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## PURPOSE AND RATIONALE OF THE QUALIFICATION

### Purpose:

This General Education and Training Certificate: 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.

### UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	<a href="#">14444</a>	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	Level 1	NQF Level 01	7
Core	<a href="#">13999</a>	Demonstrate an understanding of basic accounting practices	Level 1	NQF Level 01	4
Core	<a href="#">10006</a>	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	Level 1	NQF Level 01	2
Core	<a href="#">9357</a>	Develop and use keyboard skills to enter text	Level 1	NQF Level 01	4
Core	<a href="#">13994</a>	Identify and discuss different types of business and their legal implications	Level 1	NQF Level 01	4
Core	<a href="#">10007</a>	Identify, analyse and select business opportunities	Level 1	NQF Level 01	3
Core	<a href="#">243189</a>	Manage personal finances	Level 1	NQF Level 01	8
Core	<a href="#">117867</a>	Managing files in a Graphical User Interface (GUI) environment	Level 1	NQF Level 01	3
Core	<a href="#">116932</a>	Operate a personal computer system	Level 1	NQF Level 01	3
Core	<a href="#">15091</a>	Plan to manage one`s time	Level 1	NQF Level 01	3

Core	<a href="#">110082</a>	Understand the impact of customer service on a business	Level 1	NQF Level 01	6
Core	<a href="#">117902</a>	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	NQF Level 01	4
Fundamental	<a href="#">119373</a>	Describe and represent objects in terms of shape, space and measurement	Level 1	NQF Level 01	5
Fundamental	<a href="#">119368</a>	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	Level 1	NQF Level 01	6
Fundamental	<a href="#">119635</a>	Engage in a range of speaking/signing and listening interactions for a variety of purposes	Level 1	NQF Level 01	6
Fundamental	<a href="#">119631</a>	Explore and use a variety of strategies to learn	Level 1	NQF Level 01	5
Fundamental	<a href="#">110083</a>	Process, analyse and communicate numerical data	Level 1	NQF Level 01	4
Fundamental	<a href="#">119640</a>	Read/view and respond to a range of text types	Level 1	NQF Level 01	6
Fundamental	<a href="#">119362</a>	Work with numbers; operations with numbers and relationships between numbers	Level 1	NQF Level 01	4
Fundamental	<a href="#">119636</a>	Write/Sign for a variety of different purposes	Level 1	NQF Level 01	6
Elective	<a href="#">14656</a>	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	NQF Level 01	5
Elective	<a href="#">116164</a>	Demonstrate an understanding of the importance of marketing	Level 1	NQF Level 01	2
Elective	<a href="#">10009</a>	Demonstrate the ability to start and run a business and adapt to a changing business environment	Level 1	NQF Level 01	3
Elective	<a href="#">13176</a>	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	Level 1	NQF Level 01	3
Elective	<a href="#">256155</a>	Develop analytical perception	Level 1	NQF Level 01	8
Elective	<a href="#">256134</a>	Engage in directed planning behaviour	Level 1	NQF Level 01	8
Elective	<a href="#">12537</a>	Identify personal values and ethics in the workplace	Level 1	NQF Level 01	4
Elective	<a href="#">117943</a>	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 1	NQF Level 01	2
Elective	<a href="#">256154</a>	Interpret and implement instructions	Level 1	NQF Level 01	8

Elective	<a href="#">243193</a>	Practice good health and grooming habits	Level 1	NQF Level 01	4
Elective	<a href="#">116933</a>	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	Level 1	NQF Level 01	3
Elective	<a href="#">116938</a>	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	Level 1	NQF Level 01	4
Elective	<a href="#">117925</a>	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	Level 2	NQF Level 02	3
Elective	<a href="#">116935</a>	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	Level 2	NQF Level 02	2
Elective	<a href="#">115091</a>	Monitor compliance to safety, health and environmental requirements in a workplace	Level 2	NQF Level 02	2
Elective	<a href="#">117923</a>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	NQF Level 02	5
Elective	<a href="#">116931</a>	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	NQF Level 02	4
Elective	<a href="#">117924</a>	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	NQF Level 02	5
Elective	<a href="#">116945</a>	Use electronic mail to send and receive messages	Level 2	NQF Level 02	2