



# PROSPECTUS

## Full Qualifications

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### ACCREDITED COURSES

Click on a qualification to navigate to the qualification details.

Please note: prices below exclude stipends that are payable in the case of Unemployed Learnership. Unemployed Learnership stipends are R4,000 per month.

### SETA LEARNERSHIPS

1 YEAR LEARNERSHIP COST: R46,000 incl. VAT		SAQA ID	CREDITS	NQF LEVEL
National Certificate: <b>Mixed Farming</b>		48977	120	2
National Certificate: <b>Fruit Packing and Grading Processes</b>		48848	120	3
National Certificate: <b>General Management</b>		60296	162	TBA (Pre-2019: 5)
National Certificate: <b>Customer Management</b>		60273	162	TBA (Pre-2019: 5)
National Certificate: <b>IT: End User Computing</b>		61591	130	3



## LEARNERSHIPS

### 1 YEAR LEARNERSHIP

**COST: R46,000 incl. VAT**

	SAQA ID	CREDITS	NQF LEVEL
Occupational Certificate: <b>Retail Supervisor</b>	99573	100	4
Occupational Certificate: <b>Store Person</b>	99703	41	2
Occupational Certificate: <b>Dispatching &amp; Receiving Clerk</b>	99446	34	3

### 2 YEAR LEARNERSHIP

**COST: R92,000 incl. VAT**

Occupational Certificate: <b>Training and Development Practitioner</b>	101321	190	5
Occupational Certificate: <b>Project Manager</b>	101869	240	5
Occupational Certificate: <b>Small Business Consultant</b>	118741	244	5
Occupational Certificate: <b>Safety, Health and Quality Practitioner</b> (Occupational Health and Safety Practitioner)	99714	256	5

### 4 YEAR LEARNERSHIP

**COST: R184,000 incl. VAT**

Occupational Certificate: <b>Office Administrator</b>	102161	445	5
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### 3 YEAR QUALIFICATIONS

**COST: R138,000 incl. VAT**

Occupational Certificate: <b>Management Assistant</b>	101876	316	5
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**NOTE: this is an accredited Management Assistant qualification, not a learnership.**





# SETA LEARNERSHIPS

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COURSES	UNIT STANDARDS
<b>Fundamental Mathematics</b>	<ul style="list-style-type: none"> <li>• Apply knowledge of statistics and probability to influence the use of data and procedures to investigate real-life problems [9009]</li> <li>• Demonstrate an understanding of rational and irrational numbers and number systems [7480]</li> <li>• Measure, estimate and calculate physical quantities then explore, describe and represent geometrical relationships in 2-dimensions [12444]</li> </ul>
<b>Fundamental Communication</b>	<ul style="list-style-type: none"> <li>• Access and use information from texts [8963]</li> <li>• Maintain and adapt oral communication [8962]</li> <li>• Use language and communication in occupational learning programmes [8967]</li> <li>• Write for a defined context [8964]</li> </ul>
<b>Agricultural Practices</b>	<ul style="list-style-type: none"> <li>• Apply layout principles for conservation and infrastructure [116127]</li> <li>• Explain principles of human resources management and practices in agriculture [116113]</li> <li>• Monitor water quality [116077]</li> <li>• Utilise and perform minor repair and maintenance tasks on equipment and infrastructure [116060]</li> <li>• Recognise and identify the basic functions of the ecological environment [116064]</li> <li>• Participate in agri/ecotourism practices at both micro and meso levels to tourists [116069]</li> </ul>
<b>Agri-Business</b>	<ul style="list-style-type: none"> <li>• Apply marketing principles in agriculture [116126]</li> <li>• Control inputs and stock in an agricultural business [116122]</li> <li>• Identify and recognise factors influencing agricultural enterprise selection [116081]</li> <li>• Illustrate and understand the basic layout of financial statements [116083]</li> <li>• Operate and support a food safety and quality management system in the agricultural supply chain [116070]</li> </ul>

