



APPLY BASIC HR PRINCIPLES IN A NEW VENTURE

Unit Standard: 119713



Course Information



Qualification Title	National Certificate: New Venture Creation
Course Title	Apply Basic HR Principles in a New Venture
Course Level	3
Course Credits	4
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 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 qualification is ideal for training potential or existing entrepreneurs who plan to run formal and informal Small, Micro and Medium Enterprises
Course Objectives	- Identifying the human resources needs of a new venture. - Implementing the human resources needs of a new venture. - Identifying and compiling basic employment policies and procedures. - Complying with relevant human resources legislation.
Benefits	Benefits of this course include learning to: - Identify and solve problems using critical and creative thinking processes to determine the human resources requirements of the new venture. - Work effectively with others as a member of a team, group, organisation or community to meet the human resources needs of the new venture. - Organise and manage oneself and one's activities responsibly and effectively so that sufficient time is set aside to manage employees in the new venture. - Collect, analyse, organise and critically evaluate financial and related information to comply with human resources legislation and apply this to new venture context. - Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to impart human resources policies, procedures and job descriptions to employees. - Use science and technology effectively and critically, showing responsibility to the environment and health of others to manage human resources systems and processes. - Demonstrate an understanding of the world as a set of interrelated systems by recognising that factors influencing the human resources needs of a new venture do not exist in isolation and that wider legislative and community issues impact this. - Participating as responsible citizens in the life of local, national and global communities by ensuring that human resources practices within the new venture are approached within the context of economic, socio-political and community trends and developments to ensure that skills match new venture

requirements and that the new venture can contribute more to overall job creation.

Course Content

Course Modules

Course modules consist of:

1. Identify and plan for the human resources needs of a new venture.
2. Implement the human resources needs of a new venture.
3. Identify and compile basic employment policies and procedures.
4. Comply with relevant human resources legislation.

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.