

LEVEL 3

Three modules must be completed to be awarded with the Diploma: New Venture Creation

Fundamental Business Skills 301

This module will teach learners:

- How to obtain information in a business, present it in a report format and distribute it effectively
- The concepts of leadership and management
- To apply leadership techniques to individuals and teams within the work context

Management Practice 301

After this module learners will know how to coordinate and plan skills development in an organisation.

This module:

- Describes the management activities involved in running a successful business and explains the basic activities involved in the management process
- Identifies and explains the main tasks required of managers
- Teaches how to implement an effective change management programme
- Includes the importance of motivating a team and applying theories of motivation

New Venture Creation 301

After this module learners will be able to identify, assess, analyse and research their own business ideas/opportunities for a new venture.

This module includes:

- Learning to analyse a range of risks associated with a new venture
- The financial aspects involved in running a new venture and the capital requirements
- Developing an individual's entrepreneurial characteristics and enhancing an entrepreneurial profile
- The code of conduct
- Applying legislation
- Codes of good practice to the management of risk in a specific entity
- Price setting and the factors that have an impact on pricing decisions



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Contact any of our Student Advisors to find out more or get on board.

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Oxbridge Programmes

Certificates and diplomas that enhance your skills and create career opportunities. These programmes are offered, assessed and certificated by Oxbridge Academy.

These programmes are not credit bearing but are unit standard aligned and give learners the opportunity to articulate to other levels. This acknowledges that Oxbridge's vision is aligned with the NQF and that Oxbridge provides quality programmes offering good value, in relation to the service delivered and course fees paid.

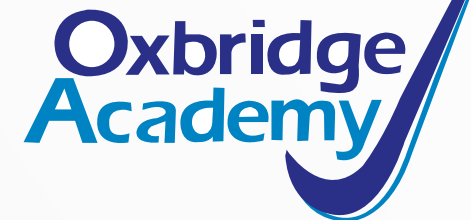
Admission Requirements:

A learner without a Grade 12 (Matric) certificate will start at the Certificate level of the program and progress through the Higher Certificate to the Diploma level. A learner with a Grade 12 (Matric) certificate may elect to start at the Higher Certificate and progress to the Diploma level. It is however advisable to start at the Certificate level if a learner is not familiar with the learning field.

Duration: Each level will take 10 months to complete.

Assessment Information: Formative assessments in the form of activities in the learner guide (we supply learners with model answers) and a summative assessment in the form of an assignment, which must be completed and handed in to be assessed by qualified assessors of Oxbridge Academy.

Awarding Body: Oxbridge Academy awards the certificates and diplomas.



YES, We are
OPEN



NEW VENTURE CREATION
SMME STUDIES

START
YOUR OWN BUSINESS

EDUCATION
The Best Investment In Your Future

The purpose of this learning programme is to develop the appropriate skills and knowledge required by a person, to establish and develop a small to medium business venture. It also teaches learners how to start and sustain a business venture successfully and to overcome possible barriers.

This programme has three levels: Certificate, Higher Certificate and Diploma.

This programme guides a learner from a point of basic knowledge to advanced levels of competence.

It is structured to recognise learners for their progress, by issuing a certificate of completion after each level. After the successful completion of the advanced programme a diploma will be issued by Oxbridge Academy.

LEVEL 1 - CERTIFICATE

Four modules must be completed to be awarded with the Certificate: New Venture Creation

Fundamental Business Skills 101

This module will teach learners how to:

- Use mathematics to plan and control personal and/or household budgets and income and expenditure
- Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation
- Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
- Express themselves clearly and precisely when writing, and will be able to explore new forms of writing in thoughtful and organised ways

Management Practice 101

This module introduces key terms, rules, concepts, principals and practices of management.

After this module learners will know how to:

- Apply the management functions of an organisation
- Behave ethically and promote ethical behaviour in a work situation
- Recognise areas in need of change, make recommendations and implement change

Office Data Processing 101

After completing this module learners will be able to operate a personal computer system. They will know how to install PC peripheral devices and manage files in a GUI environment.



New Venture Creation 101

This module explains the basic concepts of a selected business environment and the market position of it, in relation to the industry. This module:

- Explains what marketing is in relation to new venture opportunities and how to conduct a market research
- Teaches learners to determine the financial and cash flow requirements of a new venture

- Enables learners to determine income and expenditure of a new venture
- Teaches learners to implement pricing and costing principles and identify resources to obtain start-up capital

LEVEL 2

Five modules must be completed to be awarded with the Higher Certificate: New Venture Creation

Fundamental Business Skills 201

This module:

- Teaches learners how to behave appropriately in a business environment
- Teaches learners negotiation skills in a business environment, enabling them to negotiate successfully
- Includes meetings, agenda's and minutes.

Management Practice 201

After this module learners will:

- Know how to maintain the image of the organisation and apply company ethics
- Have a good understanding of an organisational structure and all the legislation that regulates employment issues
- Be skilled to sort and retrieve information by using a storage system
- Understand the concept of strategic planning
- Be able to identify and rectify performance problems occurring in a business

Office Data Processing 201 & 301

During this module learners will learn:

- MS Word - produce business documents
- Internet - searching, sending electronic mails
- Excel - solving business related problems

New Venture Creation 201

This module identifies and describes the relationship of stakeholders like customers, suppliers, the public and employees with the organisation.

This module also teaches:

- The role and contribution of different departments in an organisation, with special focus on human resources and the relevant legislation
- How to design an action plan for a new venture
- How to set up business premises and operational systems
- How to identify the risks associated with the new venture



YOUR CHOICES

