

The Services SETA (Sector Education & Training Authority)  
 15 Sherborne Road, Parktown, Gauteng, 2193,  
 P O Box 3322, Houghton, 2041  
 Email: [customercare@serviceseta.org.za](mailto:customercare@serviceseta.org.za),  
 Website: [www.serviceseta.org.za](http://www.serviceseta.org.za)  
 Tel: 011 276 9600, Fax: 011 276 9623



## SERVICES SETA ACCREDITATION EVALUATION REPORT

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### PROVIDER CONTACT DETAILS:

<b>Registered Name of Provider:</b>	<b>Genius Business College</b>
<b>Trading Name of Provider:</b>	Genius Business College
<b>Satellite campuses if any:</b>	None
<b>Contact Person:</b>	Mike Nyondo
<b>Tel:</b>	062 688 0213
<b>Fax:</b>	None
<b>Cell:</b>	062 688 0213
<b>E-mail:</b>	<a href="mailto:mike@geniusbusinesscollege.com">mike@geniusbusinesscollege.com</a>
<b>Physical Address:</b>	56 4th Street 5ave Bophelong Center Office 109, Springs, Gauteng, 1051
<b>Postal Address:</b>	56 4th Street 5ave Bophelong Center Office 109, Springs, Gauteng, 1051
<b>Company registration number:</b>	2020/145719/07

**Date of Report: 04 December 2020**

**Provider Programme Approval Number: 14200**

## Introduction

This is a report of an institutional and learning programme evaluation of **Genius Business College** undertaken by the **SSETA- Services Sector Education Training Authority**.

The principal purpose of this evaluation report is to provide feedback on the extent to which **Genius Business College** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the **SSETA- Services Sector Education Training Authority** accreditation criteria.

### 1. Method & Evaluation process followed:

The accreditation process has 3 phases:

#### Step 1: Application form by Provider

The provider completed the Online Application for Accreditation form as part of the accreditation process. The application form served as a guide for **SSETA- Services Sector Education Training Authority** appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

#### Step 2: Desktop Evaluation

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through desktop, which took place at **SSETA – Services Sector Education Training Authority**, as per **SSETA- Services Sector Education Training Authority** criteria.

#### Step 3: Outcome of the evaluation

The outcome of evaluation of the application for accreditation is communicated to the provider only once the evaluator's recommendations have been verified and ratified by **SSETA- Services Sector Education Training Authority** Accreditations division.

### Glossary of abbreviations used in this report:

SAQA- South African Qualifications Authority  
 QCTO- Quality Council for Trades and Occupations  
 SSETA- Services Sector Education Training Authority  
 SETA- Sector Education Training Authority  
 PA- Programme approval  
 NYR- Not yet recommended  
 MoU- Memorandum of Understanding  
 US- Unit Standard  
 SO- Specific outcome  
 AC – Assessment criteria

CCFO's- Critical cross-field outcomes  
 EEK's- Essential embedded knowledge  
 RPL- Recognition of Prior Learning

## 2. Type of Submission:

<b>First time evaluation:</b>	<b>X</b>
<b>Remedial Evaluation:</b>	
<b>Extension of Scope Evaluation:</b>	
<b>MOU: Programme Approval</b>	
<b>Monitoring Site Visit Remedial Evaluation</b>	

## 3. Outcome of Evaluation:

### Accreditation status:

<b>Learning Programme Title</b>	<b>Provisional Accreditation Recommended</b>	<b>Full Accreditation Recommended</b>	<b>Not Yet Recommended</b>	<b>Programme Approval Recommended (MOU Providers)</b>
SAQA ID: 66249 - FETC: New Venture Creation	<b>X</b>			
SAQA ID: 49648 - NC: New Venture Creation (SMME)	<b>X</b>			

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No. 67 of 2008) and Skills Development Act (Act No. 97 of 1998, as amended), this report serves to confirm that **Genius Business College, is Recommended for Provisional Accreditation status** as a skills development provider for the following learning programme:

