



**General Education and
Training Certificate: Adult Basic
Education and Training: Wholesale and Retail**
(SAQA reg 73250 learning program reg.71751)



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PURPOSE

This Learning programme is part of the qualification : General Education and Training Certificate (GETC) in Adult Basic Education and Training (ABET) suitable for adult learners and will provide them with fundamental basics of general education learning. The purpose of the Qualification is to equip learners with foundational learning by acquiring knowledge, skills and values in specified Learning Areas. In addition, it also allows learners to choose Elective Unit Standards which relate to occupational type learning relevant to their area of interest or specialisation.

In particular, the Qualification aims to:

- Give recognition to learners who achieve and meet the necessary requirements and competencies as specified in the Exit Level Outcomes and Associated Assessment Criteria.
- Provide a solid foundation of general education learning which will help prepare learners and enable them to access Further Education and Training learning and qualifications, particularly occupational workplace-based or vocational qualifications.
- Promote lifelong learning to enable learners to continue with further learning.
- Prepare learners to function better in society and the workplace.

RATIONALE FOR THE LEARNING PROGRAMME QUALIFICATION

Adult Basic Education is identified as a critical priority in South Africa and plays a vital role in equipping adult learners with the necessary knowledge, skills and values in order to be functional in society and as a person by contributing to the workforce, community and economy. This GETC: ABET qualification provides learners with foundational learning through the acquisition of knowledge and skills needed for social and economic development and the promotion of justice and equality. It also seeks to promote and instill learners with a culture of life-long learning needed for future learning. It also enables learners to acquire the necessary competencies in order to access further education and training, career development and employment opportunities.

The achievement of the GETC: ABET qualification allow learners the following learning pathways:

- To choose a vocational route through completion of the National Certificate: Vocational Qualifications at Levels 2, 3 and 4 which contain vocational specializations.
- To access academic learning at NQF Level 2 and above.

- To access Occupational specific qualifications at NQF Level 2, which consist of knowledge, skills and workplace experience and learning.

The Qualification aims to equip learners to:

- Develop and apply relevant skills, knowledge and attitudes in the chosen Learning Areas.
- Function better in and contribute to the world of work.
- Be sensitive and reflective of issues relating to diversity, inclusivity, cultural values, human rights, gender, development and change.
- Develop an appreciation for lifelong learning.
- Function better as a citizen in South Africa and contribute to cultural, social, environmental and economic development.
- Make informed judgments about critical ethical issues.
- Develop study skills to be able to access further learning.

QUALIFICATION RULES

This Qualification consists of Fundamental, Core and Elective Unit Standards. A minimum of 120 credits from those listed must be achieved for the awarding of the Qualification. The following rules apply to the choice of unit standards:

Fundamental Component:

The Fundamental Component consists of:

Language, Literacy and Communication (LLC) Unit Standards, totalling 23 credits.

A choice of either:

Mathematical Literacy Unit Standards, totalling 16 credits.

Or

Mathematics and Mathematical Sciences, totalling 14 credits.

A learner must choose Mathematical Literacy or Mathematics and not a combination of both.

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION

71750	General Education and Training Certificate: Adult Basic Education and Training: Wholesale and Retail	Generic Provider - Field 11	Level 1	NQF Level 01	120	W&RSETA	OQSF
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Description of the modules, learning objectives and their relationship to the unit standards

Module 1: Wholesale and Retail in South Africa

Unit Standard: Describe wholesale and retail in South Africa 259939

- Recognise and describe the importance of customer service in a Wholesale and Retail environment.
- Identify good customer service standards.
- Illustrate the handling of basic customer queries.

Unit Standard: Identify the importance of customer service in the wholesale and retail environment 259938

- Recognise and describe the importance of customer service in a Wholesale and Retail environment.
- Identify good customer service standards.
- Illustrate the handling of basic customer queries.

Module 2: Managing Self

Unit Standard: Demonstrate an understanding of how to participate effectively in the workplace US 14569

- Identify the importance of ethical behaviour.
- Understand role, rights and responsibilities of individuals in the workplace.
- Identify opportunities for personal growth and advancement in the workplace.
- Demonstrate an understanding of one's own contribution in the workplace.

Unit Standard: Demonstrate knowledge of self in order to understand one's identity and role within the immediate community and South African society US 14661

- Understand the basic meaning of personal identity
- Demonstrate an understanding of the value of self
- Identify personal role in the immediate community
- Identify the importance of ethical behaviour

Module 3: Career Opportunities

Unit Standard: Plan self development US259937

- Explain opportunities for advancement within the organisation
- Plan own development.
- Explain how the NQF can help with one's growth

Unit Standard: Identify career opportunities in the wholesale and retail sector US 259937

- Identify entry-level positions in the Wholesale and Retail sector.
- Select a preferred career path.
- Describe a career path.

