

## ENTREPRENEURIAL SKILLS

**UNIT CODE:** 0413441 04B

**TVET CDACC UNIT CODE:** ENG/CU/MDE/BC/04/5/MA

**UNIT DURATION:** 40 hours

### **Relationship to occupational standards**

This unit addresses the unit of competency: Apply entrepreneurial skills.

### **Unit Description:**

This unit covers the competencies required to apply entrepreneurial skills. It involves applying financial literacy, applying entrepreneurial concepts, identifying entrepreneurship opportunities, applying business legal aspects, and developing business innovative strategies and developing business plans.

### **Summary of Learning Outcomes**

S/No	Learning Outcome	Duration in hours.
1.	To apply financial literacy	6
2.	To apply the entrepreneurial concept	4
3.	To identify entrepreneurship opportunities	6
4.	To apply business legal aspects	6
5.	To innovate business strategies	6
6.	To develop a business plan	12
	<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.Sources of personal and business funds	<ul style="list-style-type: none"><li>• Practical Assessment</li><li>• Project</li></ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	1.2. Personal finance management 1.3. Balancing between needs and wants 1.4. Budget Preparation 1.5. Saving management 1.6. Factors to consider when deciding where to save 1.7. Debt management 1.8. Factors to consider before taking a loan 1.9. Investment decisions 1.10. Types of investments 1.11. Factors to consider when investing money 1.12. Insurance services 1.13. insurance products available in the market 1.14. Insurable risks	<ul style="list-style-type: none"> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> <li>• Written Assessment</li> <li>• Oral Questioning</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 2.5. salaried employment and self-employment 2.6. Requirements for entry into self-	<ul style="list-style-type: none"> <li>• Practical Assessment</li> <li>• Project</li> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> <li>• Written Assessment</li> <li>• Oral Questioning</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<p>employment</p> <p>2.7.Roles of an Entrepreneur in an enterprise</p> <p>2.8.Contributions of Entrepreneurship</p>	
3. Identify Entrepreneurship Opportunities	<p>3.1.Sources of business ideas</p> <p>3.2.Factors to consider when evaluating business opportunity</p> <p>3.3.Business life cycle</p>	<ul style="list-style-type: none"> <li>• Practical Assessment</li> <li>• Project</li> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> <li>• Written Assessment</li> <li>• Oral Questioning</li> </ul>
4. Apply Business Legal Aspects	<p>4.1.Forms of business ownership</p> <p>4.2.Business registration and licensing processing</p> <p>4.3.Types of contracts and agreements</p> <p>4.4.Employment laws</p> <p>4.5.Taxation laws</p>	<ul style="list-style-type: none"> <li>• Practical Assessment</li> <li>• Project</li> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> <li>• Written Assessment</li> <li>• Oral Questioning</li> </ul>
5. Innovate Business Strategies	<p>5.1.Creativity in business</p> <p>5.2.Innovative business strategies</p> <p>5.3.Entrepreneurial Linkages</p> <p>5.4.ICT in business growth and development</p>	<ul style="list-style-type: none"> <li>• Practical Assessment</li> <li>• Project</li> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> <li>• Written Assessment</li> <li>• Oral Questioning</li> </ul>
6. Develop Business Plan	<p>6.1.Business description</p> <p>6.2.Marketing plan</p> <p>6.3.Organizational Management plan</p>	<ul style="list-style-type: none"> <li>• Practical Assessment</li> <li>• Project</li> <li>• Third Party Report</li> <li>• Portfolio of Evidence</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	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>• Written Assessment</li> <li>• Oral Questioning</li> </ul>

### **Suggested Methods of Instruction**

- Direct instruction with active learning strategies
- Project (Business plan)
- Case studies
- Field trips
- Group Discussions
- Demonstration
- Question and answer
- Problem solving
- Experiential
- Team training
- Guest speakers

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### **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.	Textbooks	J. Bird Electrical and Electronic	5 pcs for each	1:5

		Principles V.K. Mehta & R. Mehta Basic Electrical Engineering		
2.		Newspapers and Handouts	5 pcs	1:5
3.		Business Journals	1 pc for each	1:25
4.		Case studies	5 pcs	1:5
5.		Business plan templates	5 pcs	1:5
6.	Power point presentations	For trainer's use	1	1:25
<b>B</b>	<b>Learning Facilities &amp; Infrastructure</b>			
6.	Lecture/theory room	60m <sup>2</sup>	1	1:25
7.	Computer laboratory	100m <sup>2</sup>	1	1:25

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