

General Education and Training Certificate: Business Practice Level 1

SAQA Qualification ID 61755, NQF Level 1, 121 Credits

Introduction

To realise the dream of a better life for all South Africans, the entrepreneurial energies of all people, especially the youth, should be harnessed to contribute towards economic development, job creation and the alleviation of poverty. Worldwide, various bodies and governments have recognised the importance of entrepreneurship in job creation and as a pre requisite for sustainable economic development. Entrepreneurship development concerns the development of people's potential as a country's most valuable resource.

This qualification is ideal for developing entrepreneurs. It seeks to embed the six key literacies required by business organisations: numeracy, literacy, entrepreneurial, financial, technological and cognitive literacy.

Qualification Objectives

The GETC: Business Practice will teach learners the fundamental skills related to business such as how to communicate effectively, what customers expect, how to develop knowledge and skills at the workplace, and compliance issues such as health and safety in the workplace. This qualification also aims to develop the cognitive abilities of learners thereby assisting them with problem solving and decision making.

Learners will also become skilled at understanding and applying business knowledge and attitudes, such as financial awareness, making use of entrepreneurial opportunities, and creating and using a business plan. Finally, it will assist learners in developing personal life skills which are necessary in the workplace such as presentability and time management.

Qualification Outline

Fundamental skills in a business environment

- Identifying personal values and ethics in the workplace
- Discussing basic issues relating to the nature of business, the stakeholders in a business and business profitability
- Understanding how to advance your own learning while at work
- Responding to incoming and developing outgoing communication
- Using mathematical principles to solve problems
- Monitoring compliance to safety, health and environmental requirements in a workplace
- Demonstrating an understanding of sexuality and sexually transmitted infections including HIV/AIDS

Effectively using information and communication technology

- Using a personal computer for routine workplace purposes
- Using standard software available in a broad range of offices to produce documents
- Managing electronic information through the construction of directories and databases and the storing and retrieval of files

Understanding and applying entrepreneurial and business knowledge and attitude

- Developing a basic business and financial awareness is developed
- Implementing methods of providing acceptable customer care
- Identifying entrepreneurial opportunities and outlining the advantages and disadvantages of each
- Demonstrating an understanding of a general business plan and adapting it to a selected business idea

Incorporating life skills in an employment or self-employment situation

- Practicing good health and grooming habits
- Interpreting and implementing instructions
- Managing your time
- Understanding personal financial management and applying it to own business situation
- Managing employment relations in an organization
 - implementing and utilising equity-related processes, recruiting and selecting candidates to fill defined positions, inducting new employees, representing stakeholders in consultations and discussions on matters that arise at shop floor level