Name of Learning programme/ Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Component	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
						Qualification / US	Qualification / US Title	
<b>National Certificate: New Venture Creation (SMME)</b>	<b>Proramme Approval Recommended</b>	<b>02</b>	<b>138</b>	<b>2023-06-30</b>		<b>49648</b>	<b>National Certificate: New Venture Creation (SMME)</b>	<b>Qualification ID: 49648</b> <b>Qualification Title:</b> National Certificate: New Venture Creation (SMME) <b>NQF Level:</b> 02 <b>Credits:</b> 138 <b>Registration start date:</b> 2018-07-01 <b>Registration end date:</b> 2023-06-30 <b>Last date of enrolment:</b> 2024-06-30 <b>Last date of achievement:</b> 2027-06-30
		2	2	2023-06-30	Core	113924	Apply basic business ethics in a work environment	
		2	2	2023-06-30	Core	114974	Apply the basic skills of customer service	
		2	4	2023-06-30	Core	114959	Behave in a professional manner in a business environment	

		2	8	2023-06-30	Core	119666	Determine financial requirements of a new venture	
		2	7	2023-06-30	Core	119673	Identify and demonstrate entrepreneurial ideas and opportunities	
		2	8	2023-06-30	Core	119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	
		2	8	2023-06-30	Core	119668	Manage business operations	
		2	10	2023-06-30	Core	119674	Manage finances for a new venture	
		2	7	2023-06-30	Core	119672	Manage marketing and selling processes of a new venture	
		2	6	2023-06-30	Core	119669	Match new venture opportunity to market needs	
		2	8	2023-06-30	Core	119670	Produce a business plan for a new venture	

		2	5	2023-06-30	Fundamental	8963	Access and use information from texts	
		2	3	2023-06-30	Fundamental	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	
		2	3	2023-06-30	Fundamental	7480	Demonstrate understanding of rational and irrational numbers and number systems	
		2	3	2023-06-30	Fundamental	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	
		2	5	2006-02-09	Fundamental	8962	Maintain and adapt oral communication	

		2	5	2010-02-09	Fundamental	8967	Use language and communication in occupational learning programmes	
		2	2	2023-06-30	Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	
		2	5	2023-06-30	Fundamental	9007	Work with a range of patterns and functions and solve problems	
		2	5	2006-02-09	Fundamental	8964	Write for a defined context	
		3	4	2023-06-30	Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	
		3	8	2023-06-30	Elective	119712	Tender for business or work in	

							a selected new venture	
		3	10	2023-06-30	Elective	119671	Administer contracts for a selected new venture	
		3	5	2023-06-30	Elective	13932	Prepare and process documents for financial and banking processes	
		3	3	2023-06-30	Elective	13929	Co-ordinate meetings, minor events and travel arrangements	
		3	4	2023-06-30	Elective	13930	Monitor and control the receiving and satisfaction of visitors	

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No. 67 of 2008) and Skills Development Act (Act No. 97 of 1998, as amended), this report serves to confirm that **Genius Business College, is Recommended for Provisional Accreditation status** as a skills development provider for the following learning programme:

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
					Qualification / US	Qualification / US Title	
<b>Further Education and Training Certificate: New Venture Creation</b>	<b>Programme Approval Recommended</b>	<b>4</b>	<b>149</b>	<b>2023-06-30</b>	<b>66249</b>	<b>Further Education and Training Certificate: New Venture Creation</b>	<b>Qualification ID: 66249</b> <b>Qualification Title:</b> Further Education and Training Certificate: New Venture Creation <b>NQF Level: 4</b> <b>Credits: 149</b> <b>Registration start date: 2018-07-01</b> <b>Registration end date: 2023-06-30</b> <b>Last date of enrolment: 2024-06-30</b> <b>Last date of achievement: 2027-06-30</b>
Core		4	4	2023-06-30	114600	Apply innovative thinking to the development of a small business	
Core		4	6	2023-06-30	263455	Apply the principles of costing and pricing to a business venture	
Core		4	5	2023-06-30	263356	Demonstrate an understanding of an entrepreneurial profile	
Core		4	5	2023-06-30	263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	

Core	4	6	2023-06-30	120389	Explain and apply the concept, principles and theories of motivation in a leadership context
Core	4	5	2023-06-30	114584	Finance a new venture
Core	4	4	2023-06-30	263534	Implement an action plan for a new venture
Core	4	6	2023-06-30	263474	Manage finances of a new venture
Core	4	4	2023-06-30	114805	Manage general administration
Core	4	5	2023-06-30	13948	Negotiate an agreement or deal in an authentic work situation
Core	4	6	2023-06-30	263434	Plan and manage production/operations in a new venture
Core	4	4	2023-06-30	263456	Plan strategically to improve new venture performance
Core	4	8	2023-06-30	114592	Produce business plans for a new venture
Core	4	5	2023-06-30	114596	Research the viability of new venture ideas/opportunities
Core	5	9	2023-06-30	116394	Implement and manage human resource and labour relations policies and acts