COURSES	UNIT STANDARDS
<b>Plant Production</b>	<ul style="list-style-type: none"> <li>• Apply crop protection and animal health products effectively and responsibly [116125]</li> <li>• Apply sustainable farming practices to conserve the ecological environment [116121]</li> <li>• Consider plant botany during the placement of bee hives [116123]</li> <li>• Define and understand production systems and production management [116115]</li> <li>• Control pests, diseases and weeds on all crops effectively and responsibly [116124]</li> <li>• Monitor the establishment of a crop [116079]</li> <li>• Apply plant manipulation methods [116128]</li> <li>• Understand basic soil fertility and plant nutrition [116053]</li> </ul>
<b>Animal Production</b>	<ul style="list-style-type: none"> <li>• Apply animal products harvesting procedures [116144]</li> <li>• Administer livestock processing treatments [116643]</li> <li>• Respond correctly to control defensive behaviour in animals [116063]</li> <li>• Understand animal nutrition [116055]</li> <li>• Explain basic pig husbandry practices [116120]</li> </ul>

COURSES	UNIT STANDARDS
<b>Fundamental Mathematics</b>	<ul style="list-style-type: none"> <li>• Demonstrate the use of number bases, measurement units and an awareness of error in the context of relevant calculations [9010]</li> <li>• Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts [9013]</li> <li>• Investigate life and work related problems using data and probabilities [9012]</li> <li>• Use mathematics to investigate and monitor the financial aspects of personal, business and national issues [7456]</li> <li>• Apply basic business principles [8000]</li> </ul>
<b>Fundamental Communication</b>	<ul style="list-style-type: none"> <li>• Interpret and use information from texts [119457]</li> <li>• Accommodate audience and context needs in oral/signed communication [119472]</li> <li>• Use language and communication in occupational learning programmes [8973]</li> <li>• Work as a project team member [10135]</li> </ul>
<b>Packaging &amp; Grading of Fruit</b>	<ul style="list-style-type: none"> <li>• Grade fruit [115193]</li> <li>• Pack fruit [115178]</li> <li>• Palletise fruit [115179]</li> <li>• Receive fruit [115201]</li> <li>• Store fruit [115197]</li> </ul>
<b>Market &amp; Product Characteristics</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the basic requirements of different fruit markets [115190]</li> <li>• Explain product characteristics [115187]</li> <li>• Explain the cold chain process [115176]</li> </ul>
<b>Operational Functions</b>	<ul style="list-style-type: none"> <li>• Dispatch final product [115200]</li> <li>• Monitor fruit treatment process [115195]</li> <li>• Operate fruit packing line machine [115202]</li> <li>• Operate fruit sizing machine [115180]</li> </ul>



# GENERAL MANAGEMENT

NQF Level TBA: Pre-2009 was L5 | SAQA ID 60269

COURSES	UNIT STANDARDS
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Analyse leadership and related theories in a work context [120300]</li> <li>Build teams to achieve goals and objectives [252037]</li> <li>Empower team members by recognising strengths, encouraging participation in decision making and delegating tasks [15224]</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Devise and apply strategies to establish and maintain workplace relationships [252027]</li> <li>Apply the principles and concepts of emotional intelligence to the management of self and others [252031]</li> <li>Use communication techniques effectively [12433]</li> </ul>
<b>Diversity &amp; Conflict Management</b>	<ul style="list-style-type: none"> <li>Manage a diverse work force to add value [252043]</li> <li>Conduct negotiations to deal with conflict situations [117853]</li> <li>Interpret and manage conflicts within the workplace [114226]</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>Recruit and select candidates to fill defined positions [12140]</li> <li>Lead people development and talent management [252029]</li> <li>Monitor and evaluate team members against performance standards [252034]</li> <li>Select and coach first-line managers [252035]</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Apply mathematical analysis to economic and financial information [252036]</li> <li>Manage the finances of a unit [252040]</li> </ul>
<b>Best Practice Management</b>	<ul style="list-style-type: none"> <li>Evaluate current practices against best practice [252024]</li> <li>Apply the principles of ethics to improve organisational culture [252042]</li> <li>Apply the principles of knowledge management [252044]</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Formulate recommendations for a change process [252021]</li> <li>Create and manage an environment that promotes innovation [252020]</li> <li>Apply a systems approach to decision making [252026]</li> </ul>
<b>Results-Based Management</b>	<ul style="list-style-type: none"> <li>Develop, implement and evaluate an operational plan [252032]</li> <li>Monitor, assess and manage risk [252025]</li> <li>Develop, implement and evaluate a project plan [252022]</li> </ul>





