

SKILLS PROGRAMME DOCUMENT



Skills Programme Title		Technopreneur			
NQF Level	4	Credits	60	Duration in days	75
Skills Programme ID		SP-220328			
Skills Programme Status	Approved	Start Date		End Date	
		11/03/2022		11/03/2027	
Last date for enrolment		11/03/2028	Last date for achievement		11/03/2031

SKILLS PROGRAMME DETAILS

1.	Title	Technopreneur
2.	Sub Title	OFO Code: 134903 OFO Title: Small Business Manager
3.	NQF Level	NQF Level 4
4.	Duration	600 Hours (75 Days)
5.	Credits	60
6.	Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
7.	Skills Programme Rationale	<p>Amongst other reasons, this skills programme has been developed in response to the report of the Presidential Commission on the 4th Industrial Revolution (4IR). The extent of 4IR today and its impact on businesses and the economy, is unparalleled. This implies that companies need to urgently prepare as 4IR and related technologies will shape the future of our world more powerfully than any other innovation this century. It impacts heavily on businesses and creates vast opportunities for Technopreneurs to establish themselves as small business owners in any ICT related field. Thus, creating a void which can easily be filled with learners who acquired suitable skills as start-up business owners.</p> <p>No similar skills programmes that have been approved by the QCTO</p> <p>Technopreneurs a derivative of entrepreneurs is one of the critical and scarce skills identified by the Department of Home Affairs. The MICT SETA has developed 10 4IR qualifications in the ICT sector and embarked on the development of 5 more qualifications. Each of these qualifications creates opportunities for individuals to establish themselves as Technopreneurs.</p> <p>Socio-economic benefits include possibilities of establishing start-up businesses in any community and encouraging local employment and creating work in local communities.</p> <p>Typical learners include individuals who have a passion to start their own businesses and have the technical skills to enter a niche market and provide in a market need.</p> <p>No professional registration is needed to operate as a Technopreneur.</p>
8.	Related registered qualification/s	Further Education and Training Certificate: New Venture Creation; NQF Level 4, 149 Credits (SAQA QUAL ID: 66249)
9.	Purpose	<p>A Technopreneur will be able to establish, manage and grow a business and create client relationships related to the 4IR skills in order to employ from the local community.</p> <p>Tasks that the learner will be able to know, do and understand after achievement of the skills programme include:</p> <ul style="list-style-type: none"> • Research problems, opportunities and solutions • Conceptualise a product or service and business idea • Manage and grow a business

10.	Content	<p><u>Knowledge Component</u></p> <ul style="list-style-type: none"> • 900101-000-00-KM-01, Conceptualising the business venture and product or service, NQF Level 4, Credits 2 • 216604-000-00-KM-12, Fundamentals of Design Thinking Innovation, NQF Level 4, Credits 1 • 900101-000-00-KM-03, Developing the business concept, NQF Level 4, Credits 11 • 900101-000-00-KM-04, Markets, Marketing and Sales, NQF Level 4, Credits 9 • 900101-000-00-KM-05, Business management and growth, NQF Level 4, Credits 10 <p>Total credits: 33</p>	<p><u>Application Component</u></p> <ul style="list-style-type: none"> • 900101-000-00-PM-01, Conceptualise and investigate the viability of a product or service for a small business venture, NQF Level 4, Credits 9 • 216604-000-00-PM-02, Participate in a Design Thinking for Innovation Workshop, NQF Level 4, Credits 4 • 900101-000-00-PM-03, Develop the concept (product or service) and business concept, NQF Level 4, Credits 7 • 900101-000-00-PM-04, Manage and Grow the Business, NQF Level 4, Credits 7 <p>Total credits: 27</p>
11.	Minimum entry requirements	<ul style="list-style-type: none"> • Technical (product or service) ability and knowledge in any field (which could be achieved through a skills programme). • NQF 4 with English and Mathematics Literacy 	
12.	Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)	<p>Exit Level Outcomes (ELO) 1 Conceptualise a product or service for your small business venture</p> <p>Associated Assessment Criteria (AACs)</p> <ul style="list-style-type: none"> • The viability of the business concept (product or service) is investigated. • A technical analysis of the concept (product or service) is conducted. • A market need analysis is conducted. • A financial assessment for the venture is conducted. <p>Exit Level Outcomes (ELO) 2 Demonstrate an understanding of design thinking principles</p> <p>Associated Assessment Criteria (AACs)</p> <ul style="list-style-type: none"> • Design thinking principles are understood. • The function of design thinking methodologies in innovation is understood. 	

