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		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS														
<b>QUALIFICATION DEVELOPER (S)</b>			ABM University College											
<b>TITLE</b>		Certificate V in Entrepreneurship Development										<b>NQF LEVEL</b>		5
<b>FIELD</b>		Business, Commerce, and Management Studies			<b>SUB-FIELD</b>		Entrepreneurship Development			<b>CREDIT VALUE</b>		120		
New Qualification							Review of Existing Qualification					√		
<b>SUB-FRAMEWORK</b>			General Education					TVET		√	Higher Education			
<b>QUALIFICATION TYPE</b>		Certificate	I	II	III	IV	V	√	Diploma		Bachelor			
		Bachelor Honours			Post Graduate Certificate					Post Graduate Diploma				
		Masters						Doctorate/ PhD						
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>														
<p><b>RATIONALE:</b></p> <p>The National Development Plan 11 (NDP11) by the Ministry of Finance and Development Planning Strategy, for developing diversified sources of economic growth to tackle the problem of unemployment, singles out Entrepreneurship as the key to economic development due to its potential to address national issues such as poverty eradication, economic diversification, and unemployment and business competitiveness. To cement what the policy indicated above, the ETP did a training needs survey in 2017 which pointed out that</p>														

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entrepreneurial development was needed in the economy and the region to contribute immensely to economic growth and employment creation.

HRDC Top occupations in high demand (December 2016) enlists entrepreneurship as one of the Top 20 under creative industry sector. Botswana as an economy is moving towards being a knowledge economy where entrepreneurship will be a vital cog in the drive towards this goal. The certificate in entrepreneurship will be ideal to mould and inspire entrepreneurs who will be driving the economy.

### **PURPOSE:**

The purpose of this qualification is to provide entrepreneurs and aspiring entrepreneurs in the small, medium, and micro-enterprise (SMME) sector with the technical, business, managerial and personal skills to:

- Identify a viable business idea
- Create a new business venture
- Communicate effectively in business
- Apply accounting principles and keep accounting books
- Manage a business
- Manage risk for the new venture

### **ENTRY REQUIREMENTS (including access and inclusion)**

Candidates who intend to enrol for this program must have NQF level 4 or equivalent. There is no mature entry or recognition of prior learning when one is considered for entering this programme.

*(Note: Please use Arial 11 font for completing the template)*

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<b>SECTION B</b>		<b>QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>		<b>ASSESSMENT CRITERIA</b>	
1. Exhibit an ability to identify and create a new business venture.		1.1 Identify a business opportunity. 1.2 Evaluate a viable business opportunity. 1.3 Set up a business venture system.	
2. Demonstrate knowledge of communication and interpersonal skills required in a business environment.		2.1 Correspond through communication tools within the new business venture. 2.2 Present information professionally in private and public forums. 2.3 Create relationships with stakeholders.	
3. Display an understanding of basic bookkeeping in funds management.		3.1 Prepare financial accounts for the new business venture. 3.2 Present financial statements for the new business venture. 3.3 Execute day to day financial obligation for the business venture.	
4. Manage a new venture by applying business principles and techniques.		4.1. Develop business plan for the business venture. 4.2. Develop day to day operational plan for the business venture. 4.3. Prepare budgets for the business venture.	

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	4.4. Apply managerial principles in managing the business venture.
5. Display knowledge of selected day-to-day Risk management functions of a business enterprise	<p>5.1. Conduct risk assessment, identification, analysis, and evaluation for the business venture.</p> <p>5.2. Conduct risk responses and risk treatment methods within the context of the business venture.</p>



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<b>SECTION C</b>	<b>QUALIFICATION STRUCTURE</b>				
<b>COMPONENT</b>	<b>TITLE</b>	<b>Credits Per Relevant NQF Level</b>			<b>Total</b> <b>(Per Subject/</b> <b>Course/</b> <b>Module/</b> <b>Units)</b>
		<b>Level [4]</b>	<b>Level [5]</b>	<b>Level [6]</b>	
<b>FUNDAMENTAL COMPONENT</b>  <i>Subjects/ Courses/ Modules/Units</i>	Bookkeeping		12		
	Computer Appreciation	12			
	Communication for Business		12		
	Introduction to Business		12		
<b>CORE COMPONENT</b>  <i>Subjects/Courses/ Modules/Units</i>	Entrepreneurship Development		12		
	Risk Management		12		
	Business Project (Skill Development)		24		
	Business Project (Incubation)		24		

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<b>SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NQF LEVEL</b>	
<b>TOTAL CREDITS PER NQF LEVEL</b>	
<b>NQF Level</b>	<b>Credit Value</b>
4	12
5	108
<b>TOTAL CREDITS</b>	120
<b>Rules of Combination:</b> <b>(Please Indicate combinations for the different constituent components of the qualification)</b>	
The qualification is worth a total of 120 Credits (48 credits fundamentals, 72 credits core modules).	