# CUSTOMER MANAGEMENT

NQF Level TBA: Pre-2009 was L5 | SAQA ID 60273

COURSES	UNIT STANDARDS
<b>Customer Sales Management</b>	<ul style="list-style-type: none"> <li>Identify product features, advantages and benefits to the customer [10045]</li> <li>Close a deal with a customer [10047]</li> <li>Develop customer needs and relationships [10067]</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Analyse leadership and related theories in a work context [120300]</li> <li>Build teams to achieve goals and objectives [252037]</li> </ul>
<b>Ethics &amp; Knowledge Management</b>	<ul style="list-style-type: none"> <li>Apply the principles of ethics to improve organisational culture [252042]</li> <li>Apply the principles of knowledge management [252044]</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Devise and apply strategies to establish and maintain workplace relationships [252027]</li> <li>Manage a diverse work force to add value [252043]</li> <li>Use communication techniques effectively [12433]</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Apply mathematical analysis to economic and financial information [252036]</li> <li>Manage the finances of a unit [252040]</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>Monitor handling of customer by frontline customer service [10052]</li> <li>Lead people development and talent management [252029]</li> <li>Monitor and evaluate team members against performance standards [252034]</li> <li>Select and coach first-line managers [252035]</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Formulate recommendations for a change process [252021]</li> <li>Create and manage an environment that promotes innovation [252020]</li> <li>Apply a systems approach to decision making [252026]</li> </ul>
<b>Results-Based Management</b>	<ul style="list-style-type: none"> <li>Develop, implement and evaluate an operational plan [252032]</li> <li>Monitor, assess and manage risk [252025]</li> <li>Develop, implement and evaluate a project plan [252022]</li> </ul>



[Click here to navigate to "List of Courses"](#)

COURSES	UNIT STANDARDS
<b>Computing Numeracy</b>	<ul style="list-style-type: none"> <li>• Use mathematics to investigate and monitor financial aspects [7456]</li> <li>• Investigate life and work-related problems using data and probabilities [9012]</li> <li>• Calculate shape and motion in 2-and 3-dimensional space [9013]</li> <li>• Number bases and measurement units [9010]</li> <li>• Perform basic business calculations [11241]</li> </ul>
<b>ICT in the Business Environment</b>	<ul style="list-style-type: none"> <li>• Concepts of ICT [117925]</li> <li>• Use generic computer functions [258883]</li> <li>• Work with simple databases [116936]</li> <li>• Work as a project team member [10135]</li> <li>• HIV/AIDS in a workplace [13915]</li> </ul>
<b>Spreadsheets</b>	<ul style="list-style-type: none"> <li>• Create and edit spreadsheets [116937]</li> <li>• Tables and columns [119078]</li> <li>• Enhance the functionality and apply graphs or charts to a spreadsheet [116943]</li> <li>• Use a spreadsheet application to solve a given problem [116940]</li> <li>• Change the appearance of a spreadsheet [258879]</li> </ul>
<b>Computing Communication</b>	<ul style="list-style-type: none"> <li>• Present information in report format [110023]</li> <li>• Write or present texts for a range of communicative contexts [119465/8970]</li> <li>• Accommodate audience and context needs in oral communication [119472/8968]</li> <li>• Use language and communication in occupational learning programmes [119467/8973]</li> </ul>
<b>Presentations</b>	<ul style="list-style-type: none"> <li>• Use a word processor to format documents [117924]</li> <li>• Review and create documents using a word processor [258898]</li> <li>• Use a word processor to create merged documents [116942]</li> </ul>
<b>Internet &amp; E-Mail</b>	<ul style="list-style-type: none"> <li>• The principles of the Internet and the World-Wide-Web [115391]</li> <li>• Use a web-browser to search the Internet [116931]</li> <li>• Use electronic mail to send and receive messages [116945]</li> <li>• Enhance, edit and organise electronic messages and research a computer topic [116935 / 114076]</li> <li>• Electronic messaging and calendar application [258897]</li> </ul>

