



Executive Summary

Qualification	GETC: Business Practice
Qualification ID	61755
NQF Level	1
Minimum Credits	121
Duration	12 months
Field	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
ETQA	Services SETA
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.
Entry Requirements	<ul style="list-style-type: none">▪ Communication at ABET Level 3▪ Mathematical Literacy at ABET Level 3



EMPOWERED

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Exit Level Outcomes

- Use fundamental skills in a business environment.
- Make appropriate use of Information and Communications Technology in an office setting
- Understand and apply entrepreneurial and business knowledge and attitude.
- Incorporate life skills in an employment or self-employment situation

The KLM Empowered X-Perience



X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

Business Communication

ID	Unit Standard Title	Level	Credits
119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	1	6
119636	Write/Sign for a variety of different purposes	1	6
119640	Read/view and respond to a range of text types	1	6
Total			18

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Numerical Skills

ID	Unit Standard Title	Level	Credits
119362	Work with numbers; operations with numbers and relationships between numbers	1	4
119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	1	6
119373	Describe and represent objects in terms of shape, space and measurement	1	5
110083	Process, analyse and communicate numerical data	1	4
Total			19

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Computer Skills

ID	Unit Standard Title	Level	Credits
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
116932	Operate a personal computer system	1	3
117902	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
117867	Managing files in a Graphical User Interface (GUI) environment	1	3
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	1	4
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	1	3
116945	Use electronic mail to send and receive messages	2	2
Total			22

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Personal Mastery

ID	Unit Standard Title	Level	Credits
12537	Identify personal values and ethics in the workplace	1	4
256154	Interpret and implement instructions	1	8
115091	Monitor compliance to safety, health and environmental requirements in a workplace	2	3
243189	Manage personal finances	1	8
243193	Practice good health and grooming habits	1	4
119631	Explore and use a variety of strategies to learn	1	5
Total			32

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Starting a Business

ID	Unit Standard Title	Level	Credits
10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	1	2
10007	Identify, analyse and select business opportunities	1	3
13994	Identify and discuss different types of business and their legal implications	1	4
14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	1	7
Total			16

Running a Business

ID	Unit Standard Title	Level	Credits
13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	1	3
116164	Demonstrate an understanding of the importance of marketing	1	2
110082	Understand the impact of customer service on a business	1	6
13999	Demonstrate an understanding of basic accounting practices	1	4
Total			15

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The Greatness Effect