



USB Small Business Academy Development Programme

Application for Admission to Study – Class of 2018/19

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 in block weeks. 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
- 2 practical workshops
- 5 weeks of on-campus training at Ikhala TVET College in Aliwal North, including assignments
- 1 business plan presentation to the SBA's Academic Panel.

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** (R900 registration fee upon selection, and R500 payable in February 2019, R500 payable in April 2019, R500 payable in June 2019)

Application deadline: **4 October 2018**

Programme starts: **12 November 2018**

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 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 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

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

School name Year you matriculated

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

TERTIARY EDUCATION

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

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

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

--	--

Organisation name

Role at organisation

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E-mail

Contact number (work or cell)

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STATEMENT OF INTEGRITY

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 2016 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

- 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 **Thursday, 4 October 2018**. Applications can be submitted in any of the following ways:

USB Small Business Academy Application Form

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 mzukisi@jogeda.co.za

For more information, call Muzikisi Peter 051-633 2335.

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