Fundamental		3	5	2023-06-30	119472	Accommodate audience and context needs in oral/signed communication	
Fundamental		3	5	2023-06-30	119457	Interpret and use information from texts	
Fundamental		3	5	2023-06-30	119467	Use language and communication in occupational learning programmes	
Fundamental		3	5	2023-06-30	119465	Write/present/sign texts for a range of communicative contexts	
Fundamental		4	6	2023-06-30	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
Fundamental		4	5	2023-06-30	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
Fundamental		4	5	2023-06-30	119469	Read/view, analyse and respond to a variety of texts	
Fundamental		4	4	2023-06-30	9016	Represent analyse and calculate shape and motion in 2-and 3-	

						dimensional space in different contexts	
Fundamental		4	5	2023-06-30	119471	Use language and communication in occupational learning programmes	
Fundamental		4	6	2023-06-30	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	
Fundamental		4	5	2023-06-30	119459	Write/present/sign for a wide range of contexts	
Elective		4	8	2023-06-30	13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	
Elective		4	4	2023-06-30	242655	Demonstrate knowledge and application of ethical conduct in a business environment	

**ETD Staff Details:**

<b>List of Facilitators</b>	<b>Learning Programmes Delivered by Facilitator</b>	<b>Qualifications and Experience</b>
Mpho Tlhale ID: 5907295782081	SAQA ID: 49648 SAQA ID: 66249	Identity, qualifications and work experience verified as per constituent registration. <b>SLA:</b> Provided <b>Constituent Assessor Registration:</b> Available
<b>List Constituent Assessors</b>	<b>Unit Standards/ Qualifications the Assessor is assessing</b>	<b>Qualifications and Experience</b>
Mpho Tlhale ID: 5907295782081	SAQA ID: 49648 SAQA ID: 66249	Identity, qualifications and work experience verified as per constituent registration. <b>SLA:</b> Provided <b>Constituent Assessor Registration:</b> Available
<b>List Constituent Moderators</b>	<b>Unit Standards/ Qualifications the Moderator is moderating</b>	<b>Qualifications and Experience</b>
Bekithemba Mkwananzi ID: EN073504	SAQA ID: 49648 SAQA ID: 66249	Identity, qualifications and work experience verified as per constituent registration. <b>SLA:</b> Provided <b>Constituent Moderator Registration:</b> Available

## 8 Core criteria

Criteria	Comments
1. Policy statement: The organization's aims, objectives and purposes are spelt out	<p><b>Primary SETA:</b> New Application  <b>Accreditation Number:</b> N/A  <b>Accreditation Expiry Date:</b> N/A  <b>Vision:</b> Available  <b>Mission:</b> Available  <b>Organogram:</b> Available</p>
2. QMS: Outline procedures that implement quality management	<p><b>The Provider has submitted a QMS containing the following policies and/or procedures.</b></p> <ul style="list-style-type: none"> <li>• Management Systems</li> <li>• Organizational Objectives</li> <li>• Quality Assurance</li> <li>• Strategic Management</li> <li>• Marketing and Communications</li> <li>• Financial Management</li> <li>• Administrative</li> <li>• Resource Management</li> <li>• Occupational Health and Safety</li> <li>• Record Keeping</li> <li>• Management System Review Policy/Internal Audit</li> <li>• Evaluation Review Mechanism</li> <li>• HIV and AIDS</li> <li>• Procurement</li> <li>• Human Resource Management</li> <li>• Human Resources Administration</li> <li>• Staff Disciplinary Code</li> <li>• Learner Management Systems</li> <li>• Programme Development, Delivery and Evaluation</li> <li>• Grievance</li> <li>• Management of Off-Site and On-Site Learning</li> <li>• Learner Certification</li> <li>• Learner Disciplinary Code</li> <li>• Learner Admission</li> <li>• Special Education Needs</li> <li>• Recognition of Prior Learning</li> <li>• Learner Support</li> <li>• Assessment</li> <li>• Moderation</li> <li>• Appeals</li> <li>• Credit Accumulation and Transfer</li> <li>• Teaching, Learning and Assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Language</li> <li>• Work Placement</li>   <li>• The QMS has been approved.</li> <li>• The issue date is 19 November 2018.</li> <li>• The next review date is 19 November 2020.</li> <li>• The QMS is Version number 1.</li> </ul>
<p>3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored</p>	<ul style="list-style-type: none"> <li>• The Provider has a Quality Management System Review Policy in place.</li> </ul>
<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p><b>The Provider applied for accreditation for the following QCTO referred qualifications. Details of the evaluation are outlined below.</b></p> <p><b>General Comments:</b></p> <ul style="list-style-type: none"> <li>• The QCTO referral letter is available. Reference: SSETA/202004/21EE0106.</li> <li>• The Provider has requested the use of Service SETA's learning material.</li> </ul> <p><b>Comments on the evaluation of learning material:</b></p> <p><b>Qualification ID: 49648</b>  <b>Qualification Title:</b> National Certificate: New Venture Creation (SMME)  <b>NQF Level:</b> 02  <b>Credits:</b> 138</p> <p><b>Qualification ID: 66249</b>  <b>Qualification Title:</b> Further Education and Training Certificate: New Venture Creation  <b>NQF Level:</b> 4  <b>Credits:</b> 149</p> <p><b>Comments on the evaluation of learning material (49648 &amp; 66249)</b></p> <ul style="list-style-type: none"> <li>• Services SETA is able to provide learning material for the above qualifications.</li> <li>• <b>A Pre-moderation Report</b> and 2<sup>nd</sup> language learning material will not be provided.</li> </ul> <p><b>Remedial Comment:</b></p>

