

FURTHER EDUCATION AND TRAINING CERTIFICATE:

HAIRDRESSING:

SAQA ID 65729 -LEVEL 4- 140 CREDITS.

LEARNER WORKBOOK

SAQA: 114592;

Produce business plans for a new venture

Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	K & R HAIR ARTISTRY INSTITUTE
Unit/Dept:	HAIRDRESSING
Facilitator Name:	TSM DEODUTT
Date Started:	
Date of Completion:	

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OVERVIEW

About the Learner Workbook	This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the Produce business plans for a new venture . It forms part of a series of Learner Workbooks that have been developed for		
Purpose	The purpose of this Learner Exercise Workbook is to evaluate learners' understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:		
Exit Level Outcomes	<ul style="list-style-type: none"> • Demonstrate an ability to identify and create a new venture. • Demonstrate knowledge of interpersonal skills required in a business environment. • Manage a new venture by applying business principles and techniques. 		
US No	US Title	Level	Credits
114592	Produce business plans for a new venture	4	8
Context	This assessment represents the Formative Assessment component Produce business plans for a new venture , for the and should be completed in the classroom/training room.		
Resources	The following are resources needed for this assessment: <ol style="list-style-type: none"> 1. Learner Guide; and 2. Assessment Preparation. 		
Instructions to Facilitators	Facilitators will be required to: <ul style="list-style-type: none"> • Explain the completion of the workbook to each learner; and • Interview the learner on similar questions, should he/she not be able to write. 		

Instructions to Learners	<p>Learners will be required to:</p> <ul style="list-style-type: none"> • Complete the workbook as per the instructions; • Ensure that all questions are completed; • Ensure that the completion of the workbook is their own work; • Ensure that all annexure are attached to the workbook and clearly referred to;
Assessment Time	Learners are required to complete this assessment within the allocated time frame of.... hours.
Total Mark	This formative assessment carries a total mark of _ points . In order to meet the pass mark, learners are required to achieve a minimum of 80% of the total marks.
Equipment	<p>Learners are required to have the following equipment in order to complete this workbook:</p> <ul style="list-style-type: none"> • Pen and Pencil; • Ruler; and • Exam Pad – for additional paper.

GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:	K & R HAIR ARTISTRY INSTITUTE	
Unit/Dept:	HAIRDRESSING	
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:	TSM DEODUTT	
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for Produce business plans for a new venture module.			
Your assessment evidence for START Produce business plans for a new venture module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment:			

1.				
2.				
To be declared competent on Produce business plans for a new venture module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.				
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback				
Should you be declared "not yet competent" on this assessment, you will be entitled for re-assessment opportunity/ies.				
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.				
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.				
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.				
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.				

Learner's Declaration			
<p>I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.</p>			
Learner Signature:	Date:	Facilitator Signature:	Date:

Produce business plans for a new venture

Learning Unit 2

UNIT STANDARD NUMBER	:	114592
LEVEL ON THE NQF	:	4
CREDITS	:	8
FIELD	:	Business, Commerce and Management Studies

PURPOSE:	<p>This Unit Standard has as its core purpose to equip learners with the necessary knowledge and skills to produce business, financial and/or operations plans for implementing a new venture. It will also address the economic and administrative issues that prevent the starting of a new venture and contribute to the inability of an entrepreneur to sustain a new venture</p> <p>The qualifying learner will be able to:</p> <p>Identify, gather and analyse the relevant information needed to compile a business plan.</p> <ul style="list-style-type: none"> • Formulate an ethical framework for the operational plans of a new venture. • Establish and prioritise business, financial and/or operational goals and objectives for a new venture. • <input type="checkbox"/> Design and present business, financial and/or marketing plans based on a budget for a new venture.
LEARNING ASSUMED TO BE IN PLACE:	
Learners accessing this qualification will be competent in Computer Literacy, Mathematical Literacy and Communications and NQF level 3 or equivalent.	

SUB FIELD : Public Administration

SESSION 1.

Identify, gather and analyse the relevant information needed to compile a plan for a new venture.

