

## ENTREPRENEURIAL SKILLS

**ISCED UNIT CODE: 0413 541 17A**

**TVET CDACC UNIT CODE: APB/CU/AB/BC/04/6/MA**

### **Relationship to occupational standards**

This unit addresses the unit of competency: **Apply Entrepreneurial skills.**

**Duration: 40 hours**

### **Unit Description:**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves demonstrating an understanding of financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and developing business innovative strategies and business plans.

### **Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

<b>S/No</b>	<b>Learning Outcomes</b>	<b>Duration (Hours)</b>
1.	Apply financial literacy	10
2.	Apply the entrepreneurial concept	5
3.	Identify entrepreneurship opportunities	5
4	Apply business legal aspects	5
5	Innovate business strategies	5
6	Develop a business plan	10
	<b>TOTAL</b>	<b>40</b>

## Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply financial literacy	1.1 Personal finance management 1.2 Balancing between needs and wants 1.3 Budget Preparation 1.4 Saving management 1.5 Factors to consider when deciding where to save 1.6 Debt management 1.7 Factors to consider before taking a loan 1.8 Investment decisions 1.9 Types of investments 1.10 Factors to consider when investing money 1.11 Insurance services 1.12 insurance products available in the market 1.13 Insurable risks	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> <li>• Interviews</li> </ul>
2. Apply entrepreneurial concept	2.1 Difference between Entrepreneurs and Business persons 2.2 Types of entrepreneurs 2.3 Ways of becoming an entrepreneur 2.4 Characteristics of Entrepreneurs	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	2.5 salaried employment and self-employment 2.6 Requirements for entry into self-employment 2.7 Roles of an Entrepreneur in an enterprise 2.8 Contributions of Entrepreneurship	
3. Identify entrepreneurship opportunities	3.1 Sources of business ideas 3.2 Factors to consider when evaluating business opportunity 3.3 Business life cycle	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> </ul>
4. Apply business legal aspects	4.1 Forms of business ownership 4.2 Business registration and licensing processing 4.3 Types of contracts and agreements 4.4 Employment laws 4.5 Taxation laws	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> </ul>
5. Innovate business strategies	5.1 Creativity in business 5.2 Innovative business strategies 5.3 Entrepreneurial Linkages 5.4 ICT in business growth and development	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Project</li> <li>• Written assessment</li> <li>• Oral assessment</li> </ul>
6. Develop business plan	6.1 Business description 6.2 Marketing plan 6.3 Organizational/Management	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Written assessment</li> <li>• Project</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	plan 6.4 Production/operation plan 6.5 Financial plan 6.6 Executive summary 6.7 Business plan presentation 6.8 Business idea incubation	<ul style="list-style-type: none"> <li>Oral assessment</li> </ul>

### **Suggested Methods of Instruction**

- Practical
- Projects
- Group discussions
- Demonstration
- Field trips/site visits
- Direct instruction

### **Recommended Resources for 25 Trainees**

<b>S/No.</b>	<b>Category/Item</b>	<b>Description/ Specifications</b>	<b>Quantity</b>	<b>Recommended Ratio (Item: Trainee)</b>
<b>A</b>	<b>Learning Materials</b>			
1)	Power point presentations	For trainer's use	1	1:25
2)	Case studies	For trainee's use	5	1:5
3)	Business plan templates	For trainee's use	5	1:5
<b>B</b>	<b>Learning Facilities &amp; infrastructure</b>			
4)	Lecture/theory room	For trainers and trainee's use	1	1:25
5)	Computers	For trainee's use	10	1:2 or 1:3
6)				

<b>7)</b>	Internet	For Trainers and Trainee's use	1 connection	1:25
<b>8)</b>	Video clips	For trainers and Trainee's use	Varies	Varies
<b>9)</b>	Newspapers and Handouts	For trainee's use	5	1:5
<b>10)</b>	Business Journals	For trainee's use	5	1:5
<b>C</b>	Consumable materials			
<b>11)</b>	Sets of Writing materials	For trainee's use	25	1:1
<b>D</b>	Tools and Equipment			
<b>12)</b>	Overhead projector	For trainer's use	1	1:25