COURSES	UNIT STANDARDS
Word Processing	<ul style="list-style-type: none"><li>• Use a word processor to format documents [117924]</li><li>• Review and create documents and create merged documents using a word processor [258898]</li><li>• Use a word processor to create merged documents [116942]</li></ul>



# QCTO LEARNERSHIPS

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SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 334302001-KM 106 Credits	<ul style="list-style-type: none"> <li>• Concepts and principles of supervising Wholesale or Retail staff (10 credits).</li> <li>• Concepts and principles of monitoring and improving performance (4 credits).</li> <li>• Concepts and principles for the implementation and maintenance of retail or wholesale operations (3 credits).</li> <li>• Concepts and principles of enhancing customer service (3 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 522201000-PM 20 Credits	<ul style="list-style-type: none"> <li>• Supervise retail or wholesale staff (6 credits).</li> <li>• Monitor and control the work performance of a team (6 credits).</li> <li>• Supervise operations (4 credits).</li> <li>• Supervise service to internal and external retail and wholesale customers (2 credits).</li> <li>• Resolve queries and complaints from internal and external retail and wholesale customers (2 credits).</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 522201000-WM 60 Credits	<ul style="list-style-type: none"> <li>• Processes and procedures for supervising wholesale or retail staff (30 credits).</li> <li>• Processes and procedures for supervising, implementing and maintaining processes and procedures in a specific area of responsibility in a wholesale or retail outlet (20 credits).</li> <li>• Processes and procedures for enhancing customer service in a wholesale or retail outlet (10 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 833402000-KM 9 Credits	<ul style="list-style-type: none"> <li>• Concepts of moving and packing stock in a stock storage area (3 credits)</li> <li>• Concepts and methods of picking and counting stock (3 credits)</li> <li>• Principles of maintaining a stock storage area (3 credits)</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 833402000-PM 13 Credits	<ul style="list-style-type: none"> <li>• Move stock in and out of stock storage areas (3 credits)</li> <li>• Pack stock in a stock storage area (3 credits)</li> <li>• Pick stock from a stock storage area (3 credits)</li> <li>• Count stock (2 credits)</li> <li>• Maintain the stock storage area (2 credits)</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 833402000-WM 19 Credits	<ul style="list-style-type: none"> <li>• Processes and procedures for moving and packing different types of stock (9 credits)</li> <li>• Processes and procedures for picking and counting stock (6 credits)</li> <li>• Processes and procedures for performing housekeeping, maintaining a safe stock storage area (4 credits)</li> </ul>