Learning Outcomes

- The purpose and importance of a business plan is discussed in terms of its contribution to a successful business.
- The different elements of a successful business plan are listed and described with examples.
- Information on the resources needed and procedures to be followed to achieve the plan is compiled.
- The industry specific and legal requirements for own venture are identified and explained in terms of how they will affect the venture.

Critical Cross-field Outcomes

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems that could arise if business plan.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information needed to compile a business plan.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively so procedures are completed as set out by the business plan of the new venture.

UNIT STANDARD CCFO SCIENCE

Use science and technology to collect and analyse the data to be used in the plans for a new venture.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems by recognising that planning takes place within a broader context when establishing a new venture.

UNIT STANDARD CCFO CONTRIBUTING

Participate as a responsible citizen in the life of local, national and global communities, by beginning to understand the responsibilities and implications of creating a new venture.

Activity	Questions Description	Mark
6	Fill in the explanation in column b	

COLUMN B

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Activity	Questions Description	Mark
9	Outline the three main areas in the environment based on pest analyses	

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SESSION 2.

Formulate an ethical framework for the operational plans of a venture.

Learning Outcomes

- Legislation and relevant regulations relating to the type of venture are identified for use in drawing up a code of ethics for the business.

- Non-statutory regulations applicable to the sector are identified and used for use in drawing up a code of ethics for the business.
- Codes of conduct that are used by similar organisations in the sector are evaluated and elements identified for inclusion in an ethical framework for the business.
- Social and ethnic considerations are identified for inclusion in the ethical framework of a new venture.
- Personal values are identified for modifying an ethical framework for a new venture.

Critical Cross-field Outcomes

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively so procedures are completed as set out by the business plan of the new venture.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems by recognising that planning takes place within a broader context when establishing a new venture.

UNIT STANDARD CCFO CONTRIBUTING

Participate as a responsible citizen in the life of local, national and global communities, by beginning to understand the responsibilities and implications of creating a new venture.

Activity	Questions Description	Mark
10	<p>Explain the following based on market analysis techniques</p> <ul style="list-style-type: none"> • Political Factors • Economic Factors • Socio-cultural Factors • Technological Factors • Environmental Factors • Legal Factors 	

Activity	Questions Description	Mark
11	Define SWOT analysis	

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[illegible]

Activity	Questions Description	Mark
12	Explain the strengths and weakness of business	

[illegible]

Activity	Questions Description	Mark
13	<p>Express your understanding about the following based on SWOT analysis:</p> <ul style="list-style-type: none"> • Opportunities • Threats 	

Activity	Questions Description	Mark
16	Use your own words to outline the procedures to present the business plan for own venture to a financier	

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Activity	Questions Description	Mark
17	Fill In the explanation of those values and norms	

Values and norms	Explanation
Honesty and Integrity	
Professionalism	
Responsible Management	
Serving Public Interest	
Conforming to Law	

Activity	Questions Description	Mark
18	Discuss the issues that may lead to unethical behaviour	

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- Possible contribution to community and regional growth objectives are identified and considered.
- Cultural values and beliefs of prospective employees and expected consumers are incorporated into the plans of own venture.