Module 4: Learning Strategies & Managing Time

Unit Standard: Explore and use a variety of strategies to learn 119631

- Use language for learning.
- Take responsibility for own learning and make choices about learning.
- Identify different kinds of learning strategies and use what is appropriate to the task.
- Identify, access and use information
- Use resources effectively to supplement learning.

Unit Standard: Plan and Manage One's Time 15901

- Set realistic goals for tasks and activities
- Prioritise tasks and activities in order to plan time
- Draw up a plan/schedule to organise tasks and activities
- Carry out tasks and activities as planned

Module 5: Keyboard Skills

Unit Standard: Develop and use keyboard skills to enter text 9357

- Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters.
- Identify and remedy technique errors.
- Apply keyboard techniques and ergonomic practices to avoid overuse injuries.
- Produce sentences and paragraph containing alpha and numeric text, symbols and special characters

Module 6: Communication

Unit Standard: Engage in a range of speaking/signing and listening interactions for a variety of purposes 119635

- Use speaking/signing and listening strategies.
- Identify the purpose, audience and context of the communication.
- Use strategies to engage with meaning and organisation in communication
- Show a critical awareness of language use in oral/signed texts.
- Use and respond to aesthetic, emotive, cultural and social aspects of oral/signed texts.
- Use and respond to conventions and structures in communication.

Unit Standard: Read/view and respond to a range of text types 119640

- Use reading/viewing strategies appropriately and effectively
- Identify the purpose, audience and context of texts.
- Engage with meaning and organisation in texts.
- Show a critical awareness of language usage in texts.
- Identify and respond to aesthetic, emotive, cultural and social aspects of texts.
- Understand the use of conventions and structures in texts.

Unit Standard: Write/Sign for a variety of different purposes 119636

- Produce texts appropriate to purpose, audience and context.
- Use grammatical structures to organise texts.
- Use writing/signing conventions to organise texts
- Plan, draft and edit own writing/signing.

Module 7: Healthy Living

Demonstrate an understanding of factors that contribute towards healthy living US 14659

- Explain the basic principles of personal hygiene
- Demonstrate an understanding of healthy and nutritious eating habits
- Demonstrate an understanding of the consequences of abusing drugs and medicines
- Demonstrate an understanding of sports and/or recreational activities for a healthy lifestyle

Unit Standard: Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS 14656

- Demonstrate an understanding of sexuality.
- Demonstrate an understanding of the nature, transmission and prevention of sexually transmitted infections including HIV/AIDS.
- Describe means to cope and deal with sexually transmitted infections including HIV/AIDS.

- Describe human rights of individuals living with HIV/AIDS and other sexually transmitted infections.

Module 8: Safety and security

Unit Standard: Security, safety and environmental risks US 113966

- Identify potential exposures to personal safety risks
- Identify potential exposure to fire risk
- Identify potential exposure to security related risks
- Identify potential exposure to community and environmental risks
- Investigate security, safety and environmental risks in the local environment and neighbourhood

Module 9 : Diversity

Unit Standard: Demonstrate a knowledge of diversity with different relationships in South African Society

- Identify aspects of diversity within the South African society.
- Demonstrate knowledge of diversity within different relationships.
- Recognize an individual's role and responsibility in relationships.
- Identify ways and techniques to form positive relationships.

Module 10 : Mathematical Literacy 1

Unit Standard: Describe and represent objects in terms of shape, space and measurement 119373

- Describe and interpret the environment geometrically
- Use scales to interpret maps and to draw simple maps to scale
- Draw different views of objects in real life situations
- Solve measurement problems in the contexts of perimeter, areas and volumes by the selection and use of appropriate formulae

Unit Standard: Describe, interpret and represent mathematical patterns, functions and algebra in different contexts 119368

- Recognise, create and describe various patterns and functional relationships
- Investigate observed patterns and analyse mathematical situations and structures
- Investigate problems in mathematical and real-life situations
- Determine, analyse and interpret equivalence of different descriptions of the same relationships

Unit Standard: Evaluate and solve data handling and probability problems within given contexts 119364

- Collect data to answer questions related to human rights, social, economic, cultural, environmental and political matters
- Summarise data into tables and summary statistics
- Display data in diagrams
- Critically analyse data in tables and diagrams in order to draw conclusions and make predictions
- Interpret and determine chance variation

Unit Standard: Work with numbers; operations with numbers and relationships between numbers 119362

- Recognise, order, describe and compare numbers
- Perform calculations to solve realistic and abstract problems
- Use different techniques and strategies to calculate efficiently and accurately

- Solve problems in contexts (social, economic, environmental, human rights)
- Describe and illustrate the development of number systems in different cultures e.g. Babylonian (base 60) or Mayan (base 20)

Module 11 Maths in Society

Unit Standard: Analyse cultural products and processes as representations of shape space and time 7464

- Identify geometric shapes and patterns in cultural products.
- Analyse similarities & differences in shapes & patterns, & effect of colour, used by cultures.
- Analyse and explain the way shapes and space are used in different epochs and cultures.