# DISPATCHING AND RECEIVING CLERK

NQF Level 3 | Credits 34 | SAQA ID 99446

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 432102000-KM 12 Credits	<ul style="list-style-type: none"> <li>• The receiving and dispatch environment (4 credits)</li> <li>• Concepts of shrinkage and losses (2 credits)</li> <li>• Principles of receiving and checking deliveries (4 credits) [optional for Dispatch Clerk part qualification]</li> <li>• Principles of dispatching stock (2 credits) [optional for Receiving Clerk part qualification]</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 432102000-PM 7 Credits	<ul style="list-style-type: none"> <li>• Receive stock (2 credits) [optional for Dispatch Clerk part qualification]</li> <li>• Prepare items for dispatch (2 credits) [optional for Receiving Clerk part qualification]</li> <li>• Prevent shrinkage and losses (3 credits)</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 432102000-WM 15 Credits	<ul style="list-style-type: none"> <li>• Processes and procedures for receiving stock (8 credits) [optional for Dispatch Clerk part qualification]</li> <li>• Processes and procedures for dispatching stock (7 credits) [optional for Receiving Clerk part qualification]</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 242401001-KM 50 Credits	<ul style="list-style-type: none"> <li>• The statutory learning and development environment (8 credits).</li> <li>• Learning and development management functions (8 credits).</li> <li>• Organisational learning and development needs analysis (8 credits).</li> <li>• Facilitation of learning in an occupational context (8 credits).</li> <li>• Assessment principles and practices (4 credits).</li> <li>• Workplace learning and development planning, evaluation and reporting (8 credits).</li> <li>• Work-based learning (6 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 242401001-PM 76 Credits	<ul style="list-style-type: none"> <li>• Manage and coordinate logistics, facilities and financial resources (8 credits).</li> <li>• Plan, conduct and report on a learning and development needs analysis (16 credits).</li> <li>• Plan the delivery of an occupational learning intervention (16 credits).</li> <li>• Facilitate different methodologies, training styles and techniques within an occupational learning context (12 credits).</li> <li>• Facilitate experiential work-based learning (8 credits).</li> <li>• Plan and conduct the assessment of learner competencies (8 credits).</li> <li>• Evaluate the impact of learning within an occupational context (8 credits).</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 242401001-WM 64 Credits	<ul style="list-style-type: none"> <li>• Conduct learning and development management practices (12 credits).</li> <li>• Conduct skills development facilitation (SDF) processes as required for mandatory grant payments (8 credits).</li> <li>• Conduct learning and development planning and implementation processes (12 credits).</li> <li>• Facilitate an occupational learning session (8 credits).</li> <li>• Facilitate a work-based learning and development process (8 credits).</li> <li>• Conduct assessments of learner competence (8 credits).</li> <li>• Evaluate the impact of learning within an occupational context (8 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 121905000-KM 80 Credits	<ul style="list-style-type: none"> <li>• Introductory Studies for Project Managers (4 credits).</li> <li>• Project Integration Management (4 credits).</li> <li>• Project Scope Management (8 credits).</li> <li>• Project Time Management (8 credits).</li> <li>• Project Cost Management (8 credits).</li> <li>• Project Quality Management (8 credits).</li> <li>• Project Human Resource Management (8 credits).</li> <li>• Project Communications Management (8 credits).</li> <li>• Project Risk Management (8 credits).</li> <li>• Project Procurement Management (8 credits).</li> <li>• Project Stakeholder Management (8 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 121905000-PM 100 Credits	<ul style="list-style-type: none"> <li>• Initiate a project (4 credits).</li> <li>• Plan and develop a project management approach and scope statement (8 credits).</li> <li>• Plan and develop a project timeline and schedule (8 credits).</li> <li>• Plan for and project the cost of a project (8 credits).</li> <li>• Plan project management systems (8 credits).</li> <li>• Monitor and control the scope of a project (8 credits).</li> <li>• Control the project delivery schedules and costs (8 credits).</li> <li>• Control the project quality (8 credits).</li> <li>• Manage and control the human resources of a project (8 credits).</li> <li>• Conduct and control project communication and stakeholder interaction (8 credits).</li> <li>• Manage and control project risks (8 credits).</li> <li>• Manage and control project procurement activities (8 credits).</li> <li>• Manage and control project close-out activities (8 credits).</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 121905000-WM 60 Credits	<ul style="list-style-type: none"> <li>• Attend to project initiation management processes (10 credits).</li> <li>• Attend to project planning processes (20 credits).</li> <li>• Attend to project execution and control processes (20 credits).</li> <li>• Attend to project close out processes (10 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 242101-000-00-KM 93 Credits	<ul style="list-style-type: none"> <li>• Regulatory and Legislative Framework (5 credits).</li> <li>• Compliance Audit (5 credits).</li> <li>• Fundamentals of Entrepreneurial Profiles (4 credits).</li> <li>• Business Consulting Development (5 credits).</li> <li>• Strategic and Operational Plans (5 credits).</li> <li>• Professional Business Success Factors (5 credits).</li> <li>• Principles of Marketing (5 credits).</li> <li>• Business Finance (5 credits).</li> <li>• Principles of Costing and Pricing to a Business Venture (5 credits).</li> <li>• Risk Profiling (5 credits).</li> <li>• Principles of Tendering (4 credits).</li> <li>• Business Appraisal (5 credits).</li> <li>• Business Requirements and Business Rescue Strategies (5 credits).</li> <li>• Effective Communication (5 credits).</li> <li>• Principles of Ethics in Business (3 credits).</li> <li>• Strategies for Behaviour Change and Coaching (3 credits).</li> <li>• Principles of Change Management (5 credits).</li> <li>• Introductory Studies for Project Managers (5 credits).</li> <li>• Application of Contract Documentation (4 credits).</li> <li>• Evaluation of Influences in Value Chain (5 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 242101-000-00-PM 55 Credits	<ul style="list-style-type: none"> <li>• Evaluate Personal Capability for Performing Business Consulting Services (8 credits).</li> <li>• Carry Out Due Diligence and Check Compliance with Relevant Legislation (8 credits).</li> <li>• Monitor Methods of Appraisal of Business Owner, Business Performance and Activities (8 credits).</li> <li>• Provide Strategic and Operational Consulting Services (10 credits).</li> <li>• Develop and Implement Change Management Framework (5 credits).</li> <li>• Develop Project Implementation Approach (8 credits).</li> <li>• Interpret the Influences of Key Components in The Value Chain on Business Efficiency (8 credits).</li> </ul>