<u>Critical Cross-field Outcomes</u>	
1. Knowledge	2. Skills
3. Attitudes	4. Values
5. Behaviors	6. Character
7. Leadership	8. Teamwork
9. Communication	10. Problem Solving
11. Decision Making	12. Conflict Resolution
13. Self-Motivation	14. Resilience
15. Adaptability	16. Initiative
17. Responsibility	18. Accountability
19. Integrity	20. Empathy
21. Respect	22. Openness
23. Curiosity	24. Perseverance
25. Optimism	26. Humility
27. Gratitude	28. Patience
29. Kindness	30. Generosity
31. Forgiveness	32. Compassion
33. Cooperation	34. Collaboration
35. Partnership	36. Shared Leadership
37. Shared Responsibility	38. Shared Accountability
39. Shared Decision Making	40. Shared Problem Solving
41. Shared Conflict Resolution	42. Shared Communication
43. Shared Leadership	44. Shared Teamwork
45. Shared Initiative	46. Shared Resilience
47. Shared Adaptability	48. Shared Responsibility
49. Shared Accountability	50. Shared Integrity
51. Shared Empathy	52. Shared Openness
53. Shared Curiosity	54. Shared Perseverance
55. Shared Optimism	56. Shared Humility
57. Shared Gratitude	58. Shared Patience
59. Shared Kindness	60. Shared Generosity
61. Shared Forgiveness	62. Shared Compassion
63. Shared Cooperation	64. Shared Collaboration
65. Shared Partnership	66. Shared Shared Leadership
67. Shared Shared Responsibility	68. Shared Shared Accountability
69. Shared Shared Decision Making	70. Shared Shared Problem Solving
71. Shared Shared Conflict Resolution	72. Shared Shared Communication
73. Shared Shared Leadership	74. Shared Shared Teamwork
75. Shared Shared Initiative	76. Shared Shared Resilience
77. Shared Shared Adaptability	78. Shared Shared Responsibility
79. Shared Shared Accountability	80. Shared Shared Integrity
81. Shared Shared Empathy	82. Shared Shared Openness
83. Shared Shared Curiosity	84. Shared Shared Perseverance
85. Shared Shared Optimism	86. Shared Shared Humility
87. Shared Shared Gratitude	88. Shared Shared Patience
89. Shared Shared Kindness	90. Shared Shared Generosity
91. Shared Shared Forgiveness	92. Shared Shared Compassion
93. Shared Shared Cooperation	94. Shared Shared Collaboration
95. Shared Shared Partnership	96. Shared Shared Shared Leadership
97. Shared Shared Shared Responsibility	98. Shared Shared Shared Accountability
99. Shared Shared Shared Decision Making	100. Shared Shared Shared Problem Solving
101. Shared Shared Shared Conflict Resolution	102. Shared Shared Shared Communication
103. Shared Shared Shared Leadership	104. Shared Shared Shared Teamwork
105. Shared Shared Shared Initiative	106. Shared Shared Shared Resilience
107. Shared Shared Shared Adaptability	108. Shared Shared Shared Responsibility
109. Shared Shared Shared Accountability	110. Shared Shared Shared Integrity
111. Shared Shared Shared Empathy	112. Shared Shared Shared Openness
113. Shared Shared Shared Curiosity	114. Shared Shared Shared Perseverance
115. Shared Shared Shared Optimism	116. Shared Shared Shared Humility
117. Shared Shared Shared Gratitude	118. Shared Shared Shared Patience
119. Shared Shared Shared Kindness	120. Shared Shared Shared Generosity
121. Shared Shared Shared Forgiveness	122. Shared Shared Shared Compassion
123. Shared Shared Shared Cooperation	124. Shared Shared Shared Collaboration
125. Shared Shared Shared Partnership	126. Shared Shared Shared Shared Leadership
127. Shared Shared Shared Shared Responsibility	128. Shared Shared Shared Shared Accountability
129. Shared Shared Shared Shared Decision Making	130. Shared Shared Shared Shared Problem Solving
131. Shared Shared Shared Shared Conflict Resolution	132. Shared Shared Shared Shared Communication
133. Shared Shared Shared Shared Leadership	134. Shared Shared Shared Shared Teamwork
135. Shared Shared Shared Shared Initiative	136. Shared Shared Shared Shared Resilience
137. Shared Shared Shared Shared Adaptability	138. Shared Shared Shared Shared Responsibility
139. Shared Shared Shared Shared Accountability	140. Shared Shared Shared Shared Integrity
141. Shared Shared Shared Shared Empathy	142. Shared Shared Shared Shared Openness
143. Shared Shared Shared Shared Curiosity	144. Shared Shared Shared Shared Perseverance
145. Shared Shared Shared Shared Optimism	146. Shared Shared Shared Shared Humility
147. Shared Shared Shared Shared Gratitude	148. Shared Shared Shared Shared Patience
149. Shared Shared Shared Shared Kindness	150. Shared Shared Shared Shared Generosity
151. Shared Shared Shared Shared Forgiveness	152. Shared Shared Shared Shared Compassion
153. Shared Shared Shared Shared Cooperation	154. Shared Shared Shared Shared Collaboration
155. Shared Shared Shared Shared Partnership	156. Shared Shared Shared Shared Shared Leadership
157. Shared Shared Shared Shared Shared Responsibility	158. Shared Shared Shared Shared Shared Accountability
159. Shared Shared Shared Shared Shared Decision Making	160. Shared Shared Shared Shared Shared Problem Solving
161. Shared Shared Shared Shared Shared Conflict Resolution	162. Shared Shared Shared Shared Shared Communication
163. Shared Shared Shared Shared Shared Leadership	164. Shared Shared Shared Shared Shared Teamwork
165. Shared Shared Shared Shared Shared Initiative	166. Shared Shared Shared Shared Shared Resilience
167. Shared Shared Shared Shared Shared Adaptability	168. Shared Shared Shared Shared Shared Responsibility
169. Shared Shared Shared Shared Shared Accountability	170. Shared Shared Shared Shared Shared Integrity
171. Shared Shared Shared Shared Shared Empathy	172. Shared Shared Shared Shared Shared Openness
173. Shared Shared Shared Shared Shared Curiosity	174. Shared Shared Shared Shared Shared Perseverance
175. Shared Shared Shared Shared Shared Optimism	176. Shared Shared Shared Shared Shared Humility
177. Shared Shared Shared Shared Shared Gratitude	178. Shared Shared Shared Shared Shared Patience
179. Shared Shared Shared Shared Shared Kindness	180. Shared Shared Shared Shared Shared Generosity
181. Shared Shared Shared Shared Shared Forgiveness	182. Shared Shared Shared Shared Shared Compassion
183. Shared Shared Shared Shared Shared Cooperation	18

