



**TRAINING FORCE**  
Linking Training to Industry

# BUSINESS

## GENERAL EDUCATION AND TRAINING CERTIFICATE: BUSINESS PRACTICE

### COURSE INFORMATION

**SAQA ID:** 61755

**NQF Level:** 1

**Learnership Duration:** 12 months

**Credits:** 121

**Contact Sessions:** Minimum Contact Session, including remediation (if required) and POE Building, for this Qualification is **24 Days**

**Accrediting SETA:** Services Sector Education & Training Authority

### PURPOSE

Anyone preparing to become employed, or self-employed, in any business whatsoever would be the persons most likely to be attracted to this qualification. It seeks to embed the six key literacies required by business organisations: Numeracy, Literacy, Entrepreneurial, Financial, Technological and Cognitive.

### ENTRY CRITERIA

- Communication at AET Level 3.
- Mathematical Literacy at AET Level 3.

### QUALIFICATION RULES

This qualification is made up of fundamental, core and elective unit standards and a minimum of 121 credits is required to complete the qualification:

- Core unit standards totaling: 20 credits in Economics and Management, 14 credits in Technology, 11 credits in Life Orientation, 6 credits in Human and Social Sciences.
- Fundamental unit standards totaling 42 credits are compulsory.
- Elective unit standards totaling a minimum of 28 credits.

### EQUIPMENT NEEDED

- **Hardware:** Access to a computer, display monitor / keyboard / mouse.
- **Instruments:** Ruler • Thermometer • Vernier Caliper • Tape measure, Calculator (Two per Class)

### MARKET INFORMATION

**Target Market:** Junior Administrators • Receptionists • Junior Secretaries • Admin Clerks • Operations staff • Junior Managers • Entry level staff.

**Target Industries:** All industries that have an administration and or operations aspect.

### COURSE INFORMATION

- **Mentor Requirements:** Mentor must have at least 2 years' experience in a Business or similar environment.
- **Workplace Approval:** Not Applicable
- **Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

### SKILLS OUTCOMES

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

### GENERAL INFORMATION



**Credit Accumulation Transfer (CAT):** CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Part 1 and Part 2 of every Cluster.



**FISA Requirements:** Final Integrated Summative Assessment is requirement for the successful completion of this learnership.



**Recognition of Prior Learning (RPL):** RPL is not available for this qualification

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## UNIT STANDARDS

### Cluster 1 - Life Skills

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	15091	Plan to manage one's time	3
Core	243189	Manage personal finances	8
Elective	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	5
Elective	243193	Practice good health and grooming habits	4

- Recommended training days for Cluster 1 = 4 days

### Cluster 2 – Literacy – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	119631	Explore and use a variety of strategies to learn	5
Fundamental	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	6
Fundamental	119636	Write/sign for a variety of different purposes	6
Fundamental	119640	Read/view and respond to a range of text types	6

- Recommended training days for Cluster 2 = 5 days

### Cluster 3 - Entrepreneurship

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	2
Core	13994	Identify and discuss different types of business and their legal implications	4
Core	10007	Identify, analyse and select business opportunities	3
Core	14444	Demonstrate an understanding of general business plan and adapt it to a selected business idea	7
Elective	256154	Interpret and implement instructions	8

- Recommended training days for Cluster 3 = 5 days

### Cluster 4 – Numeracy – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	6
Fundamental	119362	Work with numbers; operations with numbers and relationships between numbers	4
Fundamental	119373	Describe and represent objects in terms of shape, space and measurement	5
Fundamental	110083	Process, analyse and communicate numerical data	4

- Recommended training days for Cluster 4 = 4 days



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## Cluster 5 - Business Practice

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13999	Demonstrate an understanding of basic accounting practices	4
Core	110082	Understand the impact of customer service on a business	6
Elective	10009	Demonstrate the ability to start and run a business and adapt to changing business environment	3
Elective	12537	Identify personal values and ethics in the workplace	4
Elective	116164	Demonstrate an understanding of the importance of marketing	2
Elective	115091	Monitor compliance to safety, health and environmental requirements in a workplace	2

- Recommended training days for Cluster 5 = 4 days

## Cluster 6 - Computer Literacy

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	9357	Develop and use keyboard to enter text	4
Core	117902	Use generic functions in a Graphical User Interface (GUI)- environment	4
Core	116932	Operate a personal computer system	3
Core	117867	Managing files in a Graphical User Interface (GUI) environment	3

- Recommended training days for Cluster 6 = 3 days