SECTION	MODULES
<b>WORK EXPERIENCE MODULES</b>  Module 242101-000-00-WM 96 Credits	<ul style="list-style-type: none"> <li>• Procedures to Evaluate Personal Capability for Performing Business Consulting Services (10 credits).</li> <li>• Processes and Procedures for Carrying Out and Checking Due Diligence Compliance with Relevant Legislation (15 credits).</li> <li>• Process to Monitor Methods of Appraisal of Business Owner, Business Performance and Activities (15 credits).</li> <li>• Procedures to Provide Strategic and Operational Consulting Service (20 credits).</li> <li>• Process to Develop and Implement a Change Management Framework (10 credits).</li> <li>• Process and Procedures to Develop Project Approach (15 credits).</li> <li>• Procedures to Interpret the Influences of Key Components in The Value Chain on Business Efficiency (11 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 226302001-KM 76 Credits	<ul style="list-style-type: none"> <li>Fundamentals of Occupational Health and Safety (9 credits).</li> <li>Fundamentals of Communication (6 credits).</li> <li>Occupational Health and Safety applications (17 credits).</li> <li>Occupational Health and Safety Management (38 credits).</li> <li>Operations Management and Supervision (6 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 226302001-PM 62 Credits	<ul style="list-style-type: none"> <li>Represent the needs of employees with regard to Occupational Health and Safety matters (8 credits).</li> <li>Inspect workplaces, identify hazards and risks and take immediate action to ensure health and safety in the workplace (4 credits).</li> <li>Consult with employees and raise their needs and issues at (4 credits).</li> <li>Inspect workplaces and environments to identify occupational health and safety hazards and determine the risks associated with the work (16 credits).</li> <li>Coordinate the work activities of Occupational Health and Safety representatives (6 credits).</li> <li>Develop a risk profile and legal register for a designated work area (6 credits).</li> <li>Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes (4 credits).</li> <li>Advise on the establishment maintenance and improvement of emergency response and preparedness (8 credits).</li> <li>Manage the effectiveness of operational Occupational Health and Safety systems (6 credits).</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 226302001-WM 118 Credits	<ul style="list-style-type: none"> <li>Exposure to the workplace examination processes (12 credits).</li> <li>Exposure to the processes of representing the Occupational Health and Safety needs of employees (4 credits).</li> <li>Exposure to Occupational Risk Management processes (12 credits).</li> <li>Exposure to the processes of selecting, appointing and managing Occupational Health and Safety representatives (8 credits).</li> <li>Exposure to the processes of developing and implementing Occupational Health and Safety systems (48 credits).</li> <li>Exposure to the processes of monitoring and improving Occupational Health and Safety systems (34 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 334102002-KM 132 Credits	<ul style="list-style-type: none"> <li>• Effective office administration and management (10 credits).</li> <li>• Business communication and customer services (8 credits).</li> <li>• Office protocol, deportment and etiquette (8 credits).</li> <li>• Apply End User Computing (6 credits).</li> <li>• Social media and digital literacy (5 credits).</li> <li>• Introductory project management (2 credits).</li> <li>• Computerised Project Management (15 credits).</li> <li>• Basic business calculations (5 credits).</li> <li>• Resource and procurement management (15 credits).</li> <li>• Tender and procurement processes, and procedures (5 credits).</li> <li>• Document management and record keeping (15 credits).</li> <li>• Staffing and people support (15 credits).</li> <li>• Principles of the National Qualifications Framework (NQF) in relation to Skills Development and Workplace Skills Plan (WSP) administration (12 credits).</li> <li>• Public relations, marketing and advocacy (6 credits).</li> <li>• Ready for work standards (5 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 334102002-PM 155 Credits	<ul style="list-style-type: none"> <li>• Communication and effective customer relationships (10 credits).</li> <li>• Manage, coordinate and assist in the administration and clerical support of resources to facilitate smooth and effective operational activities within the organisation (15 credits).</li> <li>• Assist in the administration and preparation of the process of tendering of contracts (15 credits).</li> <li>• Manage meetings (15 credits).</li> <li>• Payroll processing and pay administration (15 credits).</li> <li>• Support the recruitment, selection, and induction of staff (15 credits).</li> <li>• Classify, identify, register, track and dispose of records and information (15 credits).</li> <li>• Assist in the administration and preparation of the Workplace Skills Plan (WSP) (15 credits).</li> <li>• Provide administrative support to the Marketing/Public Relations division (20 credits).</li> <li>• Prepare, install and dismantle exhibition elements (10 credits).</li> <li>• Manage a small project (credits 10).</li> </ul>