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively so procedures are completed as set out by the business plan of the new venture.

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Use science and technology to collect and analyse the data to be used in the plans for a new venture.

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UNIT STANDARD CCFO CONTRIBUTING

Participate as a responsible citizen in the life of local, national and global communities, by beginning to understand the responsibilities and implications of creating a new venture.

Activity	Questions Description	Mark
20	Demonstrate the Personal objectives to the plans of own venture.	

[illegible]

Activity	Questions Description	Mark
22	<p>Demonstrate the following based on business objectives :</p> <ul style="list-style-type: none"> • Write it Down • Disadvantages • Guidelines 	

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[illegible]

Activity	Questions Description	Mark
24	<p>Explain the following goals:</p> <ul style="list-style-type: none"> • Short-term goals • Long-term goals • enabling goal 	

[illegible]

Activity	Questions Description	Mark
26	Outlined the fundamental question that you need to ask yourself when you do business plan	

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Activity	Questions Description	Mark
27	Discuss the structure of a business plan	

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[illegible]

Activity	Questions Description	Mark
30	<p>Describe the following based on business plan:</p> <ul style="list-style-type: none"> • Your plan layout • Keep it concise • Be realistic • Show a path to profitability • Show a strong management team 	

[illegible]

[illegible]

Activity	Questions Description	Mark
33	<p>Describe the following based on the business plan:</p> <ul style="list-style-type: none"> • Partnership • Company • Trust • Cooperative 	

Activity	Questions Description	Mark
34	Outline the factors that should be consider in-order to make the right decisions for business plan	

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Activity	Questions Description	Mark
35	<p>Discuss the following based on marketing campaign</p> <ul style="list-style-type: none"> • GET LISTED • CONTACTS • YOUR BUSINESS WEBSITE • THE ALMIGHTY BUSINESS CARD • ADVERTISE • FREE GIFTS, BRIBERY AND SMARM • DEALING EFFECTIVELY WITH THE PUBLIC • YOUR BRAND IMAGE 	

Activity	Questions Description	Mark
41	Discuss the business plan information	

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Activity	Questions Description	Mark
42	Express your understanding about the entrepreneur	

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Activity	Questions Description	Mark
43	<p>Express your understanding about the following:</p> <p>Keep It Concise</p> <p>Know What Makes Your Business Unique</p> <p>Honesty</p> <p>Hope for the Best, Plan for the Worst</p>	

[illegible]
