signa ACADEMY

TRAINING WITH EASE AND INTEGRITY

# OCCUPATIONAL CERTIFICATE: SMALL BUSINESS CONSULTANT

## SUPERVISORY & LEADERSHIP DEVELOPMENT PROGRAMME

**SAQA ID:**
**118741**

**SETA:**
**SERVICES SETA**

**NFQ LEVEL:**
**5**

**CREDITS:**
**244**

**DURATION:**
**24 MONTHS**

## BUILDING TOMORROW'S LEADERS FROM WITHIN

## START FROM ZERO. RISE TO LEAD.

At **Signa Academy**, we believe that in investing in Leadership potential drives performance, innovation and long-term organisational growth.

This programme empowers individuals from within your organisation to become the managers of tomorrow, strengthening succession pipelines and building resilient teams. Our accredited 24-month blended leadership development journey provides future leaders with the mindset, tools, and skills to lead operationally, think strategically, and build sustainable businesses.

## WHY INVEST IN INTERNAL LEADERSHIP DEVELOPMENT?

- **SUCCESSION PLANNING:** Ensure continuity by preparing future managers now.
- **B-BBEE RETURN ON INVESTMENT:** Skills development through learnerships earns maximum points under the B-BBEE scorecard.
- **COST-EFFICIENCY & CULTURE FIT:** Promote those who already understand your business - no recruitment or onboarding required.
- **LONG-TERM GROWTH:** Strategic investment into people translates into long-term returns for the business.
- **ADAPTABLE TO YOUR OPERATIONS:** We customise the rollout plan to match your company's operational rhythm.

## PROGRAMME OVERVIEW

This programme offers participants a combination of core business skills through a structured learnership programme, supplemented by soft skills and the use of technology to optimally function in a business environment.

## ENTRY REQUIREMENTS

NQF Level 4 Qualification.

## WHO THIS QUALIFICATION IS AIMED AT

This nationally recognised qualification is designed for employees progressing into junior management and supervisory roles. The programme is ideal for:

- Internal talent flagged for succession
- Supervisors and team leads needing structured leadership development
- Staff in advisory, consulting, or operational support roles
- Organisations seeking to empower employees while earning B-BBEE points

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## CORE LEADERSHIP COMPETENCY AREAS COVERED IN THIS PROGRAMME:

Our blended delivery model (contact sessions + eLearning) develops core leadership and business acumen through:

- Regulatory and legislative framework, Compliance and Risk profiling
- Business skills including Strategic and Operational planning
- In depth understanding of Professional business success factors
- Marketing and Principles of tendering
- Finance and including costing and pricing
- Evaluation of business success, requirements and rescue strategies
- Business requirements and business rescue strategies
- Essential leadership skills including communication, ethics, change management and coaching
- Project management
- Basics of legal documentation
- Use of technology in a business environment, pc skills and the use of AI
- Writing of business reports

## WORKPLACE-BASED APPLICATION

Learners apply what they learn through structured, real-world work experience modules — embedding capability into your day-to-day operations.

## CUSTOMISED. ACCESSIBLE. IMPACTFUL.

- **CUSTOM CONTENT:** We integrate your business-specific content into the course (e.g., processes, values, case studies).
- **FLEXIBLE SCHEDULING:** Rollout aligned to your operational demands.
- **INCLUSIVE DELIVERY:** Face-to-face, online, or blended learning across South Africa.
- **GUIDED JOURNEY:** Learners are supported through facilitator mentoring, coaching, and assessment preparation.
- **WORKPLACE INTEGRATION:** Pre-rollout customisation sessions to integrate real company challenges and KPIs into the curriculum. Line manager participation in the rollout.

### WHY SIGNA ACADEMY?

**Signa Academy** is a **Level 2 B-BBEE** contributor, proudly 100% Black-owned, with a track record of impactful training that leads to jobs and self-employment. Through our Power of One philosophy, we partner with organisations committed to preparing South Africa's workforce for the future.

### WE OFFER:

- SETA and QCTO-accredited learning
- Wellness support for learners
- National training footprint
- Sector-specific delivery (Services, ICT, Retail, Finance and more)

**"AN INVESTMENT IN KNOWLEDGE PAYS THE BEST INTEREST."**

– BENJAMIN FRANKLIN

**ENROL YOUR FUTURE LEADERS TODAY**