TRAINING FORCE
Linking Training to Industry

GENERAL EDUCATION AND TRAINING CERTIFICATE:
BUSINESS PRACTICE

NQF
1

SAQA
61755

TRAINING DAYS
22

DURATION
12 months

CREDITS
121

SETA
Services SETA

AVAILABLE DELIVERY METHODOLOGY

Online
Online interface training with occasional support

Instructor Led
100% Trainer led methodology in order for learners to achieve applied competence

Blended
Variety of learning methodologies used for learners to achieve applied competence

PURPOSE

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.

Rules regarding Fundamental, Core and Electives:

- Fundamental Component consists of Unit Standards totalling 42 credits.
- Core Component consists of Unit Standards totalling 51 credits.
- Elective Component consists of Unit Standards totalling 28 credits.

ENTRY CRITERIA

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

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.

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.

RESOURCE REQUIREMENTS

Hardware: Access to a computer system • Software (Minimum): Windows 7 OS system | MS Office 2010.

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 with CAT requirements will need to complete all Clusters in full.

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

Recognition of Prior Learning: Application for RPL may allow for accelerated success to further learning.

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 = 4 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 = 4 days

We Train with Heart. **We Train with Purpose.**

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 = 3 days.

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 = 5 day.

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 = 2 days.