FAX: 086 642 1605. CELL: 072 982 4023. TEL: 016 931 3440. Email: info@thusega.co.za Website: www.thusega.co.za Facebook: thusega Twitter: @thusega

#### THUSEGA FINANCIAL AND BUSINESS CONSULTING (PTY) LTD - SERVICES SETA ACCREDITATION NO: 9749

National Certificate: New Venture Creation (SMME) - ID No: 49648 - (NQF Level 2)

(For current and future business owners with Communication and Mathematical Literacy at NQF Level 1)

## Skills Programme NVC 201 Office Administration

Dates:13 March - 31 March 2017

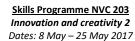
- Apply basic skills of customer services
  - Coordinate meetings, minor events and travel arrangements
- Monitor and control the receiving and satisfaction of visitors
  - Plan and prepare meeting communications



# **Skills Programme NVC 202** Professional Behaviour

Dates: 3 April -5 May 2017

- Apply basic business ethics in a work environment
- Behave in a professional manner in a business environment
- Apply knowledge of self and team in order to develop a plan to enhance team
- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace



- Identify and demonstrate entrepreneurial ideas and opportunities
- Match new venture opportunity to market needs

# Skills programme NVC 204 **Business Marketing**

Dates1; 1 June – 7 July 2017

- Manage marketing and selling processes of a new venture
- Keep informed about current affairs related to one's own industry
- Tender for business or work in a selected new venture



### Skills Programme NVC 205 **Business Operations 2**

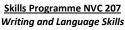
Date: 10 July - 18 Aug 2017

- Identify the composition of a selected new venture's industry/sector and its procurement systems
- Manage business operations
- Produce a business plan for a new venture

#### Skills Programme NVC 206 **Business Finance 2**

Dates: 21 Aug – 10 Oct 2017

- Determine financial requirements of a new venture
- Manage Finances of a new venture
- Process numerical and text data in a business environment
- Prepare and process documents for financial banking



Dates: 11 Oct - 24 Nov 2017

- Access and use information from texts
- Maintain and adapt oral communications
- Use language and communication in occupational learning programmes
- Write for a defined context
- Apply health and safety to a work area



## Skills Programme NVC 208 Mathematical Applications

Dates: 8 Jan 2018 - 21 Feb 2018

- Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- Demonstrate an understanding of rational and irrational numbers and number systems
- Identify, describe, compare, classify, explore shapes in different contexts
- Work with a range of patterns and functions and solve problems
- Use mathematics to investigate and monitor the financial aspects of personal and community life
- Apply the basic HR principles in a new venture

