



# Siyaya<sup>®</sup>

SKILLS INSTITUTE



*Helping you grow*

## GENERAL EDUCATION AND TRAINING CERTIFICATE

Adult Basic Education and Training: SMME  
(SAQA reg 73250 learning program reg.71752)

# GENERAL EDUCATION AND TRAINING CERTIFICATE: Adult Basic Education and Training: SMME (SAQA reg 73250 learning program reg.71752)

## 1. PURPOSE

This Learning program 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 specialization.

**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

## 2. RATIONALE FOR THE LEARNING PROGRAM 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



### 3. 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 PROGRAMS RECORDED AGAINST THIS QUALIFICATION

- 73252 General Education and Training Certificate: Adult Basic Education and Training
- Small, Medium and Micro Enterprises Generic Provider - Field 03 Level 1 NQF Level 01 120 SERVICES QQSF



# Description of the modules, learning objectives and their relationship to the Unit Standards

## Module 1: 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
- Prioritize tasks and activities in order to plan time
- Draw up a plan/schedule to organize tasks and activities
- Carry out tasks and activities as planned

## Module 2: 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 organization 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 organization 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 organize texts
- Use writing/signing conventions to organize texts
- Plan, draft and edit own writing/signing



### Module 3: 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 4: Computer Skills

**Unit Standard:** Use generic functions in a Graphical User Interface (GUI)-Environment (117902).

- Use the desktop of a Graphical User Interface (GUI)-based Operating System
- Use the features of a GUI Window
- Use of the Help facility in a GUI Environment
- Use a pointing device in a GUI Environment
- Use generic print options in a GUI Environment

**Unit Standard:** Operate a personal computer system (116932).

- Start up and shut down a personal computer system using standard and non standard methods
- Change the configuration of a personal computer
- Use personal computer operating system functions
- Use operating system utilities

**Unit Standard:** Managing files in a Graphical User Interface (GUI) Environment (117867).

- Identify the different storage devices on a computer
- Explain the concepts of files on a computer in a GUI Environment
- Locate files in a GUI Environment
- Work with computer files in a GUI Environment
- Protect computer files in a GUI Environment

**Unit Standard:** Install a Personal Computer (PC) peripheral device, in a GUI Environment (117943).

- Explain why drivers were developed
- Describe the relevant peripheral device
- List the things required for a peripheral to work
- Give the advantages of different kinds of peripherals
- Identify the consumables needed for the device
- Describe the effect of the consumables on the environment
- Set up the peripheral device drivers in a GUI Environment
- Install the peripheral drivers through the use of an automatic installation according to manufacture specification
- Install the peripheral drivers manually
- Alter the device properties
- Test the installations to ensure that the output matches the requirement

# Description of the modules, learning objectives and their relationship to the Unit Standards *Cont.*

**Unit Standard:** Use a Graphical User Interface (GUI)-based word processor to create and edit documents (116938).

- Demonstrate an understanding of the principles of word processing
- Create, open and save documents
- Produce a document from given text
- Format a document
- Edit a document
- Check spelling and grammar in a document
- Adjust the display characteristics

**Unit Standard:** Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations (116933).

- Demonstrate an understanding of the use of presentation applications
- Create a new slide presentation
- Produce a slide presentation from given text
- Format a slide presentation
- Edit a slide presentation
- Check spelling and grammar in a slide presentation

