



## USB Small Business Academy Development Programme

### Application for Admission to Study – Class of 2019

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 Western 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
- 4 practical workshops
- 5 weeks of on-campus training at the University of Stellenbosch Business School, Belpark Campus, Bellville, including assignments
- 1 business plan presentation to the SBA's Academic and specialist 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** (R50 application fee – non-refundable, R900 registration fee upon selection, and R500 payable in May 2019, R500 payable in July 2019, R500 payable in September 2019)

**Application deadline:** **25 January 2019**

**Programme starts:** **11 March 2019**

#### 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 Western 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 2019 USB SBA Development Programme

- 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

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Surname

Name (s)

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

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Date of birth

Age

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Home (street, suburb) address and postal code

Male

Female

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South African ID number

If non-South African: Passport and work permit numbers

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Home phone

Cell

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E-mail address

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## 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

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

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### 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

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### 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
<input type="text"/>	<input type="text"/>

Organisation name	Role at organisation
<input type="text"/>	<input type="text"/>

E-mail	Contact number (work or cell)
<input type="text"/>	<input type="text"/>

2. Surname	Name
<input type="text"/>	<input type="text"/>

Organisation name	Role at organisation
<input type="text"/>	<input type="text"/>

E-mail	Contact number (work or cell)
<input type="text"/>	<input type="text"/>

## 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 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

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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 25 January 2019**. 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

USB

Belpark Campus

Carl Cronje Drive

Bellville

7535

For attention: Benji Matshoba

**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 Benji Matshoba 021 918 4937.

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