



## **USB Small Business Academy Development Programme**

### **Application for Admission to Study – Class of 2017/2018**

The University of Stellenbosch Business School's Small Business Academy (SBA) Development Programme is a post-matric programme that offers full-time small business owners in the Eastern Cape the opportunity to gain business knowledge that will enable them to grow and expand their existing businesses.

The SBA Development Programme is presented on a part-time basis at IKHALA TVET College in Aliwal North. This is a post-matric level programme. A certificate from Stellenbosch University is awarded to successful participants.

The programme consists of:

- 12 hours of mentoring
- 3 practical workshops
- 5 weeks of on-campus training at Ikhala TVET College in Aliwal North, including assignments
- 1 business plan presentation to a panel consisting of Academics, Business Specialists and Sponsors.

The SBA Development Programme is selection-based, following ability testing and an interview with the Selection Committee. Only selected participants will be notified before commencement of the programme.

**Programme fee:** **R2 400** (R50 non-refundable application fee, R900 registration fee upon selection, and R500 payable in April 2018, R500 payable in June 2018, R500 payable in August 201)

**Application deadline:** **22 September 2017**

**Programme starts:** **6 November 2017**

#### **Entry requirements\***

- Age: **23 years** or older
- Full-time owner of an established small business of **at least two years** (24 months) or older (thus, applicant must not be in the employment of another company while running current business)
- Applicants must live or work in townships or low-income areas of the Eastern Cape
- **Matric/Grade 12** (this is looked at on a case-by-case basis if applicants have not completed Matric/Grade 12)
- **No previous** management education at tertiary level is required.
- Must be proficient in **English**
- Students cannot be registered to study part-time at another institution during course of the 2017/2018 USB SBA Development Programme

- Students must be **able to travel** to the training at the Ikhala TVET College in Aliwal North, as indicated on the training schedule. Accommodation is not provided.
- Students must present a business plan on the company/business that they indicated on their application forms.

Please see [www.usb.ac.za/sba](http://www.usb.ac.za/sba) for more details on the application requirements and carefully read Annexure A.

Please complete the following application form and submit this together with the relevant documentation (see checklist at the end of this form).

Please note that this application form is one of the most important documents used by the Academy to evaluate your suitability for the programme. Complete it carefully and ensure that you fill out every line.

*\* Please note that final selection is at the discretion of the SBA Selection Committee.*

## APPLICANT DETAILS

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Surname	Name (s)
<input type="text"/>	<input type="text"/>

Nickname (name you want to be called during the programme):

Date of birth	Age
<input type="text"/>	<input type="text"/>

Home (street, suburb) address and postal code	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="text"/>		

South African ID number	If non-South African: Passport and work permit numbers
<input type="text"/>	<input type="text"/>

Home phone	Cell
<input type="text"/>	<input type="text"/>

E-mail address

## COMMUNICATION CONNECTIONS

*Tick appropriate answer.*

**Do you:**

Own a smartphone with access to e-mail or WhatsApp?  Yes  No

*If no, do you have your own cell phone or use someone else's?*  My own  Someone else's

Own a PC, laptop or tablet?  Yes  No

Have access to the internet from home or your business?  Yes  No

*If no, how do you access the internet?*  Internet café  Library  Other: \_\_\_\_\_

Know how to attach a document to an e-mail?  No  Yes:  Well  Intermediate  Poorly

Know how to create a document in Microsoft Word?  No  Yes:  Well  Intermediate  Poorly

Know how to create a document in Microsoft Excel?  No  Yes:  Well  Intermediate  Poorly

Know how to create a slideshow in MS PowerPoint?  No  Yes:  Well  Intermediate  Poorly

### Language

Home language:  isiXhosa  Zulu  English  Afrikaans  Other: \_\_\_\_\_

English literacy level: **Read**  Well  Intermediate  Poorly

**Write**  Well  Intermediate  Poorly

**Speak**  Well  Intermediate  Poorly

### HIGH SCHOOL DETAILS

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School name  Year you matriculated

If you did not complete matric, what is the highest grade you have passed?