## Module 5: 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).

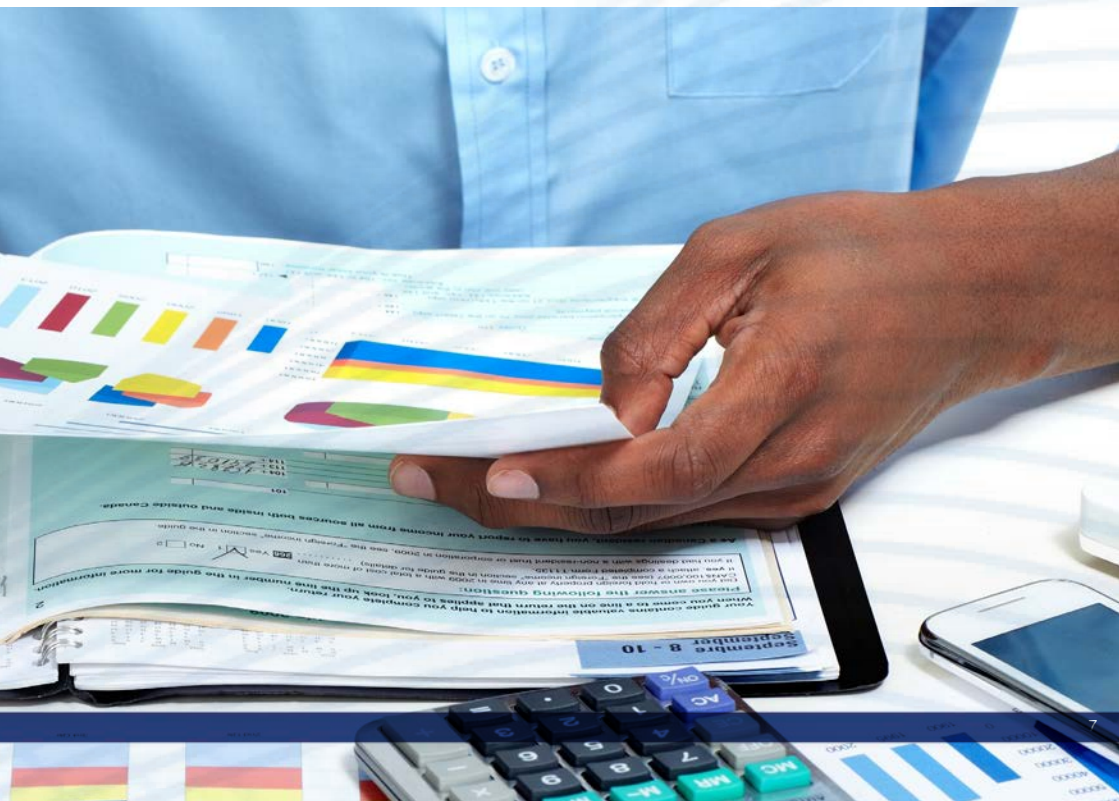
- Recognize, create and describe various patterns and functional relationships
- Investigate observed patterns and analyze mathematical situations and structures
- Investigate problems in mathematical and real-life situations
- Determine, analyze and interpret equivalence of different descriptions of 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
- Summarize data into tables and summary statistics
- Display data in diagrams
- Critically analyze 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).

- Recognize, 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)





# Description of the modules, learning objectives and their relationship to the Unit Standards *Cont.*

## Module 6: Maths in Society

**Unit Standard:** Analyze cultural products and processes as representations of shape space and time (7464).

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

Unit Standard: Critically analyze how mathematics is used in social , political and economic relations (7449).

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

## Module 7: 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:** Conduct basic Financial transactions (14353).

- Explain and apply is the basic procedures for receiving and receipting payments
- Utilize a petty cash system to purchase office items
- Explain and apply the procedures for depositing monies and conducting basic banking transactions

**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 8: Entrepreneurship**

**Unit Standard:** Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities (10006).

- Discuss entrepreneurship
- Identify and describe the characteristics of a successful entrepreneur
- Identify, assess and improve individual entrepreneurial characteristics
- Discuss business ethics and social responsibility

**Unit Standard:** Identify and discuss different types of businesses and their legal implications (13994).

- Identify, discuss and compare types of businesses
- Discuss procedures and essentials in starting a business
- Identify, discuss and explain, the legal implications of types of businesses

**Unit Standard:** Identify, analyze and select business opportunities (10007).

- Identify business ideas
- Eliminate inappropriate business ideas
- Analyze and select viable business opportunities

**Unit Standard:** Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities (10009).

- Discuss entrepreneurship
- Identify and describe the characteristics of a successful entrepreneur
- Identify, assess and improve individual entrepreneurial characteristics
- Discuss business ethics and social responsibility

