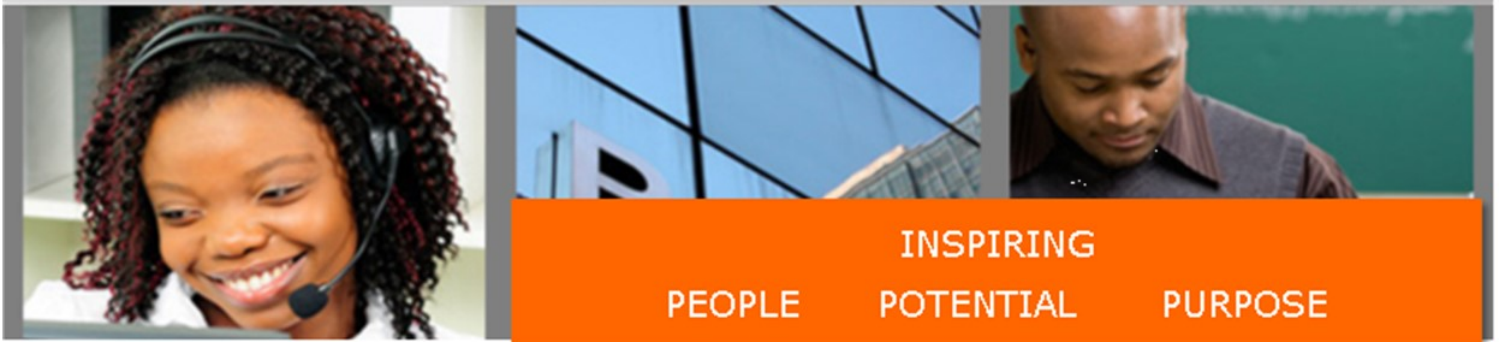




National GETC: Business Practice NQF 1



National General Education and Training Certificate in Business Practice (NQF 1)

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: numeracy, literacy, entrepreneurial or intrapreneurial thinking, basic financial understanding, computer literacy and cognitive reasoning. Although pegged at level one on the National Qualifications Framework, this qualification tackles a range of interesting and challenging concepts all designed to enhance employability.

Delivery methodology

Training is best suited for new entrants to the sector. Chartall Business College can either deliver this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements. The duration of the training will be approximately 18 full days, all of which can be scheduled to suit the employers' schedule. Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL). RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training, but the RPL adviser will liaise with the learners to assist them to match their workplace learning to the requirements of the qualification.

Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. This may include the addition of job specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content (for example your company processes or product information). In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

Chartall Business College (Reg no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (Reg no. 2012/FE07/044)

Support

Although the training is scheduled to be delivered over 18 (or 15, if learners are more experienced) full days, it does not mean that the learners will not have access to additional support. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual holidays.

Note that this qualification is also available as an e-learning programme.

Administration

Chartall Business College will assist you to manage the administration associated with a nationally registered learnership. We will assist with SETA contracting, learnership preparation, briefing of workplace coaches and the SETA reporting.

Chartall Business College has experienced facilitators who can manage projects involving learners with disabilities.

Business Practice (NQF 1) - Unit standards:

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
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
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	Basic reading, writing and oral communication skills
119631	
119640	
119636	
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

Chartall Business College (Pty) Ltd

Chartall Campus, Corner Cedar Road and Cedar Boulevard, Broadacres, Johannesburg 2191

Tel: 087 701 4663 Fax: 086 672 7121 Email: info@chartall.co.za

Chartall Business College (Reg no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (Reg no. 2012/FE07/044)