



# BCONSULT

Further Education Training Certificate  
**BUSINESS PRACTICE**

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NQF Level 1 | SAQA ID 61755 | 121 Points | 12 Months

Further Education Training Certificate:

## **Business Practice – NQF Level 1**

SAQA ID: 61755 | Credits: 121 | Duration: 12-month | QCTO Learnership

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### **1. Course Overview**

The General Education and Training Certificate (GETC): Business Practice (SAQA ID 61755) provides a comprehensive foundation for individuals seeking to enter or advance within the business environment. This qualification integrates six key literacies required in the modern workplace—Numeracy, Literacy, Entrepreneurial, Financial, Technological, and Cognitive—into a single, coherent learning experience. Designed for aspiring employees, self-employed individuals, and entrepreneurs, the programme equips learners with essential business and life skills needed to operate effectively in diverse industries and to bridge the gap between South Africa's First and Second Economies.

Learners will gain grounding in business communication, entrepreneurship, customer service, financial awareness, and computer literacy, while developing life skills and professional work habits necessary for employment or self-employment.

### **2. Learning Outcomes**

On completion of this programme, learners will be able to:

- Apply fundamental communication and numeracy skills in a business environment.
- Use information and communication technology effectively in an office or business setting.
- Demonstrate entrepreneurial thinking and sound business knowledge.
- Apply essential life skills in employment or self-employment situations.

### **3. A Qualified Learner Will Be Able To:**

- Communicate effectively and interpret business-related information.
- Manage and utilize personal computers and standard business software to produce and organize work-related documents.
- Identify and evaluate business opportunities and implement basic business and financial management principles.
- Deliver effective customer service and apply professional behavior in the workplace.
- Plan, prioritize, and manage time effectively.
- Apply sound personal and business financial management practices.
- Demonstrate initiative, problem-solving, and decision-making skills in a business context.

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### **Entry Requirements**

Learners are assumed to be competent in:

- Communication at ABET Level 3.
- Mathematical Literacy at ABET Level 3.

Access to the qualification is open, provided the learner can be assessed in a suitable learning or workplace environment. Recognition of Prior Learning (RPL) is available to acknowledge formal, informal, or non-formal learning experiences, which may lead to accelerated access, credit accumulation, or full/partial qualification attainment.

### **4. International Comparability**

Globally, the development of entrepreneurial and work-readiness skills is recognized as essential for reducing unemployment and enhancing economic participation. The GETC: Business Practice aligns closely with similar initiatives across developing economies, including:

- Cyprus: Entrepreneurship training emphasizing communication, teamwork, and decision-making.
- Sierra Leone: Youth Reintegration initiatives focusing on life skills and functional literacy.
- India: Entrepreneurship and business development programmes promoting innovation and project planning.
- USAID Youth Livelihood Toolkit: Life skills, work readiness, and entrepreneurship training across multiple countries.
- Caribbean Commonwealth Youth Programme: Enterprise, ICT, and personal development training.
- United Kingdom (ILM Level 3 Certificate in Starting Your Business): Covers areas such as business planning, customer service, and resource management.

This qualification is distinctive in offering a full national qualification, compared to many countries where similar learning is delivered as short courses. It supports both entrepreneurship and employability in contexts similar to South Africa's economic landscape.

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### **5. Occupational Trainer – NQF Level 1 Certification**

The General Education and Training Certificate: Business Practice (SAQA ID 61755) is a National Certificate registered at NQF Level 1 on the Occupational Qualifications Sub-Framework (OQSF). It carries a minimum of 121 credits and is quality assured by the Services Sector Education and Training Authority (Services SETA).

This foundational-level qualification serves as an entry point into the business and commerce field, providing learners with essential knowledge, skills, and competencies to participate meaningfully in the workplace or to establish their own business ventures. It also offers a clear progression pathway toward higher-level occupational qualifications such as Business Administration Services or New Venture Creation.

### **6. Potential Career Opportunities**

Graduates of this qualification can pursue roles such as:

- Administrative Assistant
- Office Support Clerk
- Data Capture Clerk
- Customer Service Assistant
- Small Business Owner or Entrepreneur
- Junior Sales Assistant
- Business Operations Support Worker

This qualification also provides a solid foundation for further learning in business-related qualifications such as New Venture Creation or Business Administration Services at higher NQF levels.

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### 7. Learning Options

The qualification may be offered through various learning modes to accommodate different learners' circumstances, including:

- **Full-time study** at accredited training institutions.
- **Part-time or evening classes** for employed learners.
- **Workplace-based learning** supported by mentors or supervisors.
- **Blended or online learning**, combining digital and classroom engagement.
- **Recognition of Prior Learning (RPL)** assessment for experienced individuals seeking formal recognition.

Learning is structured around **Fundamental, Core, and Elective Components**, totaling a minimum of **121 credits**, combining theory with practical application to ensure learners demonstrate competency in real-world business contexts.

### Contact Details

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