SECTION	MODULES
<b>WORK EXPERIENCE MODULES</b>  Module 334102002-WM 158 Credits	<ul style="list-style-type: none"> <li>• Perform administrative and meeting support functions to support management (12 credits).</li> <li>• Handle customer and client's queries and liaison in an office (8 credits).</li> <li>• Marketing/Public Relations and administrative support (25 credits).</li> <li>• Assist in planning and coordinating at least two special events/conferences (20 credits).</li> <li>• Procure and allocate resources (15 credits).</li> <li>• Solicit tender offers in terms of a set of procedures (10 credits).</li> <li>• Manage a paperless office (20 credits).</li> <li>• Supervision, and training of administration staff (15 credits).</li> <li>• Assist in developing a Workplace Skills Plan according to employee training needs (8 credits).</li> <li>• Apply ready for work standards to everyday work activities (25 credits).</li> </ul>

SECTION	MODULES
<b>KNOWLEDGE MODULES</b>  Module 334302001-KM 106 Credits	<ul style="list-style-type: none"> <li>• Document management and record-keeping (15 credits).</li> <li>• Computerised Information Processing (25 credits).</li> <li>• Resource and procurement management (5 credits).</li> <li>• Social media and digital literacy (5 credits).</li> <li>• Office protocol, deportment and etiquette (10 credits).</li> <li>• Business communication and customer services (8 credits).</li> <li>• Ready for work standards (5 credits).</li> <li>• Basic business calculations (5 credits).</li> <li>• Apply End User Computing (6 credits).</li> <li>• Business documentation and design (10 credits).</li> <li>• Meeting administration (10 credits).</li> <li>• Introductory project management (2 credits).</li> </ul>
<b>PRACTICAL SKILL MODULES</b>  Module 334302001-PM 75 Credits	<ul style="list-style-type: none"> <li>• Create a trip itinerary (15 credits).</li> <li>• Address protocol requirements (5 credits).</li> <li>• Determine, acquire and allocate resources for the secretarial unit (10 credits).</li> <li>• Design and develop complex text documents (5 credits).</li> <li>• Manage a small project (10 credits).</li> <li>• Support the recruitment, selection and induction of secretarial staff (10 credits).</li> <li>• Apply communication and effective customer relationships (10 credits).</li> <li>• Organise meetings (10 credits).</li> </ul>
<b>WORK EXPERIENCE MODULES</b>  Module 334302001-WM 135 Credits	<ul style="list-style-type: none"> <li>• Perform administrative and meeting support functions to support management (12 credits).</li> <li>• Apply ready-for-work standards to everyday work activities (25 credits).</li> <li>• Handle customer and client queries and liaison in an office (8 credits).</li> <li>• Assist in planning and coordinating at least two special events/conferences (20 credits).</li> <li>• Procure and allocate resources (15 credits).</li> <li>• Manage a paperless office (20 credits).</li> <li>• Apply supervisory skills to coordinate and direct clerical staff activities (20 credits).</li> <li>• Prepare a trip itinerary (15 credits).</li> </ul>



**Contact us for more information:**



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