



TSOELOPELE

LEADERSHIP CONSULTING

2025 COMPANY PROFILE & BROCHURE

**FULL QUALIFICATIONS,
UNIT STANDARD BASED SHORT COURSES AND
APPROVED SKILLS PROGRAMMES**

NURTURING FUTURE LEADERS

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

Tel: 012 568 1799/ 1899

Website: www.tsoelopele.co.za

Email: info@tsoelopele.co.za

Who are we:

Tsoelopele Leadership Consulting (Pty) Ltd is an accredited training provider, which thrives in the development of future leaders. This consulting company was established on the **02nd of October 2015** to specifically provide the much-needed leadership skills in the Southern African Development Community.

Vision:

To be key drivers in provision of leadership skills in the Southern African Development Community.

Mission:

Creating leaders of tomorrow where people's career aspirations are nurtured and developed to enhance the quality of life through impeccable learning solutions.

Our Values:

Integrity:	Be true to thyself and client
Ownership:	Our work is serious to us, and we take pride in it.
Professional:	Be professional at all times
Reliable:	Accountability assured
Loyal:	To create an environment where people are faithful.
Trustworthy:	To build trust in the education and training sector.

Objectives:

- To be the best leadership development consulting company in Southern African Development Community.
- To provide high quality Leadership Development Programmes to address current gaps.
- To produce learning material that is of high quality and substance.
- To support businesses to meet their goals.

Company Registration:

• Company registration number:	2015/351441/07
• Tax reference number:	9934926156
• Accreditation Bodies:	SETA, ETDP SETA & Services SETA
• Accreditation Number:	P21/1215/GP648 (PSETA)
• Accreditation Number:	ETDPS011089
• Accreditation Number:	12813 (Services SETA)
• CSD Supplier Number:	MAAA0031269

NB: Awaiting Department of Higher Education & Training approval (Private College Registration) File No: 16/1/2/1/1691

B-BBEE Status:

- **Tsoelopele Leadership Consulting (Pty)** is 100% black owned and 50% owned by black female. Our BBBEE status is Level 1 with procurement recognition of 135%.

Accreditation:

- **Tsoelopele Leadership Consulting (Pty) Ltd** primary accreditation is with **PSETA** and **MoU** Accreditation with **Services SETA** and **ETDP SETA**.
- **QCTO Accreditation (Coming Soon)**

Training facilities:

In line with QCTO training facilities Tsoelopele Leadership Consulting utilise its premises for training and catering at

- Persequor Technopark (Block E 01)

Current Office Location

Head Office Location:

Physical Address: 41 De Havilland Crescent
Persequor Technopark
Block E 01
The Woods Lynnwood
0040

NB: We deliver training nationally.

Contact US:

Telephone Number: 012 568 1799 /1899
Fax Number: 086 549 7913
Mobile Number: 081 230 7288
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Webpage: www.tsoelopele.co.za

“The purpose of education is to make good human beings with skill and expertise... Enlightened human beings can be created by teachers”. A. P. J. Abdul Kalam

SOME OF OUR PREVIOUS CLIENTS:

Customer	Nature of Work	Year Completed
PSETA	General Clerk – Public Service (Service Delivery) Skills Programme NQF 4	2019 – 2020 Financial year Skills Programme (Completed and PSETA Certificate and Transcripts Issued)
PSETA	General Manager – Public Service (Change Management) Skills Programme NQF 6	2020– 2021 Financial year Skills Programme (Completed and PSETA Certificate and Transcripts Issued)
PSETA	Contracted to deliver National Certificate Public Administration learnership for 12 months’ period	2020 – 2021 Financial year (Completed Certificate and PSETA Transcripts Issued.
PSETA	Contracted to deliver National Certificate Public Administration RPL for 12 months’ period	2021 – 2022 Financial year (Completed and PSETA Certificate and Transcripts Issued).
PSETA	General Manager – Public Service (Change Management) Skills Programme NQF 6	2022 – 2023 Financial year (Completed Certificate and PSETA Transcripts Issued.
PSETA	Senior Government Official – Service Delivery) Skills Programme NQF 6	2023 – 2024 Financial year (Completed Certificate and PSETA Transcripts Issued).

