

NC: Business Practice NQF 1 61755, 121 Credits

Purpose of the Qualification

The primary purpose of the qualification is to provide learners with:

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.

Rationale

The South African economy is characterised as having two inter-related parts, usually referred to as the First Economy and the Second Economy, each having the features their respective names imply. This qualification is intended to offer a bridging between those two economies, allowing individuals normally trapped in the Second Economy the opportunity to participate in and benefit from the First Economy.

Furthermore, in the modern world literacy has many features, not just reading and writing. Examples of these are computer literacy and financial literacy. In addition, entrepreneurship offers part of the solution to the huge unemployment issue in the country, while at the same time being able to act as the vehicle for the variety of literacies referred to above.

This GETC in Business Practice will act as an enabler to development by addressing all three of these issues. The Certificate is intended as an entry-level qualification in any industry, as it provides an introduction to business practice. It would be useful for those in, or seeking employment as well as those in or planning self-employment.

Competent learners will be able to enter the work place in most sectors and be able to do the entry-level work required of them. Learners would have developed initiative and business skills as well, as entrepreneurial skills which they can apply in a company or which would assist them to establish their own small businesses. This is critical to support the economic growth required to enable our country to support and develop all of our people.

Currently no qualification provides this grounding in business practice, while incorporating strong elements of business communication and mathematical literacy. This new



qualification, thus, would fill a critical gap in the induction or initiation of new workers and new entrepreneurs.

The GETC: Business Practice also aims to develop the cognitive abilities of learners thereby assisting them with problem solving and decision making.

The skills, knowledge, attitudes and abilities which would be developed by this qualification are transferable to any sector of the economy.

Entry Requirements

Learners accessing this Qualification will have demonstrated competence as follows:

Communication at ABET Level 3.

Mathematical Literacy at ABET Level 3.

Module Breakdown

General Education & Training Certificate: Business Practice (61755)				
Module 1: Introduction to the Business Organisation and Environment				
	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	1	2
Core	14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	1	7
Core	10007	Identify, analyse and select business opportunities	1	3
Core	13994	Identify and discuss different types of business and their legal implications	1	4
Module 2: Introduction to Finance				
Fundamental	110083	Process, analyse and communicate numerical data	1	4
Core	243189	Manage personal finances	1	8
Core	13999	Demonstrate an understanding of basic accounting practices	1	4
Module 3: Computer Literacy				
Core	9357	Develop and use keyboard skills to enter text	1	4
Core	116932	Operate a personal computer system	1	3
Core	117902	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
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	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
Elective	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
Core	117867	Managing files in a Graphical User Interface (GUI) environment	1	3
Module 4: Introduction to Mathematics				
Fundamental	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	1	6
Fundamental	119373	Describe and represent objects in terms of shape, space and measurement	1	5
Fundamental	119362	Work with numbers; operations with numbers and relationships between numbers	1	4
Module 5: Social Skills				
Elective	12537	Identify personal values and ethics in the workplace	1	4
Elective	243193	Practice good health and grooming habits	1	4
Elective	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	1	5
Module 6: Essential Business Skills				
Core	15091	Plan to manage one`s time	1	3
Core	110082	Understand the impact of customer service on a business	1	6
Fundamental	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	1	6
Fundamental	119631	Explore and use a variety of strategies to learn	1	5
Fundamental	119640	Read/view and respond to a range of text types	1	6
Fundamental	119636	Write/Sign for a variety of different purposes	1	6

