



THE BUSINESS SKILLS FOR SOUTH AFRICA FOUNDATION

Trust Registration Number IT255/94
Non-Profit Trust Number 004-529-NPO

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DO YOU WANT TO INCREASE YOUR KNOWLEDGE AS A BUSINESS ADVISOR

The Business Skills for South Africa Foundation (BSSA) invites you to a training course to learn how to use The Build a Better Business (BBB) tool. This tool simplifies the collection of information from the small business that you will be consulting. Not only does it simplify the collection of information but it also guides you in the identification of issues that need to be dealt with. Very often business advisers make mistakes in identifying wrong issues during consultation with small businesses. This tool helps you avoid this kind of mistake.

WHAT DOES THE BUILD A BETTER BUSINESS TOOL COVER?

- Analysis and interpretation of financial statements
- Marketing needs plan overview
- Business plan overview
- Overview health check of the business
- Implementation of identified issues in the plan
- Presentation of the implementation plan to an entrepreneur

This course is aligned with a unit standard of the National Certificate Business Advising NQF level 5. On completion of the course, BSSA will assist you to put together a portfolio of evidence for the purpose of assessment and moderation in order that you may obtain credits towards this national qualification.

COURSE DURATION

The course consists of 5 days class room training and 60 days of independent field work. All assignments must be based on a real businesses and not an imaginary one.

COURSE OBJECTIVE

Upon completion of the course you will be able to do the following;

- collect information from a small business client;
- analyse the information and give advice;
- identify and deal with issues that hinder the growth of the business;
- assist the small business in setting objectives;
- know how to conduct customer needs analysis;
- be able to interpret financial statements using basic ratios;

Chief Executive Mr. D Mashamba

Trustees Mr. S Subramoney, Mr. SS Skhosana, Ms. KB Mohlala, Mr. JM Mogodi, Mr. S Bukula,
Ms. Y Mdoda, Mr. IS Fourie, Mr. S Ndwandwe, Mr. IS Scott, Mr. V Jack

In conjunction with PricewaterhouseCoopers Incorporated and the National Industrial Chamber

COURSE FEE

R3 900 (three thousand nine hundred rand per person) which will include the 5 days training, field work support via emails, assistance with putting together a portfolio of evidence, assessment, moderation and the submission of the results to the ETQA concerned.

WHO SHOULD ATTEND

- anyone who possess basic bookkeeping or financial accounting qualification
- and is currently a business adviser or wants to become a business adviser
- communication in English is essential

BSSA BANK DETAILS

Bank : Nedbank
Account : 1512 013 250
Branch code : 151 205

TRAINING TO BE CONDUCTED AS FOLLOWS

Training venue : CSIR campus, Pretoria
Course date : November 16 – 20, 2009

For more information please contact:

Nelly Ranape or David Mashamba at 012 349 1777 or email nelly@bssa.co.za to register