



NATIONAL CERTIFICATE: INFORMAL SMALL BUSINESS PRACTICE

COURSE INFORMATION

SAQA ID: 58308

NQF Level: 3

Learnership Duration: 12 months

Credits: 120

Contact Sessions: Minimum Contact Session, including remediation (if required) and Portfolio Building, for this Qualification, is **47 days**.

Accrediting SETA: Wholesale & Retail Sector Education and Training Authority (W&RSETA)

PURPOSE

The purpose of this qualification is to equip learners to understand the underlying principles of operational areas related to the Wholesale & Retail sector and entry level business principles, thus enabling them to become effective employers and/or self-employed members of society. The competencies in this qualification will assist the entrepreneur to ensure long-term business sustainability.

The qualification will enable learners to understand the South African context of the Retail sector but may also increase their understanding of business, thus enabling them to use this learning in various business environments and to progress to more formal business operations through articulated learning with qualifications which offer a more in-depth and specific business focus. This approach will enable the acquiring of operational competencies in preparation of additional business development and formalizing of business operations where individuals have the relevant understanding of retail operations.

ENTRY CRITERIA

- Communication at NQF Level 2.
- Mathematical Literacy at NQF Level 2.

MARKET INFORMATION

Target Market: Occupations associated with this qualification include:

- Sellers: Salespersons and Assistants, Representatives
- Small Retail Business Owner

Target Industries: Wholesale and Retail



COURSE INFORMATION

- **Mentor Requirements:** Mentor must have at least 3 years' experience in a Wholesale and Retail Environment.
- **Workplace Approval:** Not Applicable
- **Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

SKILLS OUTCOMES

1. Understand the requirements of retail operations.
2. Perform basic retail operations.
3. Maintain customer service in an informal retail business.

GENERAL INFORMATION

Credit Accumulation Transfer (CAT): CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days.

Learners who do not meet the requirements will be required to complete Module 1 and Module 2 of this qualification.

FISA Requirements: Final Integrated Summative Assessment is the requirement for the successful completion of this learnership.

Recognition of Prior Learning (RPL): RPL is available for this qualification

UNIT STANDARDS

Module1: Communication in a Wholesale and Retail Environment

Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes.	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5

Module 2: Numeracy fundamentals

Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 3	4
Fundamental	9012	Investigate life and work-related problems using data and probabilities	Level 3	5



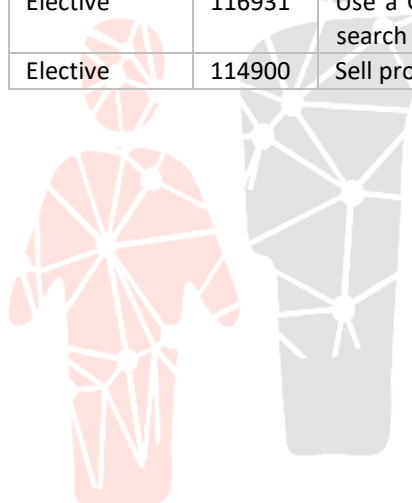
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues	Level 3	5
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Module 3: - Operate in a Wholesale and Retail Environment

Core	243810	Control cash in a small business	Level 3	12
Core	243806	Deal with customers in a retail business	Level 3	8
Core	243807	Maintain a safe and secure environment in a retail business	Level 3	8
Elective	14359	Behave in a professional manner in a business environment	Level 2	5
Elective	14342	Manage time and work processes within a business environment	Level 2	4

Module 4: Operate in a Wholesale and Retail Environment

Core	243805	Merchandise products in a retail business	Level 3	12
Core	243804	Replenish stock in a retail business	Level 3	12
Core	243809	Run a small business	Level 3	12
Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	4
Elective	114900	Sell products to customers in a Wholesale and Retail outlet	Level 3	12



Academy