



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The General Education and Training Certificate in Adult Basic Education and Training, Small Medium and Micro Enterprises is an entry-level foundational qualification for adult learners with no formal qualification.

The programme covers participating and contributing meaningfully to the workplace, understanding diversity, inclusivity, cultural values, human rights and gender, appreciating the necessity of lifelong learning and developing study skills to access further education. Delegates will gain practical skills in communication, mathematics and life skills and learn how to manage personal finances, contribute more meaningfully as employees and citizens and make informed decisions about ethical issues.

The SMME elective component, aimed at entrepreneurs and those in their own businesses, encompasses specific skills, knowledge and behaviours for entrepreneurship, identifying business opportunities, writing and presenting a simple business plan, and starting and running a business and adapting to a changing business environment.

Target Audience

The qualification provides adult delegates with the fundamentals of general education learning, including communication and mathematical literacy.

It allows delegates to gain access to formal learning opportunities and prepare for the specific learning area of Small, Medium and Micro Enterprises. It is suitable for entrepreneurs and those starting their own businesses.

Entry Requirements

- Competency in Communication (English) at ABET Level 3.
- Competency in Mathematical Literacy at ABET Level 3.

Workplace Requirements

- Access to appropriate workplace environments.
- Active support by a mentor or supervisor.
- Access to a computer and the internet.

Entrepreneurship

GETC: ABET SMME

SERVICES SETA Certification

SAQA ID: 71751

NQF Level: 1

Credits: 120

Course Delivery & Assessment

We use in-classroom and in-workplace practical training, workplace observation and on-the-job coaching and mentoring to embed skills.

You will need to:

- Attend all lectures and sessions and complete practical workplace experiential learning.
- Demonstrate theoretical and practical understanding of programme content.
- Participate in and contribute in group activities.
- Compile and submit a Portfolio of Evidence (PoE).

To receive the GETC: Adult Basic Education and Training SMME, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the qualification, you will be able to:

- Develop and apply relevant skills, knowledge and attitudes to chosen learning areas.
- Function and contribute to the world of work.
- Be sensitive and reflective of diversity, inclusivity, cultural values, human rights, gender, development and change.
- Function and contribute as a citizen.
- Make informed judgments about ethical issues.
- Understand entrepreneurship and develop entrepreneurial qualities.
- Identify, analyse and select business opportunities.
- Write and present a simple business plan.
- Demonstrate the ability to start and run a business and adapt to a changing business environment.



Course Content

GETC: Adult Basic Education and Training SMME Accreditation Body: SERVICES SETA

SAQA ID: 71751 | Learning Programme ID: 73252
NQF Level: 1 | Credits : 120

Core Modules

- Demonstrate an understanding of factors that contribute towards healthy living
- Demonstrate an understanding of how to participate effectively in the workplace
- Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS
- Demonstrate knowledge of diversity within different relationships in the South African society
- Demonstrate knowledge of self to understand one's identity and role within the immediate community and South African society
- Identify security, safety and environmental risks in the local environment
- Plan and manage personal finances
- Plan to manage one's time

Fundamental Modules

- Describe and represent objects in terms of shape, space and measurement
- Engage in a range of speaking/signing and listening interactions for a variety of purposes
- Evaluate and solve data handling and probability problems within given contexts
- Explore and use a variety of strategies to learn
- Read/view and respond to a range of text types
- Work with measurement in a variety of contexts
- Work with numbers, operations with numbers, and relationships between numbers
- Write/Sign for a variety of different purposes

Elective Modules (SMME)

- Demonstrate an understanding of basic accounting practices
- Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities
- Demonstrate the ability to start and run a business and adapt to a changing business environment
- Develop and use keyboard skills to enter text
- Identify and discuss different types of business and their legal implications
- Identify, analyse and select business opportunities
- Install a Personal Computer (PC) peripheral device, in a GUI environment
- Manage files in a Graphical User Interface (GUI) environment
- Operate a personal computer system
- Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations
- Use a Graphical User Interface (GUI)-based word processor to create and edit documents
- Use generic functions in a Graphical User Interface (GUI)-environment
- Write and present a simple business plan
- Conduct basic financial transactions



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