



Purpose and rationale

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 on 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.

Learning assumed to be in place

Mathematical literacy and communication equivalent to ABET 3.

Modules covered

1 – Learning to Learn

- Explore and use a variety of strategies to learn (SAQA 119631)
- Develop analytical perception (SAQA 256155)
- Read/View and respond to a range of text types (SAQA 119640)
- Engage in directed planning behaviour (SAQA 256134)
- Interpret and implement instructions (SAQA 256154)

2 – Learning to Operate a Personal Computer

- Develop and use keyboard skills to enter text (SAQA 9357)
- Managing files in a Graphical User Interface (GUI) environment (SAQA 117867)
- Operate a personal computer system (SAQA 116932)
- Use generic functions in a Graphical User Interface (GUI)-environment (SAQA 117902)

3 – Preparing for Your Success

- Process, analyse and communicate numerical data (SAQA 110083)
- Develop and use keyboard skills to enter text (SAQA 9357)
- Plan to manage one's time (SAQA 15091)
- Manage personal finances (SAQA 243189)
- Describe, interpret and represent mathematical patterns, functions and algebra in different contexts (SAQA 119368)
- Practice good health and grooming habits (SAQA 243193)

4 – Entrepreneurship

- Identify and discuss different types of business and their legal implications (SAQA 13994)
- Describe and represent objects in terms of shape, space and measurement (SAQA 119373)
- Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities (SAQA 10006)

5 – Starting Your Own Business

- Engage in a range of speaking/signing and listening interactions for a variety of purposes (SAQA 119635)
- Write/Sign for a variety of different purposes (SAQA 119636)
- Demonstrate an understanding of a general business plan and adapt it to a selected business idea (SAQA 14444)
- Identify, analyse and select business opportunities (SAQA 10007)
- Demonstrate the ability to start and run a business and adapt to a changing business environment (SAQA 10009)

6 – Managing Your Own Business

- Work with numbers; operations with numbers and relationships between numbers (SAQA 119362)
- Demonstrate an understanding of basic accounting practices (SAQA 13999)
- Understand the impact of customer service on a business (SAQA 110082))
- Demonstrate an understanding of the importance of marketing (SAQA 116164)