Unit Standard: Critically analyse how mathematics is used in social , political and economic relations 7449

- analyse critically the use of mathematical language and relationships in the work place and in the economy;
- analyse critically the use of mathematics in social relations;
- analyse critically the use of mathematics and mathematical language and relationships in political relations

Module 12 Basic Finance

Unit Standard: Plan and Manage personal finances 15902

- Explain the importance of managing personal finances
- Set personal financial goals
- Identify ways to achieve personal financial goals
- Develop a personal and/or family budget

Unit Standard: Use a personal budget to manage own money 119913

- Recording and analysing current spending patterns.
- Investigating ways of controlling own finances.
- Recognising the need to save as part of personal financial management.
- Compiling a personal budget.

Unit Standard: Demonstrate an understanding of basic accounting practices 13999

- Explain the cycle of recording transactions and relevant terminology
- Explain and demonstrate an understanding of source documents.
- Explain the purpose of each subsidiary journal.
- Prepare subsidiary journals.
- Post subsidiary journals to the general ledger.
- Prepare the final statements.

Module 13 : Entrepreneurship

Unit Standard: Identify, analyse and select business opportunities 10007

- Identify business ideas
- Eliminate inappropriate business ideas.
- Analyse and select viable business opportunities.

Unit Standard: Write and present a simple business plan 10008

- Explain and discuss the purpose of a business plan.
- Outline and analyse the components of a business plan.
- Design and present a business plan relevant to the selected business idea.

MODULES	UNIT STANDARDS				
1. WHOLESALE & RETAIL IN SOUTH AFRICA	Elective	259939	Describe wholesale and retail in South Africa	Level 1	4
	Elective	259938	Identify the importance of customer service in the wholesale and retail environment	Level 1	5
2. MANAGING SELF	C	14569	Demonstrate an understanding of how to participate effectively in the workplace	Level 1	3
	C	14661	Demonstrate knowledge of self in order to understand ones identity and role within the immediate community and South African society	Level 1	3
3. CAREER OPPORTUNITIES	Elective	117900	Plan self development	Level 2	10
	Elective	259937	Identify career opportunities in the wholesale and retail sector	Level 1	8
4. LEARNING STRATEGIES & MANAGING TIME	F	119631	Explore and use a variety of strategies to learn	Level 1	5
	C	15091	Plan to manage one`s time	Level 1	3
5. KEYBOARD SKILLS	E	9357	Develop and use keyboard skills to enter text	Level 1	4
6. COMMUNICATION	F	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	Level 1	6
	F	119640	Read/view and respond to a range of text types	Level 1	6
	F	119636	Write/Sign for a variety of different purposes	Level 1	6
7. HEALTHY LIVING	C	14659	Demonstrate an understanding of factors that contribute towards healthy living	Level 1	4
	C	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5
8. SAFETY & SECURITY	C	113966	Identify security, safety and environmental risks in the local environment	Level 1	6
9. DIVERSITY	C	14664	Demonstrate a knowledge of diversity within different relationships in South African Society	Level 1	3

10.MATHS LITERACY	F	<u>7450</u>	Work with measurement in a variety of contexts	Level 1	2
	F	<u>119373</u>	Describe and represent objects in terms of shape, space and measurement	Level 1	5
	F	<u>119364</u>	Evaluate and solve data handling and probability problems within given contexts	Level 1	5
	F	<u>119362</u>	Work with numbers; operations with numbers and relationships between numbers	Level 1	4
11.MATHS IN SOCIETY	F	<u>7464</u>	Analyse cultural products and processes as representations of shape space and time	Level 1	2
	F	<u>7469</u>	Critically analyse how mathematics is used in social , political and economic relations	Level 1	2
12.BASIC FINANCE	C	<u>15092</u>	Plan and Manage personal finances	Level 1	5
	Elective	<u>119913</u>	Use a personal budget to manage own money	Level 2	3
	E	<u>13999</u>	Demonstrate an understanding of basic accounting practices	Level 1	4
13. STARTING A BUSINESS	E	<u>10007</u>	Identify, analyse and select business opportunities	Level 1	3
	E	<u>10008</u>	Write and present a simple business plan	Level 1	7
ELECTIVES TOTAL REQUIRED CREDITS 49					123

