

Purpose of the Business Practice qualification

The business practice qualification provides both new workplace entrants and existing staff with a complete introduction to business principles. Anyone preparing to become employed or self-employed in any business sector whatsoever would benefit from the diverse skills and concepts presented in this qualification. The qualification covers the following key skills required by all business organisations: numeracy, literacy, entrepreneurial or intrapreneurial thinking, basic financial understanding, computer literacy and cognitive reasoning.

National GET Certificate in Business Practice (NQF 1)

Understand and apply entrepreneurial and business knowledge and attitude

- 13176** Basic issues relating to the nature of business, stakeholders and business profitability
- 13994** Identify and discuss different types of business and their legal implications
- 10006** Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities
- 10007** Identify, analyse and select business opportunities
- 10009** Demonstrate the ability to start and run a business and adapt to a changing business environment
- 14444** Demonstrate an understanding of a general business plan and adapt it to a selected business idea
- 110082** Understand the impact of customer service on a business

Incorporate life skills in an employment or self-employment situation

- 243189** Manage personal finances
- 15091** Plan to manage one's time
- 256155** Develop analytical perception
- 256154** Interpret and implement instructions
- 256134** Engage in directed planning behaviour

Mathematical literacy and financial awareness

- 110083** Process, analyse and communicate numerical data
- 119373** Describe and represent objects in terms of shape, space and measurement
- 119368** Describe, interpret and represent mathematical patterns, functions and algebra in different contexts
- 119362** Work with numbers: operations and relationships between numbers
- 13999** Demonstrate an understanding of basic accounting practices

Make appropriate use of Information and Communications Technology in an office setting

- 9357** Develop and use keyboard skills to enter text
- 117867** Managing files in a GUI environment
- 116932** Operate a personal computer system
- 117902** Use generic functions in a GUI-environment
- 116938** Use a word processor to create and edit documents
- 116945** Use electronic mail to send and receive messages
- 119635**
- 119631** Basic reading, writing and oral communication skills
- 119640**
- 119636**

Delivery options

This national qualification can be earned either through traditional training or through recognition of prior learning (RPL). Details are as follows:

Traditional training

Training is best suited to new entrants to the sector. Prior Learning Centre can either deliver this qualification as a learnership, which will qualify the sponsoring employer for a tax deduction, or it can be offered as a training programme without the learnership documentation. The duration of the training will be 15 full days, which can be scheduled to suit the employers' schedule.

Recognition of prior learning (RPL)

RPL is ideal for employees with some relevant work experience. Prior Learning Centre offers two RPL options:

Pure RPL: which is best suited for employees with at least five years relevant working experience who are self-motivated and committed to work alone. Contact time is limited to one full day of RPL orientation followed by limited, on-demand contact sessions.

High touch RPL (8 days): this model suits those employees who have at least three years relevant work experience but who may be less motivated to complete their work on their own and they may be unsure of some aspects of the qualification. In this model Prior Learning Centre spends eight full days assisting employees with the theory of the qualification and supervises the completion of their evidence collection. This model generally gives good submission and competency rates.