

SAQA Qualification ID: 61755

Qualification Title: General Education and Training Certificate

Business Practice NQF Level 01 Minimum Credits 121

Purpose of the Qualification:

This General Education and Training Certificate: Business Practice is for utilisation by all members of the population. Anyone preparing to become employed, or self-employed, in any business whatsoever would be the persons most likely to be attracted to this qualification. In fact many newly (or not-so-newly) appointed personnel, or struggling entrepreneurs, could benefit from part or all of this qualification. It seeks to embed the six key literacies required by business organisations: Numeracy, Literacy, Entrepreneurial, Financial, Technological and Cognitive.

The GETC: Business Practice integrates the literacies into one qualification while also allowing each to be addressed separately in short courses and skills programmes, based on the constituent unit standards.

Furthermore, this Certificate allows a seamless movement into the New Venture Creation learning way, thus providing bridging between South Africa`s First and second Economies.

The Fundamental Component of the qualification enables learners to communicate and work with figures in a business environment, while the Core component offers empowerment in the areas of technology, life orientation, human and social sciences (customer service), economics and management (entrepreneurship), as well as cognition theory and practice. The qualification is aimed particularly at entry level personnel, including those that operate their own business or are part owners in a business. It provides grounding in the key business essentials, while offering a range of elective choices which assist in preparing learners for the world of work.

The GETC would also suit non-entrepreneurs as it offers all the grounding required for operating in the business environment in South Africa.

Modules:

2.1 Unit Standards:

Module 1	US Type	ID NO	Unit Standard Title	Level	Credits
1. Use fundamental skills in a business environment.	Fundamental	119640	Read/view and respond to a range of text types	1	6
	Fundamental	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	1	6
	Core	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	1	2
	Core	13994	Identify and discuss different types of business and their legal implications	1	5
	Elective	12537	Identify personal values and ethics in the workplace	1	4
	Elective	115091	Monitor compliance to safety, health and environmental requirements in a workplace	2	2
	Elective	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	1	5
	Elective	13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	1	3
			TOTAL CREDIT VALUE		33

CLASS GROUP

Module 2	US Type	ID NO	Unit Standard Title	Level	Credits
2. Make appropriate use of Information and Communications Technology in an office setting	Fundamental	119373	Describe and represent objects in terms of shape, space and measurement	1	5
	Core	116932	Operate a personal computer system	1	3
	Core	9357	Develop and use keyboard skills to enter text	1	4
	Core	117902	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
	Core	117867	Managing files in a Graphical User Interface (GUI) environment	1	3
	Elective	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	1	4
	Elective	117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	1	2
	Elective	116933	Install a Personal Computer (PC) peripheral device, in a GUI environment	1	2
	Elective	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	1	4
	Elective	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
	Elective	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
	Elective	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4	

Module 2	US Type	ID NO	Unit Standard Title	Level	Credits
	Elective	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
	Elective	116945	Use electronic mail to send and receive messages	2	2
			TOTAL CREDIT VALUE		57

Module 3	US Type	ID NO	Unit Standard Title	Level	Credits	
3. Understand and apply entrepreneurial and business knowledge and attitude.	Fundamentals	119362	Work with numbers; operations with numbers and relationships between numbers	1	4	
	Fundamental	119636	Write/Sign for a variety of different purposes	1	6	
	Core	10007	Identify, analyse and select business opportunities	1	3	
	Core	110082	Understand the impact of customer service on a business	1	6	
	Core	13999	Demonstrate an understanding of basic accounting practices	1	4	
	Core	14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	1	7	
	Elective	10009	Demonstrate the ability to start and run a business and adapt to a changing business environment	1	3	
	Elective	116164	Demonstrate an understanding of the importance of marketing	1	2	
				TOTAL CREDIT VALUE		35

Module 4	US Type	ID NO	Unit Standard Title	Level	Credits
4. Incorporate life skills in an employment or self-employment situation	Fundamental	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	1	6
	Fundamental	110083	Process, analyse and communicate numerical data	1	4
	Fundamental	119631	Explore and use a variety of strategies to learn	1	5
	Core	243189	Manage personal finances	1	8
	Core	15091	Plan to manage one`s time	1	3
	Elective	243193	Practice good health and grooming habits	1	2
	Elective	256154	Interpret and implement instructions	1	8
	Elective	256134	Engage in directed planning behaviour	1	8
	Elective	256155	Develop analytical perception	1	8
			TOTAL CREDIT VALUE		46

EXIT LEVEL OUTCOMES

The learner successfully completing this qualification will have gained the knowledge and ability to:

- Use fundamental skills in a business environment.
- Make appropriate use of Information and Communications Technology in an office setting.
- Incorporate a range of life skills in an employment or self-employment situation.

The learner will also develop some entrepreneurial and business knowledge coupled with correct business attitudes.