

Occupational Certificate: Small Business Consultant

NQF Level 05

244 Credits

SAQA ID: 118741



ACCREDITED ASSESSMENT CENTRE

4264 Magaqane Sreet,
Pimville Zone 4,
Soweto

Integrated Assessment Focus Area 1

The appraisal of personal capabilities for performing consulting services.

Associated Assessment Criteria 1

1. Current skills and competencies are assessed.
2. Skills gap analysis is conducted.
3. Personal development plan (PDP) is drawn up.
4. Training and career development opportunities are attended as per PDP.
5. Formal and informal ethical platforms are evident.
6. Business growth is assessed against the entrepreneurial life cycle.

Integrated Assessment Focus Area 4

A strategic and operational consulting service is provided.

Associated Assessment Criteria 4

1. Terms for business consulting services are negotiated.
2. Success factors of the business and the role each plays in the success are Identified.
3. To enhance the strategic and operational objectives, the financial analysis is used.

Integrated Assessment Focus Area 2

The scope and range of carrying out due diligence and conducting compliance with relevant legislation.

Associated Assessment Criteria 2

1. A plan for due diligence is prepared.
2. The inspection is conducted.
3. The compliance status is recorded.

Integrated Assessment Focus Area 3

Methods of appraisal of business owner, performance and activities are monitored

Associated Assessment Criteria 3

1. The owner's track record is analysed.
2. Business performance and activities are assessed.
3. Specific information on codes relating to corporate governance and ethics in the business sector is gathered.

Associated Assessment Criteria 4

4. Market segmentation, positioning and the competitive environment is researched.
5. the risk profile against the strategic objectives are developed.

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Pimville Zone 6,
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Integrated Assessment Focus Area 5

Develop and implement change management structure to encourage successful transition

Associated Assessment Criteria 5

1. The reasons for the change are identified.
2. The type and scope of the change is defined.
3. Stakeholder support and the approach to change is described.
4. The change management team is identified.
5. A plan is drawn up.
6. Counselling skills to help promote change is consulted and implemented.

Integrated Assessment Focus Area 7

Improve business efficiency through identification and clarification of key influences within the value chain

Integrated Assessment Focus Area 6

Entrench project implementation approach.

Associated Assessment Criteria 6

1. The implementation plan in consultation with relevant stakeholders is developed.
2. Project team rules and responsibilities are discussed and agreed upon.
3. Physical and virtual environments are established.
4. business consulting process flow is designed.
5. Project is monitored and evaluated.
6. Project deliverables are reported.

Associated Assessment Criteria 7

1. Key influences in the value chain are evaluated.
2. Operational relationships with the value chain are analysed and implemented.
3. Improvements to the value chain are applied.