	Contracted to deliver National Certificate Public Administration RPL for 12 months' period	2024 – 20225Financial year (In progress)
	Contracted to deliver National Diploma Public Administration RPL for 12 months' period	2024 – 20225Financial year (In progress)
Department of Energy	Contracted to deliver National Certificate Public Administration learnership for 12 months' period.	2016 Learnership Programme (Completed and PSETA Qualification Certificate and Transcripts Issued)
		2017 Learnership Programme (Completed and PSETA Qualification Certificate and Transcripts Issued)
		2018 Learnership Programme (Completed and PSETA Qualification Certificate and Transcripts Issued)
		2019 Learnership Programme (Completed and PSETA Qualification Transcripts Issued and waiting for learner certificates from ETQA)
		2018 Competency Certificate Issued.
	Advanced Project Management Principles (NQF 6)	

Department of Basic Education	Policy Development and Implementation Training	Competency Certificate Issued in 2016
	Monitoring and Evaluation	2018 assessment process completed awaiting PSETA Verification.
SABS	Basic Project Management	2017 Competency Certificate Issued
	Presentation Skills	2017 Competency Certificate Issued
		2018 Competency Certificate Issued
	Leadership Skills	2018 Competency Certificate Issued in 2018
	Emotional Intelligence	2017 Competency Certificate Issued.
		2018 assessment process completed awaiting PSETA Verification.
	Basic Project Management	2018 Competency Certificate Issued.
	Management Development Programme	2018 Competency Certificate Issued.
	Advanced Project Management	2018 Competency Certificate Issued.
Finance for Non-Financial Managers	2018 assessment process completed awaiting PSETA Verification.	

	Conflict Management	2018 assessment process completed awaiting PSETA Verification.		
	Mentoring and Coaching	2018 assessment process completed awaiting PSETA Verification.		
	Supervisory Skills	2018 assessment process completed awaiting PSETA Verification.		
	Risk Management Senior Managers	2018 assessment process completed awaiting PSETA Verification.		
Department of Public Works	Office Administration	2016 Competency Certificate Issued.		
	Business Writing and Report Writing	2017 Competency Certificate Issued.		
	Advanced Project Management (NQF 6)	2017 Competency Certificate Issued.		
	Advanced Project Management	Competency Certificate Issued in 2017		
Unemployment	Insurance	Fund	Presentation Skills Training	2017 Competency Certificate Issued.
Department of Agriculture, Forestry and Fisheries			Office Administration	2016 Competency Certificate Issued.
Directorate for Priority Crime Investigation			PFMA	2017 Competency Certificate Issued.
			Supply Chain	2017 Competency Certificate.
			Strategic Sourcing	2017 Competency Certificate Issued.
			Time Management	2017 Competency Certificate Issued.

	Office Management	2018 Competency Certificate Issued.
Public Protector	Project Management NQF Level 5	2018 Competency Certificate Issued.
Road Traffic Management Corporation	Customer Care / Service	2018 Competency Certificate Issued
	Mentoring and Coaching	2017 Competency Certificate Issued.
	Monitoring and Evaluation	2017 Competency Certificate Issued.
Mr Lucky Shiviti	Supply Chain Management	2018 Competency Certificate Issued.
	Emotional Intelligence and Interpersonal Skills	2019 Competency Certificate Issued.
	Contract Management	2019 Competency Certificate Issued.
Ms Laatleen Motsepe	Business Writing	2018 & 2019 Competency Certificate Issued.

OFFICE SKILLS

OFFICE MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
OFFICE MANAGEMENT (PSETA Unit Standard)	110531	5	4	3 DAYS	TBA	R 4 800 ,00	R 3 500 ,00

OFFICE ADMINISTRATION							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
OFFICE ADMINISTRATION (PSETA Unit Standards)	242900	4	6	3 DAYS	TBA	R 4 800 ,00	R 3 500 ,00

OFFICE MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
OFFICE MANAGEMENT (Services SETA Unit Standard)	110009	4	4	4 DAYS	TBA	R 7 800 ,00	R 6 000 ,00
	110003	4	8				
Upon successful submission of the POE, as well as the assessment, moderation, and services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							
OFFICE MANAGEMENT (PSETA Unit Standard)	110531	5	4	3 DAYS	TBA	R 7 000 ,00	R 6 000 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							
RECORDS MANAGEMENT							
RECORDS MANAGEMENT (PSETA Unit Standard)	115855	5	5	3 DAYS	TBA	R 7 000 ,00	R 6 000 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

