



MANAGE BUSINESS OPERATIONS

UNIT STANDARD: 119668



Course Information



Qualification Title	National Certificate: New Venture Creation (SMME)
Course Title	Manage Business Operations
Course Level	2
Course Credits	8
Course Duration	Three days
Cost of Course	Refer to Training Schedule

Course Overview

Learners working towards this standard will be learning towards the full qualification, or will be working within a SMME (Small, Medium, Micro Enterprise) environment, specialising in New Venture Ownership and Management, where the acquisition of competence against this standard will add value to one's job. This 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 (SMME)

Who Should Attend?	Any one involved in the general operations of an organisation
Course Objectives	The learner will be capable of: - Implementing an action plan for business operations - Mobilising resources for a new venture - Managing own time productively - Monitoring productivity in a business venture - Implementing and managing a basic quality system in a new venture
Benefits	- Identify and solve problems using critical and creative thinking processes to manage business operations - Work effectively with others as a member of a team, group, organisation or community to compile and manage an action plan for business operations in a new venture - Organise and manage oneself and one's activities responsibly and effectively to ensure business operations are managed proactively - Collect, analyse, organise and critically evaluate financial and related information in order to identify and mobilise suitable resources for a new business venture - Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to compile and manage operations plan for business venture - Use science and technology effectively and critically, showing responsibility to the environment and health of others to gather necessary data to interpret how effectively business is running - Demonstrate an understanding of the world as a set of interrelated systems by recognising that factors influencing the business operations do not exist in isolation and that wider economic issues, supplier and community issues can affect operations - Participating as responsible citizens in the life of local, national and global communities by ensuring that business operation is managed proactively within the context of economic, socio-political and community trends and developments and that all safety regulations, risk factors and legal issues are considered

Course Content

Course Modules	1. Implement an action plan for business operations. 2. Mobilise resources for a new venture. 3. Manage own time productively. 4. Monitor productivity in a business venture. 5. Implement and manage a basic quality system in a new venture.
Certification and Assessments	• All delegates who complete the summative assessment will be assessed, moderated and receive the SOR (Statement of Results) then the certificate of competence from WWiSE or SETA if it's a qualification

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 and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, 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. The service range includes: • ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards. • Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards. • Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the 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.