



DZINDALO
CONSULTING

GENERAL EDUCATION AND
TRAINING BUSINESS PRATICE

SERVICES SETA Qualifications

General Education and Training Business Practice

Qualification ID	Qualification Name	Level	Credits	Duration
61755	General Education and Training Business Practice	1	121	35 Days over a period of 1 year

Description:
General Education and Training Business Practice is for utilisation by all members of the population , anyone preparing to become employed, or self employed, in any business whatsoever will be the person most likely attracted to this qualification. Infact many newly (or not-so -newly) appointed personnel, or struggling entrepreneurs could benefit from part or all of this qualification.

Curriculum

Core Unit standards (44 credits)

- Demonstrate an understanding of basic accounting practices (4)
- Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities (2)
- Develop and use keyboard skills to enter text (4)
- Identify and discuss different types of business and their legal implications (4)
- Identify, analyse and select business opportunities (3)
- Manage personal finances (8)
- Managing files in graphical user interface(GUI) environment (3)
- Operate a personal computer system (3)
- Plan to manage ones time (3)
- Understand the impact of customer service on a business (6)
- Use generic functions in a graphical user interface(GUI)-environment (4)

Fundamentals Unit Standards (42 credits)

- Describe and represent objects in terms of shape, space and measurement (5)
- Describe, interpret and represent mathematical patterns, functions and algebra in different contexts (6)
- Engage in a range of speaking/signing and listening interactions for a variety of purposes (6)
- Explore and use a variety of strategies to learn (5)
- Process, analyse and communicate numerical data (4)
- Read/view and respond to a range of text types (6)
- Work with numbers; operations with numbers and relationships between numbers (4)
- Write/sign for a variety of different purposes (6)

Electives (35 credits)

- Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS (2)
- Demonstrate an understanding of the importance of marketing (2)
- Demonstrate the ability to start and run a business and adapt to a changing business environment (3)
- Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability (3)
- Develop analytical perception (8)
- Engage in directed planning behaviour (8)
- Identify personal values and ethics in the workplace (4)
- Install a personal computer (pc) peripheral device, in a GUI environment (2)
- Interpret and implement instructions (8)
- Practice good health and grooming habits (4)
- Use a graphical user interface (GUI)-based word processor to create and edit documents (4)
- Describe the concepts of information and communication technology (ICT) and the use of its components in a healthy and safe manner (3)
- Enhance, edit and organise electronic messages using a graphical user interface (GUI)-based messaging application (2)
- Monitor compliance to safety, health and environmental requirements in a workplace (2)
- Use a graphical user interface (GUI)-based presentation application to prepare and produce presentation according to a given brief (5)