

**Unit ID: 735**

**Domain**

**ENTREPRENEURSHIP**

**Title:**

**Establish a business as part of  
entrepreneurship operations**

**Level: 4**

**Credits: 12**

**Purpose**

This unit standard specifies the competencies required to establish a business as part of entrepreneurship operations. This includes updating business operational action plan; securing resources to implement business activities; making arrangements to ensure the viability of the business; procuring business stock, operating logistics and human resources; and conducting business start up activities. This unit standard is recommended for all national Vocational Education and Training programmes and qualifications.

**Special Notes**

1. This unit standard is to be delivered and assessed in the context of entrepreneurship operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
2. To demonstrate competence, at a minimum, integrated authentic and fit-for-purpose assessment must be carried out throughout the learning period. The candidate's performance must be assessed through the use of a range of assessment methods which may include but are not limited to written and/or oral tests, written reports, portfolios, and work plans.
3. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements.
4. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007
  - Social Security Act, No. 34 of 1994
  - Affirmative Action Employment Act, No.29 of 1998
  - Transformation on Economic Social Empowerment Framework (draft Broad-based Black Economic Empowerment policy April 2008)
  - The Employee Compensation Amendment Act, No. 5 of 1995
  - Competition Act, No. 2 of 2003
  - Closed Corporation Act, No. 26 of 1988
  - Local Authorities Act, No. 23 of 1992
  - Decentralisation Enabling Act, No. 33 of 2000
  - Public Service Act, No. 13 of 2005
  - Public Service Commission Act, No. 2 of 1990
  - Regional Council Act, No. 22 of 1992
  - State Finance Act, No. 31 of 1991

- Financial Intelligence Act, No. 17 of 2007
- Namibian Financial Services Charter (NFSC)
- Liquor Act, No. 6 of 1998
- Nature Conservation Ordinance, No. 4 of 1975
- CITES 1 and 2
- Diamonds Act, No. 13 of 1999
- Minerals Development Fund of Namibia Act, No. 19 of 1996
- Minerals (Prospecting & Mining) Act, No. 33 of 1992
- Petroleum Products and Energy Amendment Act, 2000
- National Energy Fund Act of 2000
- Gas Act (Draft 2b)
- Petroleum (Exploration and Production) Amendment Act, No. 2 of 1993 s
- Electricity Act, No. 2 of 2000
- Water Resources Management Act, No. 24 of 2004
- Road Traffic and Transport Act, No. 22 of 1999
- Road Traffic & Transport Regulation of 2001
- Public Health Amendment Act, No. 45 of 1976
- Occupational Health and Safety Regulations No. 18, 1997  
and all subsequent amendments.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

### **Elements and Performance Criteria**

#### **Element 1: Update business operational action plan.**

##### **Performance Criteria**

- 1.1 Legal and marketing requirements are checked for relevancy and updated as required.
- 1.2 Information on market competitors, potential opportunities and potential weaknesses of the business is updated and incorporated in the operational action plan.
- 1.3 Major business activity plans are reviewed and updated.

- 1.4 Timeframes and resources required for implementing major business activities are reviewed or allocated.
- 1.5 Parties and activities responsible for handling the implementation of specific business activities are reviewed and amendments made if necessary.

### **Element 2: Secure resources to implement business activities.**

#### **Range**

Required resources may include but are not limited to: raw materials; supplies; stock; staff.

Financial requirements may include but are not limited to: staff payment; staff training; running costs; resource utilisation; business objectives.

Business start-up capital may include but is not limited to: own resources; family donations or contributions; money lent or donated; loans from financial institutions; loans and grants from government or donor programmes; co-investors in the business.

#### **Performance Criteria**

- 2.1 Required resources for business activities are secured or planned.
- 2.2 Financial requirements are confirmed and finances allocated.
- 2.3 Business start-up capital is determined in line with business objectives and financial and action plans.
- 2.4 Financial flows of the business are planned and scheduled.

### **Element 3: Make arrangements to ensure viability of the business.**

#### **Range**

Key institutions involved in the registration of a business may include but are not limited to: Ministry of Trade and Industry; Ministry of Finance; Namibia Financial Institutions Supervisory Authority (NAMFISA); Ministry of Agriculture; Namibia Tourism Board; Social Security Commission; local and regional authorities; Namibia Qualifications Authority (NQA).

Procedures for registering a business may include but are not limited to: guidelines for registration; selected form of business ownership; procurement of registration forms and revenue stamps; preparation of business registration documents; submission of registration forms.

#### **Performance Criteria**

- 3.1 Key institutions involved in business registration are identified and their requirements followed.
- 3.2 Rules, regulations and requirements for the registration of business are followed and relevant payments made.

- 3.3 Arrangements are made to ensure the viability of the business, including registration, following prescribed procedures and requirements.

#### **Element 4: Procure business stock, operating logistics and human resources.**

##### **Range**

Business stock may include but is not limited to: the raw materials that will be used in the production of goods and services or the goods that will be sold by the business.

Operating logistics may include but are not limited to: tools; equipment; motor vehicles; utilities (water, electricity, premises); consumables (stationery).

Human resources may include but is not limited to: staff or workers that the business requires to employ to manage and handle its operations.

##### **Performance Criteria**

- 4.1 Production processes selected for the business are implemented.
- 4.2 Stock and/or raw materials to be used in production of products are identified, planned and procured in accordance with business requirements.
- 4.3 Business stock is handled and stored according to manufacturers' and organisational requirements and procedures if applicable.
- 4.4 Tools and equipment required for production are identified, selected, sourced and paid for in accordance with business requirements.
- 4.5 Tools and equipment are installed and made ready for use in accordance with business requirements.
- 4.6 Human resources needed are selected, their job descriptions developed and their job specifications and remuneration determined.
- 4.7 Appropriate candidates are recruited and inducted for the jobs to be performed.
- 4.8 All relevant business documents are completed according to business policies and procedures.

#### **Element 5: Conduct business start up activities.**

##### **Range:**

Operating clearances may include but are not limited to: health; controlling associations.

Business support services may include but are not limited to: water; bank accounts; electricity; other utilities.

### **Performance Criteria**

- 5.1 Business premises are selected and secured.
- 5.2 Relevant business operating clearances are secured.
- 5.3 Business support services are secured.

### **Registration Data**

<b>Subfield:</b>	Business Development
<b>Date first registered:</b>	22 July 2010
<b>Date this version registered:</b>	22 July 2010
<b>Anticipated review:</b>	2013
<b>Body responsible for review:</b>	Namibia Training Authority