



ADMINISTER CONTRACTS FOR A SELECTED NEW VENTURE

Unit Standard: 119671



Course Information



Qualification Title	National Certificate: New Venture Creation
Course Title	Administer Contracts for a Selected New Venture
Course Level	3
Course Credits	10
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

Learners working towards this Unit Standard will be learning towards the full qualification or will be working within an SMME (Small, Medium, Micro Enterprise) environment, specialising in new venture ownership and management, where the acquisition of competence against this Unit Standard will add value to one's job.

This Unit Standard will also add value to entrepreneurs who are seeking to develop their entrepreneurial skills so that they can become more marketable for bigger contracts, including commercial and public sector contracts, for example, the Department of Public Works programmes.

National Certificate: New Venture Creation

Who Should Attend?	This course is aimed at those who wish to expand their knowledge of business management.
Course Objectives	- Obtaining contract and analyse performance requirements. - Applying basic risk management techniques in managing performance. - Demonstrating an understanding of contract changes and disputes. - Ensuring compliance and administrative close-out of contract.
Benefits	Benefits of this course include learning to: - Identify and solve problems using critical and creative thinking processes to determine and manage contract performance requirements within a new venture. - Work effectively with others as a member of a team, group, organisation or community to ensure that contracts are managed proactively and according to pre-determined terms and conditions. - Organise and manage oneself and one's activities responsibly and effectively so that contracts are proactively managed and any problem areas on risk are timeously resolved. - Collect, analyse, organise and critically evaluate contractual obligations in the context of the new venture and the overall business objectives. - Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to communicate contractual matters. - Use science and technology effectively and critically, showing responsibility to the environment and health of others to monitor performance and progress concerning the contract. - Demonstrate an understanding of the world as a set of interrelated systems by recognising that contracts and their respective terms and conditions do not exist in isolation and that wider legislative, community and economic issues impact the effective performance thereof. - Participating as responsible citizens in the life of local, national and global communities by ensuring that fulfilling of contractual obligations is ensured.

Course Content

Course Modules	Course modules consist of: 1. Obtain and analyse the performance requirements of the contract. 2. Apply basic risk management techniques in managing performance. 3. Demonstrate an understanding of contract changes and disputes. 4. Ensure compliance and administrative close-out of contract.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.