PROFESSIONAL BUSINESS WRITING							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PROFESSIONAL BUSINESS WRITING (Services SETA Unit Standards)	12153	4	5	4 DAYS	TBA	R 7 800 ,00	R 6 000 ,00
	119459	4	5				
Upon successful submission of the POE, as well as the assessment, moderation, and services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							
PROFESSIONAL BUSINESS WRITING (PSETA Unit Standards)	12153	4	5	3 DAYS	TBA	R 7 000 ,00	R 6 000 ,00
	12155	4	5				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

REPORT WRITING							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
REPORT WRITING (Service SETA Unit Standard)	110023	4	6	4 DAYS	TBA	R 7 800 ,00	R 6 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

PRESENTATION SKILLS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PRESENTATION SKILLS AND PUBLIC SPEAKING (PSETA Unit Standard)	13925	5	5	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							
PRESENTATION SKILLS (PSETA & Services SETA Unit Standards)	115790	5	5	3 DAYS	TBA	R 6 990 ,00	R 6 000 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

CUSTOMER CARE/SERVICE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CUSTOMER CARE/RELATIONS (PSETA Unit Standards)	242901	4	6	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
	242829	4	5				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							
CUSTOMER SERVICE (Service SETA Unit Standards)	10053	5	8	4 DAYS	TBA	R 7 800 ,00	R 6 000 ,00
	10054	5	6				
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

If you or your team is interested in any of these topics, please feel free to reach out for more details. We would be glad to assist you in fulfilling your training needs.

MANAGEMENT SKILLS

FINANCE FOR NON-FINANCIAL MANAGERS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
FINANCE FOR NON-FINANCIAL MANAGERS (Services SETA Unit Standard)	252040	5	8	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

FUNDAMENTALS OF PROJECT MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
BASIC PROJECT MANAGEMENT (Services SETA Unit Standard)	120372	4	5	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
	120385	4	7				
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

RISK MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
RISK MANAGEMENT (Services SETA Unit Standard)	252025	5	8	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

EMOTIONAL INTELLIGENCE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
EMOTIONAL INTELLIGENCE (PSETA Unit Standard)	15094	5	5	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
	120305	5	8				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							
EMOTIONAL INTELLIGENCE (Services SETA Unit Standard)	252031	5	4	3 DAYS	TBA	R 7 800 ,00	R 6 000 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

CONFLICT MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CONFLICT MANAGEMENT (Services SETA Unit Standard)	114226	5	8	2 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

NEGOTIATION SKILLS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
NEGOTIATION SKILLS (PSETA Unit Standard)	243818	5	4	2 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							
NEGOTIATION SKILLS (Services SETA Unit Standard)	13948	4	5	3 DAYS		R 6 500 ,00	R 5 500 ,00
	119939	5	6				
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

CHANGE MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CHANGE MANAGEMENT (Services SETA Unit Standard)	252021	5	8	3 DAYS	28 – 30 MARCH 2023	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and Services SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

SUPERVISORY SKILLS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
SUPERVISORY SKILLS (PSETA Unit Standards)	14667	4	10	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
	10981	4	12				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

LEADERSHIP SKILLS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
LEADERSHIP SKILLS (PSETA Unit Standards)	120300	5	8	4 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
	120311	5	10				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

PFMA AND TREASURY REGULATIONS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PFMA AND TREASURY REGULATIONS (PSETA Unit Standard)	114873	5	3	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

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PUBLIC FINANCE FOR NON-FINANCIAL MANAGERS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PUBLIC FINANCE FOR NON-FINANCIAL MANAGERS (PSETA Unit Standards)	377913	5	15	3 DAYS	ON REQUEST	R 5 700 ,00	R 4 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

SUPPLY CHAIN MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
SUPPLY CHAIN MANAGEMENT (PSETA Unit Standard)	11273	5	8	4 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
	119345	5	15				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

