



SIYB Project Office - PNG

C/- Small Business Development Corp.
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Dear Sir/Madam

RE: TRAINING IN SMALL BUSINESS MANAGEMENT – CORRESPONDENCE COURSE

Thank you for your enquiry. I enclose information on the course and an enrolment form.

If you wish to enroll, simply complete the enrolment form and return it with payment, to **P O Box 286, WAIGANI, NCD.** Payment can be made either by **bank cheque to SYB/IYB Project or Deposit into SYB/IYB Project A/C #: 202-1000 584 531 – BSP – Waigani Branch. (Please fax copy of "proof of deposit").**

If you prefer to pay by installments the following arrangement applies:

1. **K200.00** is to be paid on enrolment.
The first three modules of the study material will be posted to you.
2. **K200.00** is to be paid when you have completed your first three assignments and returned them for correction.
Modules 4 and 5 will then be posted to you.

If you choose to make the **one full amount of K380**, a complete set of course materials will be forwarded to you immediately.

An experienced tutor will guide you through the course, which is based on the 'Start Your Business' program developed specifically for PNG in conjunction with the Small Business Development Corporation.

On successful completion of all five assignments you will receive a **Certificate of Achievement** that will support your submission if you need to apply for a business loan.

We look forward to having you join the program and assisting you in obtaining the essential knowledge and skills that are necessary for any successful business operation.

Yours faithfully

ALICE HAROMAIRI (MS.)

SYB Course Co-ordinator

End ...

Course Structure

Your Course is in 5 parts or modules:

1. Assessing yourself and developing a business idea.

The challenge of starting your business.
Considering the personal needs.
Assessing your financial situation.
Types of business.
Finding business ideas.
Developing a business idea into a plan.

2. Assessing the market for your business.

Knowing your customers.
Assessing your competition.
Developing a marketing plan.
Estimating sales.

3. How to organise your business.

The people you need for your business.
The structure of your business.
The different legal forms of business.
Legal responsibilities.
The importance of insurance.

4. Planning the money side of the business.

Setting prices for goods and/or services.
Estimating sales revenue.
Preparing a sales and cost plan.
Making a cash flow plan.
Estimating the capital needed to start your business
Sources of start-up funds.

5. Making your Business Plan and running your business

Developing a business Plan.
Should you start the business?
Start-up action plan.
Day to day business activities.

The materials

Your training package contains -

One binder containing :
The Resource Book - your reading material - white pages.
The Work Book - your exercise material – white pages.
The Assignments - blue pages.
Your Business Plan - white pages.
Five stamped addressed envelopes to be used to send your Assignments for assessment.

You will need to provide your own -

Pens and pencils.
Calculator.

Structure of each Module

Each of the Modules contains -

Sections for you to read covering the module lessons.
Exercises and activities for you to do to help you to gain a better understanding of the lessons.
An assignment to be completed and sent in the envelope provided for assessment. Your Assignments will be returned to you with the assessment.

Your Certificate

Your Certificate will be sent to you when you have completed all 5 Assignments and they have been assessed, gaining a Pass.

ENROLMENT FORM

CORRESPONDENCE COURSE IN SMALL BUSINESS MANAGEMENT

TOPICS

Assessing yourself and your business
Developing business ideas and opportunities
Assessing the market and marketing
Legal framework and responsibilities
Finance and cashflow
Business Plan and Managing a successful business

Development and Accreditation

The course is based upon material developed through an AUSAID/UNDP/ILO funded project and is accredited by the PNG Small Business Development Corporation.

Structure

This program is structured in a self-learning format that can be completed through correspondence study by anybody with a basic education. There are 5 stages (or modules) and to gain a Certificate a written assignment is required to be successfully completed for each stage.

After enrolment and payment of the prescribed fee, study materials for the program are provided, in order that students may progress at their own pace.

TO: Ms. Alice Haromairi, Course Co-ordinator,
SIYB Programme Division, P O Box 286, **WAIGANI 131.**, NCD.
Fax: 323 4354/325 0801 **Phone:** 311 2150/323 5816

*I wish to enroll for the above Course and attach payment of K200 for first installment or K380 full payment (indicate which payment is being made).
I understand that the payment covers the cost of all materials, assessment of assignments and tutorial guidance. I also understand that I will only receive a 'Certificate' if I successfully complete all required assignments.*

Name: _____

Address: _____

Phone: _____ **Fax No:** _____

Signed: _____ **Date:** _____