.co.za

Related Skills Programmes

Explore other QCTO skills programmes



NQF Level 5

Conflict Management



NQF Level 4

Workplace Essential Skills



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