POLICY DEVELOPMENT AND MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
POLICY DEVELOPMENT AND MANAGEMENT (PSETA Unit Standards)	120301	5	8	4 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
	120307	5	10				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

MONITORING AND EVALUATION							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
BASIC MONITORING AND EVALUATION (PSETA Unit Standard)	337063	5	5	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

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INTERMEDIATE AND ADVANCED PROJECT MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
INTERMEDIATE PROJECT MANAGEMENT (PSETA Unit Standard)	10146	5	14	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
ADVANCED PROJECT MANAGEMENT (PSETA Unit Standard)	242914	6	12	4 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

RISK MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
RISK MANAGEMENT (PSETA Unit Standards)	119349	5	8	3 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
	119349	5	8				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

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ETDP SETA SKILLS PROGRAMMES

ASSESSOR COURSE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Conduct outcomes-based assessment	115753	5	3	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

MODERATOR COURSE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Conduct moderation of outcomes-based assessments	115759	6	10	3 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

FACILITATOR COURSE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Facilitate learning using a variety of given methodologies	117871	5	10	4 DAYS	TBA	R 6 500 ,00	R 5 500 ,00
Evaluate a learning intervention using given evaluation instruments	123397	5	10				
Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	115789	5	5				
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

SDF COURSE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
SESSION ONE				8 DAYS SPLIT INTO TWO SESSIONS	TBA	R 9 500 ,00	R 7 500 ,00
Develop an organisational training and development plan	15217	5	6				
Conduct an analysis to determine outcomes of learning for skills development and other purposes	15218	6	4				
Provide information and advice regarding skills development and related issues	15221	5	4				
SESSION TWO							
Conduct skills development administration in an organisation	15227	4	4				
Coordinate planned skills development interventions in an organisation	15232	5	6				
Promote a learning culture in an organisation	252041	5	5				
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

DESIGN AND DEVELOP LEARNING MATERIAL							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Define target audience profiles and skills gaps	123396	4	6	5 DAYS	19 – 23 SEPTEMBER 2022	R 6 500 ,00	R 4 000 ,00
Develop outcomes-based learning programmes	123394	5	10				
Design outcomes-based learning programmes	123401	6	15				
Design and develop outcomes-based assessments	115755	6	10				
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

COACHING AND MENTORING TRAINING PROGRAMME							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Guide learners about their learning, assessment, and recognition opportunities	117874	5	6	4 DAYS	ON REQUEST	R 6 000 ,00	R 4 000 ,00
Assist and support learners to manage their learning experiences	117865	4	5				
Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	263976	5	5				
Upon successful submission of the POE, as well as the assessment, moderation, and ETDP SETA verification, learners will receive their competency certificate along with a statement of results. This marks an important milestone in their educational journey.							

PSETA APPROVED SKILLS PROGRAMME ACCREDITED TO DELIVER

PROJECT MANAGER (GENERAL) NQF 5							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Apply principles of risk management	120303	5	8	5 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
Apply a range of project management tools and techniques	120385	4	7				
Prepare budgets for a specific sector	120302	6	15				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

GENERAL CLERK PUBLIC SERVICE (SERVICE DELIVERY) NQF 4							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Apply the principles of good customer service to achieve public service objectives	242901	4	6	5 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	242858	3	4				
Define overall public sector culture and values and apply to own work context	242903	4	6				
Apply the Batho Pele principles to own work role and context	242860	3	4				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

GENERAL MANAGER PUBLIC SERVICE (STRATEGY) NQF 5							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Promote a productivity improvement strategy	114879	5	10	5 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
Apply visionary leadership to develop strategy	120311	5	10				
Apply South African legislation and policy affecting public administration	120307	5	10				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

CHANGE MANAGEMENT SKILLS PROGRAMME							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Design, implement and evaluate change management strategy for a Public Sector environment	243110	6	10	5 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	243114	6	8				
Implement an effective change management programme to achieve specified objectives	116925	5	12				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

SERVICE DELIVERY NQF 6 SKILLS PROGRAMME							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Apply client service techniques to improve service delivery	120310	6	6	5 DAYS	ON REQUEST	R 6 500 ,00	R 5 500 ,00
Manage service delivery improvement	120306	6	8				
Formulate, design and implement customer service delivery systems and processes	10080	6	8				
Measure and analyse customer service levels	10079	6	12				
PSETA Unit Standards training program is aligned with industry standards, and upon completion, learners will receive a certificate of completion/attendance. This certification can significantly enhance your credentials, especially if you decide to enrol in an RPL (Recognition of Prior Learning) Program, as it serves as evidence of your past training.							

