

Unit ID: 689

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

**Title: Advise civil society based SMEs about
 writing business plans**

Level: 5

Credits: 8

Purpose

This unit standard specifies the competencies required to advise civil society based Small and Medium Enterprises about writing business plans. It includes explaining the different purposes and formats of business plans, evaluating the business's existing planning information, advising the business about further information it needs to collect and facilitating production of a well structured and comprehensive business plan. This unit standard is intended for business advisers.

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. 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
4. Assessment evidence may be collected from a real workplace, a simulated real workplace or an appropriate simulated realistic environment in which business advice is given.

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: Explain the different purposes and formats of business plans.

Range

The purposes of preparing business plans include but are not limited to securing finance from banks, securing support from donor and government agencies, assessing business viability and directing the activities of the business.

The formats of business plans include but are not limited to those set by banks, donor agencies and other sources of business finance.

Performance Criteria

- 1.1 The needs of each business are identified in terms of the purpose(s) for which the business plan is needed.
- 1.2 The guidance given in different situations is explained in terms of the identified needs of the business and its situation.
- 1.3 The format of the business plan is decided in terms of any requirements of sources of finance and the requirements of the business.

Element 2: Evaluate the business's existing planning information.

Performance Criteria

- 2.1 Regulations and legal structures which apply to the business's industry sector are known or researched. For example, a small scale mining business differs in its requirements from a craft producing business.
- 2.2 Marketing information is evaluated with respect to verifying its accuracy and sufficiency.
- 2.3 Operational and enabling information is evaluated with respect to verifying its sufficiency.
- 2.4 Financial information is evaluated with respect to verifying its accuracy, sufficiency and compliance with legal requirements.

Element 3: Advise about further information needed.

Performance Criteria

- 3.1 Gaps in planning information are identified. For example, the business may not have explored its competition; it may have underestimated certain future costs.
- 3.2 Advice is given about how to collect the required information.
- 3.3 A timescale for collection is agreed which is feasible.

Element 4: Facilitate production of a well structured and comprehensive business plan.

Range

Business plans contain but are not limited to the following sections: general introduction; legal structure; statement of mission, goals, objectives; the business structure; environment and market; financial information; cash flow statements; risk analysis and culminate with an overall assessment of business viability.

Performance Criteria

- 4.1 The process of developing a business plan is described in terms of involving the business and ensuring that the plan is owned by the business and not imposed on it.
- 4.2 Follow up activities are agreed between the adviser and the business.

Registration Data

Subfield:	Civil Society Management
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