	<ul style="list-style-type: none"> <li>The Provider must have the learning material pre-moderated by a constituent moderator, prior to delivery of the learning programme and update the learning material with all gaps that are identified prior to programme delivery. This includes obtaining 2<sup>nd</sup> language learning material for FETC level 4 qualifications.</li> </ul>
5. Staff policies: Outline policies and procedures for staff selection, appraisal and development	<p>The Provider has the following staff policies in place:</p> <ul style="list-style-type: none"> <li>Human Resource Management</li> <li>Human Resources Administration</li> <li>Staff Disciplinary Code</li> <li>Grievance</li> </ul>
6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support	<p>The Provider has the following learner policies and procedures in place:</p> <ul style="list-style-type: none"> <li>Learner Disciplinary Code</li> <li>Learner Admission</li> <li>Learner Support</li> </ul>
7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed	<p>The Provider has the following assessment policies and procedures in place:</p> <ul style="list-style-type: none"> <li>Recognition of Prior Learning</li> <li>Assessment</li> <li>Moderation</li> <li>Appeals</li> <li>Credit Accumulation and Transfer</li> </ul>
8. Management system and policies: Indicate the financial, administrative and physical structures and resources of the organization, as well as procedures of accountability within the organization	<ul style="list-style-type: none"> <li><b>Company registration document</b> - Available. The company registration number is <b>2020/145719/07</b>.</li> <li><b>Tax clearance certificate</b> – Not yet available.</li> <li><b>Annual financial statements</b> - Not yet available.</li> <li><b>Accountant’s letter confirming appointment</b> – Available from Equity Point Solutions - SAIBA, PR. NO. SAIBA3926.</li> <li><b>Evidence of a Business Bank Account</b> – Available from SBSA.</li> <li><b>Business Plan</b> – Available.</li> <li><b>Offsite venue inspection checklist</b> – Available.</li> <li><b>Lease Agreement</b> – Available.</li> <li><b>Public Liability insurance cover</b> – Not applicable.</li> <li><b>OHS Compliance Certificate</b> – Not applicable.</li> </ul>

	<p><b>Remedial Comments:</b> The Provider must submit the following:</p> <ul style="list-style-type: none"> <li>• <b>Tax clearance certificate</b> – Not yet available.</li> <li>• <b>Annual financial statements</b> - Not yet available.</li> </ul>
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<b>General Comments:</b>

**Areas for Remediation:****Short-term requirements:**

Description of Remediation	Comment (Evaluator)

