

ENTREPRENEURIAL SKILLS

ISCED UNIT CODE: 0413 541 19A

TVET CDACC UNIT CODE: HOSCU/FBM/BC/01/6/MA

Relationship with occupational standards

This unit addresses the unit of learning: Apply Entrepreneurial skills.

Duration of unit: 40 Hours

Unit Description:

This unit of learning covers the learning outcomes, content, assessment methods, methods of delivery and resources required to apply Entrepreneurial skills. It involves applying financial literacy apply the entrepreneurial concept, identifying entrepreneurship opportunities, applying business legal aspects, innovating Business Strategies, developing Business Plan and applying financial literacy

Summary of learning outcomes

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

S/No	Learning Outcomes	Duration (Hours)
1.	Apply financial literacy	6
2.	Apply the entrepreneurial concept	4
3.	Identify entrepreneurship opportunities	6
4.	Apply business legal aspects	6
5.	Innovate Business Strategies	6
6.	Develop Business Plan	12
Total		40

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	<ul style="list-style-type: none">• Observation• Project• Written assessment• Oral assessment• Third party report• Interviews

Learning outcome	Content	Suggested Assessment Methods
	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	
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-employment 2.7 Roles of an Entrepreneur in an enterprise 2.8 Contributions of Entrepreneurship	<ul style="list-style-type: none"> • Observation • Project • Written assessment • Oral assessment • Third party report •
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"> • Observation • Project • Written assessment • Oral assessment • Third party report
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	<ul style="list-style-type: none"> • Observation • Project • Written assessment • Oral assessment • Third party report

Learning outcome	Content	Suggested Assessment Methods
	4.5 Taxation laws	
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"> • Observation • Project • Written assessment • Oral assessment • Third party report
6. Develop Business Plan	6.1 Business description 6.2 Marketing plan 6.3 Organizational/Management 6.4 plan 6.5 Production/operation plan 6.6 Financial plan 6.7 Executive summary 6.8 Business plan presentation 6.9 Business idea incubation	<ul style="list-style-type: none"> • Observation • Written assessment • Project • Oral assessment • Third party report

Suggested Methods of Instruction

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- 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

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning materials			
1.	Textbooks	Comprehensive texts books on Entrepreneurial Skills	30 pcs	1:1
2.	PowerPoint Presentations	For trainer's use, covering course content and practical applications	1	1:30
3.	Projector	Functional projector for displaying content during presentations	1	1:30
4.	Media Resources	These include but are not limited to: <ul style="list-style-type: none"> • Video Clips • Audio Clips • TV Sets • Radio Sets • Newspapers • Business Journals • Case studies 		
5.	Templates	Templates for creating various documents e.g., business plan, invoices etc.	30	1:1
6.	White board	Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction	1	1:30
B	Learning facilities & Infrastructure			
1.	Lecture/Theory Room /Learning resource Area*	Spacious, equipped with projectors and Seats for 30 trainees, approximately 45 sqm (5 m x 9 m)	1	1:30

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Item: Trainee)
2.	Computer Laboratory	Equipped with at least 15 functional computers with internet connectivity and the following software: <ul style="list-style-type: none"> • Windows/ Linux/ Macintosh Operating System • Microsoft Office Software • Google Workspace Account • Antivirus Software 	1	1:1
C	Consumable Materials			
1.	Writing Materials	Writing materials for note taking	Enough	
2.	Flashcards	For carrying out various activities by trainees	Enough	
3.	Charts	Sufficient for group work activities and displaying	Enough	
4.	Whiteboard Marker Pens	Dry-erase markers for trainers use. Assorted colors	Enough	

FOOD AND BEVERAGE COST AND CONTROL

UNIT CODE: 0413 551 13A

TVET CDACC UNIT CODE: HOSCU/FBO/CR/01/5/MA

UNIT DURATION: 100 Hours

Relationship to Occupational Standards

This unit addresses the Unit of Learning: **Perform food and beverage cost and control**

UNIT DESCRIPTION

This unit of learning covers the learning outcomes, content, assessment methods, methods of delivery and resources required to perform food and beverage cost and control. It involves performing food and beverage purchasing and receiving procedures, food and beverage store keeping procedures, food and beverage costing and pricing, food and beverage labor cost control and preparing food and beverage budgets.

Summary of learning outcomes

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

S/No	Learning Outcomes	Duration (Hours)
1.	Perform food and beverage purchasing and receiving procedures.	10
2.	Perform food and beverage store keeping procedures	25
3.	Perform food and beverage costing and pricing	20
4.	Perform food and beverage labor cost control	20
5.	Prepare food and beverage budgets	25
Total		100

Learning outcomes, Content and Suggested Assessment Methods

Learning outcome	Content	Suggested Assessment Methods
1. Perform food and beverage purchasing and	1.1 Introduction to purchasing 1.1.1 Definition of terms <ul style="list-style-type: none">• Purchasing• Receiving	<ul style="list-style-type: none">• Practical• Projects• Third party report• Simulation