		<ul style="list-style-type: none"> • The application of design thinking to develop an innovative business concept is considered. <p>Exit Level Outcomes (ELO) 3 Develop the concept into a product or a service</p> <p>Associated Assessment Criteria (AACs)</p> <ul style="list-style-type: none"> • Feasibility of the product or service (which may be technical aspect) is investigated and determined. • The market need for the concept is investigated and determined. • Concept designs are finalised based on the findings of the market analysis. • Economic feasibility is investigated and determined. • Product prototype and/or service model is investigated and determined. • A strategic market plan is developed for the business. • A strategic business plan is developed. • Business start-up processes are executed. <p>Exit Level Outcomes (ELO) 4 Manage and grow the business venture</p> <p>Associated Assessment Criteria (AACs)</p> <ul style="list-style-type: none"> • Production (applicable to learners manufacturing or processing a product) and/or service is established. • Business performance is managed and monitored. • Sales and distribution are monitored and expanded.
13.	<p>Continuous Assessment & Final Integrated Supervised Assessment (FISA)</p>	<p>Continuous Assessment</p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessments are set by the SDP in accordance with the outcomes provided.</p> <p>This may consist of a variety of methods, e.g. practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded, and be available for monitoring and/or evaluation by the QCTO.</p> <p>Final Integrated Supervised Assessment (FISA)</p> <p>All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.</p> <p>Format of FISA: A practical assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.</p>

		<p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.</p> <p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p> <p>Standards for Final Integrated Supervised Assessment (FISA):</p> <p>The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard)</p> <p>The FISA INSTRUMENT (Written case study, scenario or brief/task [similar to a job card]) must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose:</p> <p>A candidate must demonstrate that they are competent at conceptualising and managing a business related to the 4th Industrial Revolution (4IR) industry.</p> <p>The candidate must be given a business plan with errors to be analysed for inadequacies related to funding, marketing, business operations, etc. Candidates must be given suitable hardware and software.</p> <p>Tasks that the learner will be able to know, do and understand after achievement of the skills programme include:</p> <ol style="list-style-type: none"> 1. Analyse the business concept for viability, identify inadequacies and develop improvements. . 2. Analyse the business plan for viability related to funding, marketing and business operations, identify inadequacies and develop improvements. 3. Develop a marketing concept for presentation to potential investor. <p>The maximum time for the above is 6 hours.</p> <p>Pass mark is 75%.</p> <p>Whilst conducting the above, strategic, well-timed questions should be asked of the learner to assess embedded knowledge gained during the skills programme, as well as critical thinking and problem-solving skills: for e.g.</p> <ul style="list-style-type: none"> • "Why.....?" • "What would happen if ...?" • "When is done, what would the result be?"
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		<ul style="list-style-type: none"> • "How would you deal with"? • Etc. <p>The marking rubric/compliance checklist used to assess these competencies must include a section for the assessor/facilitator used in this session to make a note of competencies shown, (or not shown), as well as the questions that were asked, and a summary of the learner's answers, and state whether these are of the acceptable standard or not.</p> <p>The marking rubric/compliance checklist compiled should contain specific areas marked with an asterisk (*) as compulsory sections in order for the learner to be declared C (Competent). Compulsory sections are when the safety of the candidate or others would be affected if incorrectly completed.</p> <p>Submission of final results</p> <p>Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:</p> <ul style="list-style-type: none"> • Completed QA Verification Report on the FISA (QCTO template: relevant sections). • A copy of the final Assessment Instrument used, as well as the marking guideline / rubric.
14.	Recognition of Prior Learning	<ul style="list-style-type: none"> • Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme. • Learners who have acquired competencies in skills programme will be credited for such topics through RPL. • RPL for access to the Final Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.
15.	Work Opportunities/further learning	Self-employment and start-up small businesses
16.	Skills Development Provider Accreditation Requirements	<p>Infrastructure: Broadband internet connection, online accounting platform (which may be app on the phone), access to the business tools needed, trial version or open source ICT tools. Signed expressions of interest from the market place (for placement of learners for mentoring) will be an advantage.</p> <p>Learners must have access to computers (may be internet café), access to a "maker station" will be an advantage, access to tools and mechanisms</p>

		<p>to run the business upon completion of the SP, access to the business, product and/or service tools needed,</p> <p><i>Physical Requirements:</i></p> <ul style="list-style-type: none"> • The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the topics in all the knowledge modules as well as the applied knowledge in the practical skills. • QCTO/ MICT SETA requirements <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> • Lecturer/learner ratio of 1:20 (Maximum) • Qualification of lecturer (SME): <ul style="list-style-type: none"> ○ NQF 5 qualified in a qualification related to entrepreneurship with 3 years' business experience • Assessors and moderators: accredited by the MICT SETA <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> • Legal (product) licences to use the software for learning and training • OHS compliance certificate • Ethical clearance (where necessary)
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