

Alignment of the MicroMBA programme to unit standard 14444

NQF Level : 1

Credits : 7

Title : Demonstrate an understanding of a general business plan and adapt it to a selected business idea

Registration End Date : 2008-09-13

| Specific Outcome | Module learning outcome | Covered in : | Learning Methodology |
|---|---|---|---|
| SO 1: Explain and discuss the purpose of a business plan | <ul style="list-style-type: none"> Describe the components of a business plan Describe the need for a business plan Discuss the uses of a business plan Explain why they need a business plan | Workbook 6 Page 3 and 4 | Presentation Self study Individual activities |
| Assessment criteria | | Formative assessment | Summative assessment |
| 1. A business plan is described. | | Workbook 6 : Writing a Business Plan Draft Business Plan | Business Plan Presentation Final written Business Plan |
| 2. The need for, and use of, a business plan is discussed. Range : Access the finance, monitoring and development tool | | Workbook 6 : Writing a Business Plan Draft Business Plan | Business Plan Presentation Questioning |

| Specific Outcome | Module learning outcome | Covered in : | Learning Methodology |
|--|--|-----------------------------|---|
| SO 2 : Outline and analyse the components of a business plan | <ul style="list-style-type: none"> Identify important things that should be in a business plan List the important things that should be included in a business plan Explain what should be included in a business plan Explain the importance of each component of a business plan | Workbook 6 Page 4 – 20 | Self Study Questioning Presentation Individual activities |
| Assessment criteria | | Formative assessment | Summative assessment |
| 1. The different components of a business plan are listed Range : Title Page; Executive Summary; Introduction; Marketing Plan; SWOT Analysis; Financial Plan; Staff Structure; Technical Plan; Material Purchasing Plan; Environmental Impact Assessment; Conclusion and Appendices. | | Draft written business plan | <ul style="list-style-type: none"> Written Business Plan Presentation of Business Plan Questioning |
| 2. The different components of a business plan are explained. Range : Title Page; Executive Summary; Introduction; Marketing Plan; SWOT Analysis; Financial Plan; Staff Structure; Technical Plan; Material Purchasing Plan; Environmental Impact Assessment; Conclusion and Appendices. | | Draft written business plan | <ul style="list-style-type: none"> Written Business Plan Presentation of Business Plan Questioning |
| 3. The functions of the different components of the business plan are analysed Range : Title Page; Executive Summary; Introduction; Marketing Plan; SWOT Analysis; Financial Plan; Staff Structure; Technical Plan; Material Purchasing Plan; Environmental Impact Assessment; Conclusion and Appendices. | | Draft written business plan | <ul style="list-style-type: none"> Written Business Plan Presentation of Business Plan Questioning |

| Specific Outcome | Module learning outcome | Covered in : | Learning Methodology |
|---|---|--|--|
| SO 3 : Design and present a business plan relevant to the selected business idea | <ul style="list-style-type: none"> • Create a business plan for starting or expanding your own production / service / trading business • Present the Business plan orally | Workbooks 1,3,4 and 5 Workbook 6 Pages 3 - 27 | <ul style="list-style-type: none"> • Questioning • Individual activities • Self assessments |
| Assessment criteria | | Formative assessment | Summative assessment |
| 1. Information relating to the individual selected business idea is gathered and analysed | | Draft written business plan | <ul style="list-style-type: none"> • Written Business Plan |
| 2. The development of the business plan is assessed Range : Assess component by component, as well as draft to draft, i.e. assess each draft. | | Draft written business plan | <ul style="list-style-type: none"> • Written Business Plan |
| 3. The written business plan is assessed. Range : Assess against the generic business plan. | | Draft written business plan | <ul style="list-style-type: none"> • Written Business Plan |
| 4. Various presentation skills are explained Range : Body language; ability to answer questions; ability to convey ideas, tone, tempo. | | Presentation of draft business plan to facilitator | <ul style="list-style-type: none"> • Presentation of the final business plan to assessor • Questioning |
| 5. The oral presentation of the business plan is assessed. Range : Body language; ability to answer questions; ability to convey ideas, tone, tempo. | Presentation of draft business plan to facilitator | <ul style="list-style-type: none"> • Presentation of the final business plan to assessor • Questioning | |

| Essential Embedded Knowledge | Knowledge Component | Where? | How? |
|--|--|--|---|
| Literacy and Numeracy | <ul style="list-style-type: none"> Using a calculator Costing and Pricing | <ul style="list-style-type: none"> Workbook 2 Workbook 3 and 4 | Self study Questioning Practical exercises |
| Negotiation Skills | <ul style="list-style-type: none"> Buying Selling | <ul style="list-style-type: none"> Workbook 3 Workbook 5 | Presentation Self Study Questioning |
| Labour Laws | <ul style="list-style-type: none"> Labour Law | <ul style="list-style-type: none"> Facilitator presentation | Presentation Group discussion Questioning |
| Human rights and the constitution | <ul style="list-style-type: none"> Human rights and the constitution | <ul style="list-style-type: none"> Facilitator presentation Workbook 3 Workbook 5 | Presentation Group discussion Questioning |
| Health and Safety regulations | <ul style="list-style-type: none"> OHS Act Health regulations | <ul style="list-style-type: none"> Facilitator presentation | Group discussion Questioning |
| Awareness of contractual obligations | <ul style="list-style-type: none"> Contractual obligations | <ul style="list-style-type: none"> Workbook 6 | Self study Discussion |
| Technical knowledge applicable to business | <ul style="list-style-type: none"> Costing and Pricing Business Plan Money management Stock control Market investigation Buying Selling Using a calculator | <ul style="list-style-type: none"> Workbook 4 Workbook 6 Workbook 7 Workbook 8 Workbook 1 Workbook 3 Workbook 5 Workbook 2 | Self study Discussion Questioning Coaching projects |

| Critical Cross-field Outcomes | Covered in : - | Learning Methodology | Formative and Summative Assessment |
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| CCFO Identifying Identify and solve problems in which responses display that responsible decisions using critical and creative thinking have been made | Workbook 1, 3, 4, 6 and 7 | Individual activities Discussions Questioning | Workbook 1,3,4,6 and 7 Self Checks Final Check-ups |
| CCFO Working Work effectively with others as a member of a team, group, organisation and community. | Workbook 1 and 6 | Discussions Questioning Project | Workbook 1 and 6 Self Checks Final Check-ups |
| CCFO Organizing Organise and manage oneself and one`s activities responsibly and effectively | Workbooks 1 – 8 | Individual activities Discussion Questioning | Workbooks 1 -8 Self checks Final Check-ups |
| CCFO Collecting Collect, analyse, organise and critically evaluate information | Workbook 1 and 6 | Individual activities Discussion Questioning | Workbook 6 Business Plan Business Plan presentation |
| CCFO Communicating Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation | Workbook 2, 3, 4 and 6 | Individual activities Discussion Questioning | Workbook 6 Business Plan Business Plan presentation |
| CCFO Science Use science and technology effectively and critically, showing responsibility towards the environments and health of others | Workbook 2 | Individual activities | Workbook 2 Final Check-up Workbook 6 Business Plan Business Plan Presentation |
| CCFO Demonstrating Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation | “Mind Power” video by John Kehoe Workbooks 1 – 8 | Video viewing Group discussion Individual activities | Workbook 6 Business Plan Business Plan Presentation |