

119668 Manage business operations

Purpose of this Unit Standard

Learners working towards this standard will be learning towards the full qualification, or will be working within a SMME (Small, Medium, Micro Enterprise) environment, specialising in New Venture Ownership and Management, where the acquisition of competence against this standard will add value to one's job. This 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.

The qualifying learner is capable of:

- Implementing an action plan for business operations
- Mobilising resources for a new venture
- Managing own time productively
- Monitoring productivity in a business venture
- Implementing and managing a basic quality system in a new venture

Learning Assumed To Be In Place And Recognition Of Prior Learning

All learners accessing this qualification must be in possession of a GETC or equivalent qualification. The learner must be competent in mathematical and communications literacy at NQF level 1.

Outcomes

SO1: Implement an action plan for business operations.

SO2: Mobilise resources for a new venture.

SO3: Manage own time productively.

SO4: Monitor productivity in a business venture.

SO5: Implement and manage a basic quality system in a new venture.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
119668	NQF Level 2	8	Manage business operations

Duration: 2-days

Content

Outcome 1

Implement an action plan for business operations

- An action plan for the managing of business operations is drawn up according to goals set in business plan.
- Business concepts are ideas outlined in business plan are integrated into action plan and a task list compiled accordingly.
- Legal issues, safety regulations and risk factors are considered in the compilation of action plan.
- Roles and responsibilities pertaining to action plan are explained and assigned in order to effectively execute business activities.

Outcome 2

Mobilise resources for a new venture

- Available resources for new venture are identified in relation to business context.
- The cost of resources is analysed and prioritised accordingly.
- The resources identified are evaluated according to suitable contribution to effective business performance.
- Advice is sought and used to supplement competences where relevant.

Outcome 3

Manage own time productively

- The purpose and process for scheduling activities in own business is identified and explained with examples.
- Business activities are organised and scheduled with timeframes.
- Own time management preferences are identified, and work scheduled accordingly.
- Interruptions are accounted for and built into schedule to ensure that productivity levels are effectively measured.
- Schedule is monitored and managed daily.
- Private and business time is balanced to ensure overall personal productivity.

Outcome 4

Monitor productivity in a business venture

- Basic concepts of productivity are explained with examples.
- Appropriate productivity concepts and principles are applied to own venture.
- The productivity of new venture is monitored on an ongoing basis.
- Measures are taken to ensure continuous improvement of productivity.

Outcome 5

Implement and manage a basic quality system in a new venture

- Basic quality concepts, systems and principles are explained with examples.
- The consequences and risks associated with non-compliance to quality procedures are explained with examples.
- The quality requirements of new venture are identified and explained according to quality principles and compliance requirements and value for own business.
- Basic quality procedures are drawn up and monitored for own venture.

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