**Long term requirements:**

Description of Remediation	Comment (Evaluator)
<b>Programme delivery</b>	<p><b>Qualification ID: 49648</b> <b>Qualification Title:</b> National Certificate: New Venture Creation (SMME) <b>NQF Level:</b> 02 <b>Credits:</b> 138</p> <p><b>Qualification ID: 66249</b> Qualification Title: Further Education and Training Certificate: New Venture Creation NQF Level: 4 Credits: 149</p> <p><b>Comments on the evaluation of learning material (49648 &amp; 66249)</b></p> <ul style="list-style-type: none"> <li>• Services SETA is able to provide learning material for the above qualifications.</li> <li>• <b>A Pre-moderation Report</b> and 2<sup>nd</sup> language learning material will not be provided.</li> </ul> <p><b>Remedial Comment:</b></p>

	<ul style="list-style-type: none"> <li>The Provider must have the learning material pre-moderated by a constituent moderator, prior to delivery of the learning programme and update the learning material with all gaps that are identified prior to programme delivery. This includes obtaining 2<sup>nd</sup> language learning material for FETC level 4 qualifications.</li> </ul>
<b>Management system</b>	<p><b>Remedial Comments:</b> The Provider must submit the following:</p> <ul style="list-style-type: none"> <li><b>Tax clearance certificate</b> – Not yet available.</li> <li><b>Annual financial statements</b> - Not yet available.</li> </ul>

**History of Provider Accreditation:**

Learning Programme against accreditation	Accreditation Status	Qualification	NQF	Credits	US Expiry Date
N/A					

**Name of Evaluator:** Pradeshini Poovan**Executive Manager:** Andile Sipengane**Signature:**

**Date:** 02 December 2020**Signature:**

**Date:** 04 December 2020

### Conditions/ Conclusion

- I) **Genius Business College is Recommended for Provisional Accreditation** status for the learning programmes as detailed above.
- II) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- III) Providers must comply with all applicable current and future statutory requirements for accreditation.
- IV) A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.

Finally the Services SETA wishes to congratulate **Genius Business College** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

The Services SETA (Sector Education & Training Authority)  
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Date: 04 December 2020

Mike Nyondo  
 56 4th Street  
 5ave Bophelong Center Office 109,  
 Springs,  
 Gauteng, 1051

Tel: 062 688 0213

E-mail: [mike@geniusbusinesscollege.com](mailto:mike@geniusbusinesscollege.com)

Dear Mike Nyondo

**Services SETA Programme Approval No: 14200**

**RE - Accreditation of Provider – Genius Business College – 2020/145719/07**

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No. 67 of 2008) and Skills Development Act (Act No. 97 of 1998, as amended), this letter serves to confirm that **Genius Business College**, has been **Recommended for Provisional Accreditation status** as a skills development provider in line with the SAQA qualifications last date of enrolment.

Name of Learning / Skills Programme	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual / US ID	Title	
National Certificate: New Venture Creation (SMME)	2	138	2023-06-30	49648	National Certificate: New Venture Creation (SMME)	<b>Qualification ID:</b> 49648 <b>Qualification Title:</b> National Certificate: New Venture Creation (SMME) <b>NQF Level:</b> 2 <b>Credits:</b> 138 <b>Registration start date:</b> 2018-07-01 <b>Registration end date:</b> 2023-06-30 <b>Last date of enrolment:</b> 2024-06-30 <b>Last date of achievement:</b> 2027-06-30

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Further Education and Training Certificate: New Venture Creation	4	149	2023-06-30	66249	Further Education and Training Certificate: New Venture Creation	<b>Qualification ID:</b> 66249 <b>Qualification Title:</b> Further Education and Training Certificate: New Venture Creation <b>NQF Level:</b> 4 <b>Credits:</b> 149 <b>Registration start date:</b> 2018-07-01 <b>Registration end date:</b> 2023-06-30 <b>Last date of enrolment:</b> 2024-06-30 <b>Last date of achievement:</b> 2027-06-30
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A comprehensive report in terms of the evaluation of your accreditation is included. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA - Services Sector Education Training Authority** with the required information as per the stipulations.

Your approval number must be utilised by **Genius Business College** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to Services SETA within 7 working days of receipt of this accreditation letter.
2. Submit learner enrolments to Services SETA as soon as learners have been enrolled onto the learning intervention within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation on the approved learning intervention.
4. Upload learner achievements to Services SETA in order to complete Services SETA's quality assurance learner achievements process for external moderation to be conducted by the Services SETA.

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Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

The Services SETA wishes to congratulate **Genius Business College** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact Services SETA.

Yours sincerely

A handwritten signature in black ink, appearing to read "A. Sipengane", with a long horizontal stroke extending to the right.

**Andile Sipengane**  
**Executive Manager: Core Business**