

SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04

Accreditation
SA Board for People Practices (SABPP)
Accreditation No: 58116L125EC

Module 4: Basic Business Concepts

(13 Credits)
2 Days

SAQA 9973, Apply basic business concepts. NQF Level 3, 8 Credits

SAQA 12153, Use the writing process to compose texts required in the business environment NQF Level 3, 5 Credits

Overview

The SABPP HRM *Basic Business Concepts* module is a building block towards SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support, NQF Level 04. It is ideal for those who wish to obtain the skills to apply basic business principles to sell their services, manage payment processing and conduct business in an ethical, professional manner. Learners' ability to deal with customers and their complaints will be enhanced to further ensure the sustainability of the business. Furthermore, learners will be capable of following a process in writing texts and reports required in business. The writing skills acquired are intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment. These written communications may require a particular format and may include specified legislated requirements.

Who should attend the training?

- Those working towards the SABPP Level 4 HR Qualification.
- Those wishing to improve their oral and written communication skills.
- Skills Development Facilitators (SDF)
- Line Managers, Supervisors and Managers
- Human Resource Practitioners and Managers

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Gains a formal qualification in Basic Business Principles and Business Writing and Communication. • Credits towards a full qualification. • Improves their business skills • Improves skills in written communication. • Improves employability. 	<ul style="list-style-type: none"> • Address skills gaps. • Assist in career development plans. • Competent and skilled HR Staff. • Improved BEE scorecard. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one obtain the Basic Business Concepts Module?

- Enrol for the *Basic Business Concepts* Module.
- Complete the module either through class attendance or distance learning.

ENJO Consultants (Pty) Ltd

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- Compile and submit a portfolio of evidence for assessment.
- Qualify in the Basic Business Concepts Module.

What are the entry requirements?

- Proficiency in English, on an NQF level 3.
- Mathematical literacy NQF level 3.
- Computer literacy NQF level 3.

How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance Basic Business Concepts Module entail?

- A 2-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 5-day training programme and will be granted 3 months to do so.

What does the distance learning Basic Business Concepts Module entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion of the programme, ENJO will upload the learner's results onto the SABPP database.

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- Results need to be verified by SABPP before the Statement of Results (SoR) and certificate are issued.
- The SABPP will capture the learner’s results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

This programme is accredited for the following unit standard:

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
9973	Apply basic business concepts	3	8	<ol style="list-style-type: none"> 1. Sell services. 2. Process payments. 3. Deal with customers.
12153	Use the writing process to compose texts required in the business environment	4	5	<ol style="list-style-type: none"> 1. Use textual features and conventions specific to business texts for effective writing. 2. Identify and collect information needed to write a text specific to a particular function. 3. Compose a text using plain language for a specific function. 4. Organise and structure a text appropriately for a business function. 5. Present a written text for a particular function in a business environment.

How do I know that ENJO Consultants HRM training is recognised?

- ENJO Consultants are accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC. Those who are completing this programme as part as the HR Qualification will be certified through SABPP
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SOR) that will reflect the credits you have earned.
- ENJO Consultants has established itself as a reputable training provider amongst various corporates and ETQAs.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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Training Programme Outline

Overview

Study Unit 1: Apply basic business concepts

- 1.1. Sell services.
- 1.2. Process payments.
- 1.3. Deal with customers.

Study Unit 2: Use the writing process to compose texts required in the business environment

- 2.1. Use textual features and conventions specific to business texts for effective writing.
- 2.2. Identify and collect information needed to write a text specific to a particular function.
- 2.3. Compose a text using plain language for a specific function.
- 2.4. Organise and structure a text appropriately for a business function.
- 2.5. Present a written text for a particular function in a business environment.

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