



# MANAGE BUSINESS OPERATIONS

## Unit Standard: 119668



### Course Information



<b>Qualification Title</b>	National Certificate: New Venture Creation (SMME)
<b>Course Title</b>	Manage Business Operations
<b>Course Level</b>	2
<b>Course Credits</b>	8
<b>Course Duration</b>	Three days
<b>Cost of Course</b>	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 (SMME)

<p><b>Who Should Attend?</b></p>	<ul style="list-style-type: none"> <li>• Anyone involved in the general operations of an organisation.</li> </ul>
<p><b>Course Objectives</b></p>	<ul style="list-style-type: none"> <li>• Implementing an action plan for business operations.</li> <li>• Mobilising resources for a new venture.</li> <li>• Managing own time productively.</li> <li>• Monitoring productivity in a business venture.</li> <li>• Implementing and managing a basic quality system in a new venture.</li> </ul>
<p><b>Benefits</b></p>	<p>Benefits of this course include learning to:</p> <ul style="list-style-type: none"> <li>• Identify and solve problems using critical and creative thinking processes to manage business operations.</li> <li>• 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.</li> <li>• Organise and manage oneself and one's activities responsibly and effectively to ensure business operations are managed proactively.</li> <li>• Collect, analyse, organise and critically evaluate financial and related information to identify and mobilise suitable resources for a new business venture.</li> <li>• Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to compile and manage operations plans for the business venture.</li> <li>• Use science and technology effectively and critically, showing responsibility to the environment and health of others to gather necessary data to interpret how effectively the business is running.</li> <li>• 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.</li> <li>• 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.</li> </ul>

## Course Content

<p><b>Course Modules</b></p>	<p>Course modules consist of:</p> <ol style="list-style-type: none"> <li>1. Implement an action plan for business operations.</li> <li>2. Mobilise resources for a new venture.</li> <li>3. Manage your own time productively.</li> <li>4. Monitor productivity in a business venture.</li> <li>5. Implement and manage a basic quality system in a new venture.</li> </ol>
<p><b>Certification and Assessments</b></p>	<p>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.</p>

## 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.