### TERTIARY EDUCATION

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Have you studied after matric?  Yes  No

If yes, please give name of the programme, how many years you completed or year of graduation

### BUSINESS STATUS

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Name of business: \_\_\_\_\_

Your job title:  Owner  Co-owner  Director  Manager  Other: \_\_\_\_\_

Services or products: \_\_\_\_\_

Industry: \_\_\_\_\_

Number of years the business has been running full-time: \_\_\_\_\_

Is the business registered?  Yes  No If yes, registration number: \_\_\_\_\_

Number of employees (excluding owner): \_\_\_\_\_

Number of regular clients/months: \_\_\_\_\_

Monthly income of your business:  0 – R2 500  R2 500 – R7 500  R7 500 – R15 000  R15 000 – R30 000  
 +R30 000

Monthly expenses of your business:  0 – R2 500  R2 500 – R7 500  R7 500 – R15 000  R15 000 – R30 000  
 +R30 000

Business street address, including postal code:

Business postal address, if applicable:

Business landline number: \_\_\_\_\_

Business cell phone number: \_\_\_\_\_

Business e-mail address: \_\_\_\_\_

Business website address (if applicable): \_\_\_\_\_

## **BUSINESS REFERENCES**

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Include the names of two people that we can contact as references for you. They can be from any of your clients or suppliers. References should not be older than 3 years.

1. Surname

Name

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Organisation name

Role at organisation

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E-mail

Contact number (work or cell)

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2. Surname

Name

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Organisation name

Role at organisation

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E-mail

Contact number (work or cell)

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## **YOUR OPINION MATTERS**

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**1. What is your definition of success? (If you are successful, how would your situation look like?)**

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**2. In your opinion, how will you recognize a successful small business? Why?**

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**3. In your opinion, what are the most important financial factors/indicators of success? Why?**

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4. In your opinion, what are the most important indicators of success that have nothing to do with money? Why?

5. In your opinion, what needs to happen before you would describe or regard yourself as successful?

#### **APPLICATION ESSAYS**

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Please answer each of the questions below and attach these **separately** to the application form. Each answer should be no less than half an A4 page (size 11 font typed or clearly hand written). Any application without all four essays will be disqualified.

1. Give us a **brief history of your business path and background**. Tell us **how you started your business** and what your business has done so far. Explain how your business runs and what your products or services are.
2. Tell us briefly what **the challenges in your business** are and what you would like to change in your business so that it will grow and expand in the next three years.
3. With regard to your business, explain or describe **where you see yourself in 10 years' time** (you can include your goals, areas of interest and what you are hoping to achieve). Please be specific and realistic.
4. Tell us briefly **why you want to join the SBA's Development Programme** and what you hope to learn during the nine months of the programme.

## STATEMENT OF INTEGRITY

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*I hereby certify that I have provided accurate information in this application. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial of admission, the cancellation of admission, or expulsion. This is my own, honest statement to the SBA Admissions Committee.*

*I hereby confirm that I have read and understood Annexure A. I hereby commit myself to following the guidelines and stipulations of the USB Small Business Academy Development Programme 2017/2018 if I get selected to participate in the programme and I furthermore commit myself to making the course fee payments as laid out in Annexure A or risk expulsion.*

Name and Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CHECKLIST

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- A **certified copy** of the first page of your South African identity document (ID book) or passport (if you are a foreign national, please include a copy of your work permit)
- A completed and signed application form and the four essays on separate sheets
- Certified copies of your academic certificates and/or Senior Certificate
- Proof of payment of R50 non-refundable application fee

Please submit your application form with all the attachments by **Friday, 22 September 2017**. Applications can be submitted in any of the following ways:

**By post:** The application form with proof of payment can be posted in a sealed envelope addressed to: USB Small Business Academy, PO Box 610, Bellville, 7535.

**Delivery by hand:** The application form with proof of payment can also be dropped off at  
JOGEDA  
27 Dan Pienaar Avenue  
Springs  
Aliwal North  
9750

**By e-mail:** Scan the application form and proof of payment and send to [USBSBA@usb.ac.za](mailto:USBSBA@usb.ac.za)

For more information, call Mzukisi Peter on 051 633 2335.

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