

Seda Courses support entrepreneurial success

Seda's five day entrepreneurial training courses empower small business owners with the necessary skills to enable them to take their businesses to greater heights. Entrepreneurs learn to:

- Market their business effectively;
- Understand the importance of building a reputable business profile as a marketing tool; and
- Maintain financial records and develop their business plans.

The training courses also cover financial management, customer care, report writing and business writing skills, whilst helping entrepreneurs to identify areas of improvement for their businesses.

Cooperatives and Cooperatives Public and Private Partnerships Programme

Mission: to promote the establishment of rural and collectively-owned enterprises and ensure their growth and sustainability by facilitating public and private partnerships.

The programme aims to identify markets, resources, technical assistance and capacity-building opportunities that will enhance competitiveness and sustainability of enterprises.

It focuses on four key sectors, namely

- Agro-processing,
- Community Tourism and Protected Areas,
- Mining and Mineral Beneficiation, and
- Trading and Auxiliary enterprises.

The Public Sector SMME Payment Assistance Hotline

The Public Sector SMME Payment Assistance Hotline helps facilitate payments for SMMEs who have been waiting for payment from the public sector institutions or government departments for longer than thirty days.

Public Sector SMME Payment Assistance Hotline:
0860 7663 729 or 0860 SMME PAY

Contact details:

Small Enterprise Development Agency,
National Office
The Fields, Block A, 1066 Burnette Street,
Hatfield, Pretoria
PO Box 56714, Arcadia, 0007

Information Centre: 0860 103 703
Email: info@seda.org.za

Tel: 012 441 1000
Website: www.seda.org.za

PROVINCE	OFFICE LOCATION	ADDRESS	TEL/FAX
EASTERN CAPE	East London	4 Shertwitz road Berea East London 5200	043 721 1130/1264 (t) 043 721 1721 (f)
FREE STATE	Bloemfontein	1st Floor Telkom Building Block B, Nelson Mandela Rd Bloemfontein 9301	051 411 3820 (t) 051 444 4235 (f)
GAUTENG	Braamfontein	2nd Floor, Forum 5 Braampark, 33 Hoof Str Braamfontein Johannesburg	012 441 1100 (t) 012 441 2177 (f)
KWA ZULU NATAL	Durban	Ground Floor, Kuehne & Nagel House, 381 King Dinuzulu (Berea) Road Durban 4001	031 277 9500 (t) 031 277 9510 (f)
LIMPOPO	Polokwane	Suite 6, 2nd Floor Maneo Bld 73 Biccard Street Polokwane, 0700	015 287 2940 (t) 015 297 4022 (f)
MPUMALANGA	Nelspruit	Suite 102 Bi-water Building, 16 Brander Street Nelspruit, 1200	013 755 6046 (t) 013 755 6043 (f)
NORTHERN CAPE	Kimberley	13 Bishops Avenue Sanlam Building Kimberley 8301	053 839 5700 (t) 053 839 5711 (f)
NORTH WEST	Rustenburg	214 Beyers Naude Street Rustenburg 0300	014 591 7900 (t) 014 592 9734 (f)
WESTERN CAPE	Cape Town	6th Floor, Pinnacle Building 2 Burg Street Cape Town, 8001	021 487 3640 (t) 021 487 4761 (f)



Seda Profile



Together Advancing Small Enterprise Development



Seda Vision:

To be the Centre of Excellence for small enterprise development in South Africa.

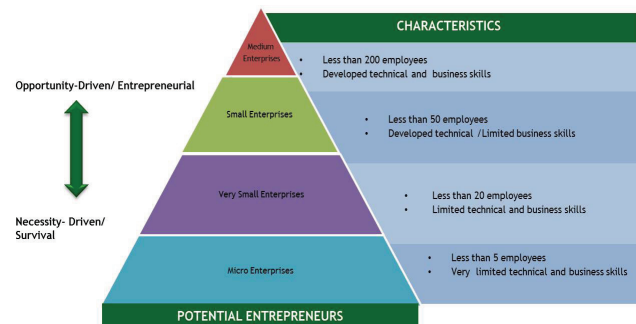
Seda Mission:

To develop, support and promote small enterprises to ensure their growth and sustainability in co-ordination and partnership with other role players.

Seda Goal:

To ensure that the small enterprise sector grows and increases its contribution to sustainable and equitable social and economic development, employment and wealth creation.

Seda Clients



Seda Offerings

Seda branches provide offerings that assist businesses in various phases of their life cycle.

Seda Business Talk - Offerings focusing on clients who want information on starting a business.

Assistance Provided:

- Business Advice and Information
- Small Enterprise Training
- Business Registration

Seda Business Start - Provides tools and techniques for clients who are ready to start a business and want assistance and direction.

Assistance Provided:

- Business Planning
- Business Counselling
- Facilitation of Access to Finance
- Business Support

Seda Business Build - Offerings focusing on clients who want skills to sustain and strengthen their businesses.

Assistance Provided:

- Capacity Building Systems
- Mentorship
- Tender Advice / Procurement
- Export Readiness
- Franchising

Seda Business Grow - Offerings focusing on clients who want to grow their businesses and expand nationally and internationally.

Assistance Provided:

- Business Systems Development
- Cooperative Support
- Growth Strategies

Seda Technology Programme (Stp)

The Seda Technology Programme was created as a special programme to manage different business incubators, facilitate technology transfer and quality interventions.

Incubation

The Incubation unit is designed to strengthen technology commercialisation. This support directly helps inventors and new enterprises to use technology optimally in improving the competitiveness of their products and services. Furthermore, it facilitates access to business infrastructure, strategic guidance, financial and legal advice, and creates an environment of learning and sharing of information.

Process of Recruiting Incubatees:

Each incubator has its own incubatee recruitment/selection process that is unique to their sector. Applicants must contact the relevant incubator for the recruitment criteria.

Technology Transfer

The Objective of the Technology Transfer Unit is to promote and facilitate the transfer of technology which is appropriate, effective and competitive to small enterprises. The Unit offers the following services:

- Grant funding for the acquisition of technology, such as equipment and machinery, to facilitate technology transfer;
- Improving access to technology information by small enterprises;
- Improving access to technology transfer funding through structured referrals to funding institutions;

- Linking inventors / universities or science councils with small enterprises or entrepreneurs with matching needs; and
- Facilitating technology partnerships between businesses locally and internationally. Applications for funding are facilitated through Seda branches and Incubators country wide.

Quality and Standards

The Quality and Standards unit ensures that small businesses have access to quality control and assessment processes, and provides training and access to accreditation and certifications.

Objectives of the Unit:

- To promote the importance of Quality and Standards as key drivers of South Africa's competitiveness;
- To enhance the quality and standard of products and services produced by South African entrepreneurs for national and export markets through providing advice and technical support;
- To develop technical skills needed to create a broader understanding of national and international compliance standards;
- To provide systems support to South African firms to upgrade their industrial capabilities through standards and quality assurance with a key focus on Small, Medium & Micro Enterprises; and
- To provide Conformity Assessment support to Small Businesses in South Africa, helping them to overcome technical barriers to trade.