**Unit Standard:** Write and present a simple business plan (10008).

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

## **Module 9: Diversity**

**Unit Standard:** Demonstrate a knowledge of diversity with different relationships in South African Society (14664).

- 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: Healthy Living**

**Unit Standard:** Demonstrate an understanding of factors that contribute towards healthy living (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 11: Safety and security

**Unit Standard:** Security, safety and environmental risks (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 neighborhood

## Module 12: Managing Self

**Unit Standard:** Demonstrate an understanding of how to participate effectively in the workplace (14569).

- Identify the importance of ethical behavior
- 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 (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 behavior

MODULE	CORE/ FUNDAMENTAL/ ELECTIVE	US NO.	UNIT STANDARD NAME	CREDITS	LEVEL
LEARNING STRATEGIES AND MANAGING TIME MODULE 1	Fundamental	119361	Explore and use a variety of strategies to learn	5	Level 1
	Core	15091	Plan and manage one's time	3	Level 1
COMMUNICATION MODULE 2	Fundamental	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	6	Level 1
	Fundamental	119640	Read/View and respond to a range of text types	6	Level 1
	Fundamental	119636	Write/Sign for a variety of different purposes	6	Level 1
KEYBOARD SKILLS MODULE 3	E	9357	Develop and use keyboard skills to enter text	4	Level 1
COMPUTER SKILLS MODULE 4	E	117902	Use generic functions in a Graphical User Interface (GUI)-Environment	4	Level 1
	E	116932	Operate a personal computer system	3	Level 1
	E	117867	Managing files in a Graphical User Interface (GUI) Environment	3	Level 1
	E	117943	Install a Personal Computer (PC) peripheral device, in a GUI Environment	2	Level 1
	E	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	4	Level 1
	E	116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	3	Level 1

MODULE	CORE/ FUNDAMENTAL/ ELECTIVE	US NO.	UNIT STANDARD NAME	CREDITS	LEVEL
<b>MATHS LITERACY MODULE 5</b>	Fundamental	7540	Work with measurement in a variety of contexts	2	Level 1
	Fundamental	119373	Describe and represent objects in terms of shape, space and measurement	5	Level 1
	Fundamental	119364	Evaluate and solve data handling and probability problems within given contexts	5	Level 1
	Fundamental	119362	Work with numbers, operations with numbers and relationships between numbers	4	Level 1
<b>MATHS IN SOCIETY MODULE 6</b>	Fundamental	7464	Analyze cultural products and processes as representations of shape space and time	2	Level1
	Fundamental	7449	Critically analyze how mathematics is used in social, political and economic relations	2	Level 1
<b>BASIC FINANCE MODULE 7</b>	Core	15092	Plan and Manage personal finances	5	Level 1
	Elective	14353	Conduct basic Financial transactions	3	Level 2
	Elective	13999	Demonstrate an understanding of basic accounting practices	4	Level 1
<b>ENTREPRENEURSHIP MODULE 8</b>	Elective	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	2	Level 1
	Elective	13994	Identify and discuss different types of business and their legal implications	4	Level 1
	Elective	10007	Identify, analyze and select business opportunities	3	Level 1
	Elective	10008	Write a simple Business Plan	3	Level 1
	Elective	10009	Demonstrate the ability to start and run a business and adapt to a changing business environment	7	Level 1
<b>DIVERSITY MODULE 9</b>	Core	14664	Demonstrate a knowledge of diversity with different relationships in South African Society	3	Level 1
<b>HEALTHY LIVING MODULE 10</b>	Core	14659	Demonstrate an understanding of factors that contribute towards healthy living	4	Level 1
	Elective	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	5	Level 1
<b>SAFETY AND SECURITY MODULE 11</b>	Core	113966	Security, safety and environmental risks	6	Level 1
<b>MANAGING SELF MODULE 12</b>	C	14569	Demonstrate an understanding of how to participate effectively in the workplace	3	Level 1
	C	14661	Demonstrate knowledge of self in order to understand one's identity and role within the immediate community and South African society	3	Level 1



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