

inscape design college

2012 registration form

starting your own business

Name Mr Ms _____

Company (if applicable) _____

Company reg. no _____

VAT Number _____

Postal Address _____

_____ Code _____

Tel/Cell (_____) _____

Fax (_____) _____

Email _____ @ _____

I heard about Inscape and it's courses from:

I am currently enrolled at Inscape for:

Architectural Draughting Interior Decorating

Clothing Design

Please enrol me in Durban

Please enrol me for the course ticked below:

Starting Your Own Business: **R 2 520.00 (incl. VAT)**

Feb 31 - Mar 23

Jul 31 - Aug 23

Durban
(Tuesday & Thursday)
7:00am - 9:00am

Durban
(Tuesday & Thursday)
7:00am - 9:00am

Durban
(Tuesday & Thursday)
5:30pm - 7:30pm

Durban
(Tuesday & Thursday)
5:30pm - 7:30pm



- INSCAPE is highly respected throughout the design industry and the Inscape Certificate is an assurance of a high level of proficiency.
- Each student has full and exclusive use of a computer throughout the course
- INSCAPE campuses are conveniently situated in:
 - Johannesburg - 1 Cecil Avenue, Melrose Estate
 - Pretoria - 431 Atterbury Road, Menlo Park
 - Cape Town - A302 The Armoury, Buchanon Sq, 160 Sir Lowry Road, Woodstock
 - Durban - 106 Montpelier Rd, Morningside
- These courses are run subject to demand

I understand and accept that:

I, the undersigned, understand and accept that:

1. the enrolment fee must have been paid to Inscape Design College a minimum of two weeks before the course commencement date;
2. this enrolment cannot be cancelled without written notice a minimum of fourteen days prior to the course commencement date, whether or not the fees have been paid;
3. the courses are offered subject to demand; and
4. certificates will only be awarded to students who have successfully completed the course and whose fees have been paid in full.

I include herewith proof of payment of the full fee of **R 2,520.00**

Signature _____

Date _____

ID number

Internet Transfer Direct Deposit

Mastercard Visa Expiry: _____

Please include last 3 digits on back of credit card AND a photocopy of your ID and BOTH sides of credit card.

Internet Transfer / Direct Deposit: The course fee may be paid directly into our Standard Bank account.

Acc name: Inscape Design College. Acc No: 001 66 44 17

Branch: 007205. Please fax (011 447 7054) or email (accounts@inscape.co.za) the proof of payment to us.



STARTING YOUR OWN business

2012 course schedule

Johannesburg

Pretoria

Durban

1 Cecil ave,
Melrose Est

431 Atterbury Rd,
Menlo Park

106 Montpelier Rd,
Morningside

tel 011 327 2002
fax 011 447 7054

tel 012 346 2189
fax 012 346 7529

tel 031 303 8016
fax 031 303 5373





STARTING YOUR OWN **business**

Many people dream of starting their own business. They have the knowledge and expertise in their own field but they are afraid to start a business because they don't know what it might entail.

This course will give you the information that you need to give you the confidence to become a successful entrepreneur!

"Starting your own Business" is an 8 session hands-on course, particularly suited to people in the creative industries, which makes use of practical examples that you can apply to your own situation.

People who have completed this course and people who have been in business for six months or more may want to enrol for the workshop course: Running a Successful Business.

WHAT WILL I LEARN?

Small Business: the engine-room of the economy

- What is an SMME?
- What kind of person is an entrepreneur?
- Pro's and Con's of running a business
- Avoiding small business failure

Selling your services

- Do you have something that people will want to buy?
- Are there people who want to buy your offerings?
- How do you reach the people you want to sell to?

Getting established

- Forms of enterprise
- The sole proprietorship
- The partnership
- The close corporation: CC
- The private company: (Pty) Ltd

Setting up shop

- Choosing premises
- Getting furniture and equipment

Managing the money

- Working with banks
- Planning for success: Cashflow budget
- Costing, pricing and quoting
- Invoicing
- Making sure that you get paid

Keeping track of your money

- Financial documents
- Source documents
- Cash Book

Financing your business

- Raising finance
- Forms of finance
- Sources of finance

Tax

- Who must register?
- Tax breaks for start-ups

Legal Matters

- Service contract

Useful resources and contacts

WHAT BACKGROUND SHOULD I HAVE?

Candidates should hold a relevant qualification or have sufficient experience in their field of expertise to be able to practice

IS THIS A PRACTICAL HANDS-ON COURSE?

There are never more than 15 students in a class and students are encouraged to interact and discuss their own situations

ARE THERE TAKE-HOME COURSE NOTES?

Comprehensive course notes are provided with relevant real-world tasks

DO I GET A CERTIFICATE?

INSCAPE is highly respected through-out the creative industries and the Inscape Certificate is an assurance of a high level of achievement