

Unit ID: 688

Domain **CIVIL SOCIETY: ENTREPRENEURSHIP
AND SME DEVELOPMENT**

Title: **Advise civil society based SMEs about
managing their businesses**

Level: 5

Credits: 8

Purpose

This unit standard specifies the competencies required to advise Short and Medium Enterprises about managing their businesses. It includes reviewing legal structure, reviewing business performance, facilitating goal strategy, and ensuring that monitoring and evaluation revises planning and management. This unit standard is intended for business advisers who work with civil society organisations and/or community groups.

Special Notes

1. To demonstrate competence, at a minimum, candidates must have evidence of advising at least 3 Short and Medium Enterprises. To observe business confidentiality, such evidence will be anonymised.
2. Glossary of terms:
 - ‘SME’ means small to medium enterprise. In this Unit Standard it includes microenterprises (up to 5 employees), small enterprises (6-30 employees) and medium enterprises (31-100 employees).
3. Assessment for this unit standard must recognise that a business adviser cannot be an expert in all business sectors and structures: for the purposes of assessment s/he needs to be able to direct SMEs to more detailed advice.
4. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which business advice is given.
5. All elements and performance criteria relate to an adviser assisting an SME to make decisions and implement these in his/her business.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Acts No.6 of 1992, No.10 of 2004 and No.11 of 2007
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments
 - Employee Tax Deduction Tables
 - Social Security Act No. 34 of 1994
 - Affirmative Action (Employment) Act No.29 of 1998

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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Review choice of legal structure.

Range

The legal structures are sole proprietor, partnership, co-operative, close corporation, private company and public company.

Performance Criteria

- 1.1 The possible structures are reviewed in the context of size, industry sector, risk factors and ownership.
- 1.2 Any change in structure is agreed with the SME.
- 1.3 Legal requirements required by any change are explained, for example in terms of reasons, possible costs, agency or agencies involved and timescales.
- 1.4 The responsibilities concomitant with the chosen legal structures are explained, for example in terms of finance, staffing and governance.

Element 2: Review business performance.

Range

Review aims at establishing effective and efficient marketing, use of human resources, operational and administrative processes and sound financial management.

Performance Criteria

- 2.1 Marketing processes and systems are reviewed in terms of sufficiency and relevance of information, costing and pricing decisions, choice and effectiveness of communication and distribution channels and suitability of offerings.
- 2.2 Human resource processes and systems are reviewed in terms of capacity and utilisation.
- 2.3 Operational and administrative processes and systems are reviewed in terms of resources, resource utilisation, communication lines, and information and record keeping.
- 2.4 Financial processes and systems are reviewed for their sufficiency, accuracy, timeliness and adherence to legal and accounting practice requirements.

Element 3: Facilitate planning by the SME.

Range

Facilitation involves but is not limited to advising SME personnel to collect and review certain information, to take certain actions and to set deadlines and reviewing current plans and goals, suggesting alternatives and signposting to other agencies.

Planning involves but is not limited to using business review information to set measurable and time bound objectives and to set out the actions required to achieve them.

Performance Criteria

- 3.1 Objectives are set for the long, mid and short term.
- 3.2 The actions needed to achieve objectives are set out in terms of resources, responsibilities, timescales and means of monitoring.

Registration Data

Subfield:	Civil Society Management
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