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## **ASSESSMENT ARRANGEMENTS**

### **Formative Assessment**

Students will be assessed continuously through various tasks in the module. The formative assessment will contribute 40% towards the final examination.

### **Summative Assessment**

The students will be assessed through the examination at the end of the semester. The exam contributes 60 % to the final exam mark

## **MODERATION ARRANGEMENTS**

Assessment and both internal and external moderation will be done by registered and accredited assessors and moderators.

## **RECOGNITION OF PRIOR LEARNING**

Admission to this programme may be obtained through the recognition of prior learning. Candidates who do not qualify for admission in terms of the minimum admission criteria may be considered for admission through a process where Prior learning will be measured against specified prescribed learning outcomes.

## **CREDIT ACCUMULATION AND TRANSFER**

There will be no credit transfer for this programme.

## **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

### **8.1 Learning**

#### **8.1.1 Horizontal pathway**

Other related NQF level 5 qualifications, including but not limited to: -

8.1.1.1 Certificate V in Marketing Management

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#### 8.1.1.2 Certificate V in Business Management

#### 8.1.2 Vertical Pathways

Other related NQF level 6 qualifications, including but not limited to: -

8.1.2.1 Diploma in Business Management

8.1.2.2 Diploma in Marketing Management

8.1.2.3 Diploma in Entrepreneurship Development

#### 8.2 Employment Pathway

The graduate can pursue the following employment pathways: -

8.2.1 Venture Founder

8.2.2 Innovator

8.2.3 Not for Profit Fundraiser

8.2.4 Business Developer

8.2.5 Franchisees

8.2.6 Sales Officer

8.2.7 Entrepreneurial Consultant

#### **QUALIFICATION AWARD AND CERTIFICATION**

The Certificate V in Entrepreneurship Development award shall be issued upon completion of all the modules (120 Credits). The awarding body will issue a certificate to each successful candidate. The certificate awarded will then be the property of its recipient. Candidates who do not meet the prescribed minimum standards may, where applicable, be considered for appropriate exit awards in accordance with applicable policies.

#### **REGIONAL AND INTERNATIONAL COMPARABILITY**



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**This qualification has been benchmarked with the following:**

### **10.1 The Webster University (United States), Certificate in Entrepreneurship**

The certificate in entrepreneurship qualification (NQF Level 5) is to promote entrepreneurial awareness and thinking among students and develop the necessary real-world skills and abilities to become self-employed or start and grow an entrepreneurial venture. Students demonstrate these skills by developing and presenting a viable business plan to a review panel made up of successful entrepreneurs in the capstone course.

### **10.2 The University of Dubai (Dubai), Certificate in Entrepreneurship**

The certificate in entrepreneurship qualification (NQF Level 5) is a highly practice-oriented training program designed to equip potential entrepreneurs with the necessary knowledge and skills to prepare a business plan pertaining to their own business. Participants are not only exposed to the various components of a well-defined business plan, including elements of strategic management, marketing, accounting and finance but also, at the end of the course, will develop their own individual business plan, which is assessed and graded.

The program provides an ideal platform for networking with leading industry practitioners, successful entrepreneurs and for learning from peers by interacting, sharing ideas and brainstorming in a similar way to real-life work situations.

### **10.3 Kushinga Phikelela Polytechnic. Zimbabwe, Certificate in Micro Enterprise**

The purpose of this Certificate in Micro-Enterprise qualification (NQF Level 5) is to provide entrepreneurs and aspiring entrepreneurs in the small, medium and micro-enterprise (SMME) sector with the technical, business, managerial and personal skills to create and sustain a business.

The Certificate in Entrepreneurship compiled by ABM borrows subjects from the certificate in Entrepreneurship as presented in the above three institutions. The qualifications from the three institutions are at the certificate level which is (NQF Level 5). The three Institutions presented a similar logical sequence in their approach to the delivery of the program. The main point of emphasis was to identify the business idea. After identification of the idea, there must be an effort to build the business venture. After the venture is built accounting systems, marketing systems and production systems must be put in place. Subjects to follow the above-explained build-up have been given. Subjects fully adopted by the ETP are as shown on the provided Comparative matrix.

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### **REVIEW PERIOD**

The review period of this qualification will be 5 years. However, the qualification review period may be shorter or longer depending on perceived needs and need changes will seek approval from BQA.

