



LEARNING &
DEVELOPMENT

Blended Learning

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Programme Name	General Education and Training Certificate: Business Practice				
SAQA ID	61755	NQF Level	1	Credits	121

Exit Level Outcomes	<ol style="list-style-type: none">1. Use fundamental skills in a business environment.2. Make appropriate use of Information and Communications Technology in an office setting.3. Understand and apply entrepreneurial and business knowledge and attitude.4. Incorporate life skills in an employment or self-employment situation.
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Programme Methodology	A blended learning approach, consisting of face-to-face classroom sessions and virtual classroom learning.
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Programme Delivery	<ul style="list-style-type: none">• The qualification is delivered over 1 year.• Attended by learners in a classroom situation with learning activities that include individual, group and self-study activities as well as practical reinforcement within a structured work environment, with workplace activities, exposure, coaching, mentoring activities and assessments.
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Pre-requisites	<ul style="list-style-type: none">• Communication at ABET Level 3 or equivalent. 2.• Computer Literacy at ABET Level 3 or equivalent.
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Learner Support

Learner Support caters for 2 hours per learner, using the following platforms:

- Google Meet
- WhatsApp
- Emailing
- Skype
- Tele-conferencing

Classroom Tools

The following tools/resources are used in this learning programme:

- Google Classroom
- Various online activities platforms
- Electronic training materials
- YouTube
- Google Meet
- WhatsApp
- Emailing
- Skype
- Tele-conferencing

EXIT LEVEL OUTCOMES

Exit Level Outcome 1

Use Fundamental Skills in a Business Environment

US ID	US Title	Level	Credits
119640	Read/view and respond to a range of text types.	1	6
119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes.	1	6
10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities.	1	2
13994	Identify and discuss different types of business and their legal implications.	1	5
12537	Identify personal values and ethics in the workplace.	1	4
115091	Monitor compliance to safety, health and environmental requirements in a workplace.	2	2
14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS.	1	5
13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability.	1	3
Total Credits			16

Exit Level Outcome 2

Make Appropriate use of Information and Communications Technology in an Office Setting

US ID	US Title	Level	Credits
119373	Describe and represent objects in terms of shape, space and measurement.	1	5
116932	Operate a personal computer system.	1	3
9357	Develop and use keyboard skills to enter text.	1	4
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
110083	Process, analyse and communicate numerical data.	2	4
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents.	1	4
117943	Install a Personal Computer (PC) peripheral device, in a GUI environment.	1	2
116933	Install a Personal Computer (PC) peripheral device, in a GUI environment.	1	2
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents.	1	4
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.	1	3
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application.	1	2
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.	1	5
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet.	2	4
117924	Use a Graphical User Interface (GUI)-based word processor to format documents.	1	5
116945	Use electronic mail to send and receive messages.	1	2
Total Credits			57

Exit Level Outcome 3

Understand and Apply Entrepreneurial and Business Knowledge and Attitude

US ID	US Title	Level	Credits
119362	Work with numbers; operations with numbers and relationships between numbers.	1	4
119634	Write/Sign for a variety of different purposes.	1	6
10007	Identify, analyse and select business opportunities.	1	3
252244	Understand the impact of customer service on a business.	1	6
13999	Demonstrate an understanding of basic accounting practices.	1	4
14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea.	1	7
10009	Demonstrate the ability to start and run a business and adapt to a changing business environment.	1	3
116164	Demonstrate an understanding of the importance of marketing.	1	2
Total Credits			35

Exit Level Outcome 4

Incorporate Life Skills in an Employment or Self-Employment Situation

US ID	US Title	Level	Credits
119368	Describe, interpret, and represent mathematical patterns, functions and algebra in different contexts.	1	6
110083	Process, analyse and communicate numerical data.	1	4
119631	Explore and use a variety of strategies to learn.	1	5
243189	Manage personal finances.	1	8
15091	Plan to manage one's time.	1	3
243193	Practice good health and grooming habits.	1	2
256154	Interpret and implement instructions.	1	8
256134	Engage in directed planning behaviour.	1	8
256155	Develop analytical perception.	1	8
Total Credits			46