



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The General Education and Training Certificate: Business Practice, level 1, is aimed at entrepreneurs and individuals of all ages, entering formal employment or starting a business. It is a practical qualification that embeds six key business literacies namely numeracy, literacy, cognitive thinking, entrepreneurship, finance and technology.

The qualification offers career entry and transferrable skills to the broad business environment. Within the structure of the programme of compulsory core and fundamental unit standards there are two specialisation paths with different electives from which to select.

It allows for articulation into the National Certificate: New Venture Creation (SMME) at NQF level 2.

## Target Audience

The programme is suitable for entrepreneurs and non-entrepreneurs requiring a solid foundation in the key subject areas for working in any business environment in South Africa.

Individuals seeking entry level work in any sector will benefit from this qualification, as will entrepreneurs wanting to start a venture of any type or size.

## Entry Requirements

- Competency in Communication (English) at ABET Level 3.
- Competency In Numeracy at ABET Level 3.

## Workplace Requirements

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

Entrepreneurship

# GETC: Business Practice

SERVICES SETA Certification

SAQA ID: 61755

NQF Level: 1

Credits: 121

## 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: Business Practice, Level 1, 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:

- Use fundamental skills in a business environment.
- Make appropriate use of Information and Communications Technology (ICT) in an office.
- Understand and apply entrepreneurial and business knowledge and attitude.
- Incorporate life skills in an employment or self-employment situation.
- Develop entrepreneurial and business knowledge coupled with correct business attitudes.



## Course Content

### GETC: Business Practice

Accreditation Body: SERVICES SETA

SAQA ID: 61755 | Learning Programme ID: NA  
NQF Level: 1 | Credits : 121

#### Core Modules

- Demonstrate an understanding of a general business plan and adapt it to a selected business idea
- Demonstrate an understanding of basic accounting practices
- Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities
- Identify and discuss different types of business and their legal implications
- Identify, analyse and select business opportunities
- Manage personal finances
- Managing files in a Graphical User Interface (GUI) environment
- Use generic functions in a Graphical User Interface (GUI) environment
- Develop and use keyboard skills to enter text
- Operate a personal computer system
- Plan and manage own time
- Understand the impact of customer service on a business

#### Fundamental Modules

- Describe and represent objects in terms of shape, space and measurement
- Describe, interpret and represent mathematical patterns, functions and algebra in different contexts
- Engage in a range of speaking and listening interactions for a variety of purposes
- Explore and use a variety of strategies to learn
- Process, analyse and communicate numerical data
- Read and respond to a range of text types
- Work with numbers and understand numbers and relationships between numbers
- Write for a variety of different purposes

#### Elective Modules (Pathway 1)

- Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS
- Demonstrate the ability to start and run a business and adapt to a changing business environment
- Identify personal values and ethics in the workplace
- Use a Graphical User Interface (GUI) based word processor to create and edit documents
- Install a Personal Computer (PC) peripheral device in a GUI environment
- Use a GUI based web-browser to search the Internet
- Use electronic mail to send and receive messages
- Practice good health and grooming habits

#### Elective Modules (Pathway 2)

- Interpret and implement instructions
- Use a Graphical User Interface (GUI) based presentation application to create and edit slide presentations
- Use a GUI based word processor to create and edit documents
- Use a GUI based presentation application to prepare and produce a presentation according to a given brief
- Use a GUI based web-browser to search the Internet
- Use a GUI based word processor to format documents



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## Our Accredited Organisations



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