

Programme strategy

National Certificate: Informal Small Business Practice

58308

Level 3

120 credits



PROGRAMME STRATEGY

#	Programme Element	Description
1	Programme rationale, description and purpose	<p>The Certificate forms part of a learning pathway in the Wholesale and Retail sector that stretches from NQF Levels 2 to 5. While this Qualification focuses on the Small Micro and Medium (SMME) sector, it is structured in such a way that there is progression from Level 2 to a qualification at NQF Level 5.</p> <p>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.</p> <p>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.</p>
2	Occupational/target group	<p>Small, Medium and Micro enterprises at present represent 99% of the Wholesale & Retail Sector. As big Corporations continue to shed jobs and unemployment stays at a high level the SMME sector will become the focal point for job creation. More and more people will try to establish their own businesses particularly in the retail sector and appropriate skills development is required for these entrepreneurs to ensure the long-term sustainability of their ventures.</p> <p>The Certificate in Wholesale and Retail Informal Small Business Practice, NQF Level 3, is designed to meet the needs of learners who are either actively involved in the process of starting up a small retail business or those who are currently self-employed in an informal business in the SMME environment and who want to broaden their base of competence with a view to career path progression.</p>
3	Programme Entry Requirements/Learning assumed to be in place	<p>It is assumed that learners accessing this qualification are competent in:</p> <ul style="list-style-type: none"> • Communication at NQF Level 2. • Mathematical Literacy at NQF Level 2.
4	Qualification rules	<p>In this Qualification the credits are allocated as follows:</p> <ul style="list-style-type: none"> • Fundamental: 36 credits. • Core: 64 credits.

		<ul style="list-style-type: none"> • Elective: 20 credits. • Total: 120 credits. <p>Learners must complete all Fundamental and Core unit standards and to select a minimum of 20 credits from unit standards included in the Elective component of the qualification in order to reach a minimum of 120 credits for the completion of the Qualification.</p>
6	Programme Type (Learnership, Skills Programme, Learning Programme)	National Certificate
7	Exit level outcomes	<ul style="list-style-type: none"> ✓ Understand the requirements of retail operations. ✓ Perform basic retail operations. ✓ Maintain customer service in an informal retail business.

MODULAR BREAKDOWN

UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	243810	Control cash in a small business	Level 3	NQF Level 03	12
Core	243806	Deal with customers in a retail business	Level 3	NQF Level 03	8
Core	243807	Maintain a safe and secure environment in a retail business	Level 3	NQF Level 03	8
Core	243805	Merchandise products in a retail business	Level 3	NQF Level 03	12
Core	243804	Replenish stock in a retail business	Level 3	NQF Level 03	12
Core	243809	Run a small business	Level 3	NQF Level 03	12
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03	5
Fundamental	119458	Analyse and respond to a variety of literary texts	Level 3	NQF Level 03	5
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	NQF Level 03	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	NQF Level 03	4
Fundamental	119457	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	NQF Level 03	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	NQF Level 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03	5
Elective	14359	Behave in a professional manner in a business environment	Level 2	NQF Level 02	5
Elective	114891	Count stock for a stock-take	Level 2	NQF Level 02	5
Elective	8494	Demonstrate an understanding of HIV/AIDS and its implications	Level 2	NQF Level 02	4
Elective	335914	Explain the legal structures and requirements for a wholesale and retail business	Level 2	NQF Level 02	5

Elective	14341	Keep informed about current affairs related to one`s own industry	Level 2	NQF Level 02	4
Elective	14342	Manage time and work processes within a business environment	Level 2	NQF Level 02	4
Elective	114893	Pack customer purchases at point of sales	Level 2	NQF Level 02	3
Elective	114890	Perform office functions in a wholesale and retail outlet	Level 2	NQF Level 02	4
Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	NQF Level 02	4
Elective	119913	Use a personal budget to manage own money	Level 2	NQF Level 02	3
Elective	243808	Apply food safety practices in a retail business	Level 3	NQF Level 03	8
Elective	9303	Communicate verbally with clients in a financial environment	Level 3	NQF Level 03	3
Elective	243678	Grant credit to customers	Level 3	NQF Level 03	8
Elective	114900	Sell products to customers in a Wholesale and Retail outlet	Level 3	NQF Level 03	12
Elective	243803	Start up a small business	Level 3	NQF Level 03	15
Elective	114598	Demonstrate an understanding of an entrepreneurial profile	Level 4	NQF Level 04	5

CODE:

Module 1: Communication

Module 2: Understand the requirements of retail operations

Module 3: Perform basic retail operations

Module 4: Maintain customer service in an informal retail business

Module 5: Basic numeracy