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OTHER TRAINING COURSES AVAILABLE ON- SITE ON REQUEST

BATHO PELE					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
BATHO PELE PRINCIPLES (PSETA Unit Standard)	242860	3	4	2 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

DIPLOMACY AND PROTOCOL					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
DIPLOMACY, PROTOCOL AND ETIQUETTE (PSETA Unit Standard)	260000	5	3	2 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

COACHING AND MENTORING					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
MENTORING SKILLS (PSETA Unit Standard)	114215	4	3	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
COACHING (PSETA Unit Standard)	7818	5	5	3 DAYS	
COACHING (Services SETA Unit Standard)	252035	5	8	3 DAYS	

BUSINESS ETHICS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
BUSINESS ETHICS (Services SETA Unit Standard)	252042	5	5	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

ETHICS IN THE PUBLIC SECTOR					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
ETHICS IN THE PUBLIC SECTOR (PSETA Unit Standards)	242857	4	4	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	119342	5	8		

PUBLIC SETOR CODE OF CONDUCT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
PUBLIC SETOR CODE OF CONDUCT (PSETA Unit Standards)	113956	3	4	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	242858	4	4		

RECORDS MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
ELECTRONIC RECORDS MANAGEMENT	119351	5	10	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
ADVANCED RECORDS MANAGEMENT (PSETA Unit Standard)	110483	6	5	3 DAYS	

COMMUNICATION SKILLS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
COMMUNICATION SKILLS (PSETA Unit Standard)	120304	5	9	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
COMMUNICATION MANAGEMENT NQF 6 (PSETA Unit Standard)	114493	6	7	3 DAYS	

PERFORMANCE MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
PERFORMANCE MANAGEMENT (Services SETA Unit Standard)	252034	5	8	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
PERFORMANCE MANAGEMENT FOR HR (PSETA Unit Standard)	119336	5	12	3 DAYS	

HR MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
HR MANAGEMENT (PSETA Unit Standards)	10617	6	6	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	243111	6	12		

DIVERSITY MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
MANAGING DIVERSITY IN THE WORKPLACE (PSETA Unit Standard)	116928	5	14	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
MANAGE DIVERSE WORK FORCE (Services SETA Unit Standards)	252043	5	6	3 DAYS	

CHANGE MANAGEMENT NQF 6					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
CHANGE MANAGEMENT (PSETA Unit Standards)	243110	6	10	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

ADVANCED MONITORING AND EVALUATION					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
MONITORING AND EVALUATION (PSETA Unit Standard)	337059	6	15	5 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	377899	6	9		

RISK MANAGEMENT NQF 6					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
RISK MANAGEMENT NQF 6 (PSETA Unit Standards)	13107	6	5	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

KNOWLEDGE MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
KNOWLEDGE MANAGEMENT (PSETA Unit Standard)	115405	5	10	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
KNOWLEDGE MANAGEMENT (Services SETA Unit Standard)	252044	5	6	3 DAYS	
KNOWLEDGE MANAGEMENT NQF 6 (PSETA Unit Standard)	243109	6	10	3 DAYS	

TEAM MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
TEAM MANAGEMENT (PSETA & SERVICES SETA Unit Standards)	242819	4	10	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

LEADERSHIP SKILLS FOR NEW MANAGERS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
MANAGEMENT SKILLS FOR JUNIOR MANAGERS (Service SETA Unit Standards)	242818	4	8	4 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	242824	4	12		

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STAKEHOLDER RELATIONSHIP MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
STAKEHOLDER RELATIONSHIP MANAGEMENT (PSETA Unit Standard)	120391	4	8	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
STAKEHOLDER RELATIONSHIP MANAGEMENT (SERVICES SETA Unit Standards)	252027	5	6	3 DAYS	
RELATIONSHIP MANAGEMENT (SERVICES SETA Unit Standards)	242818	4	5	3 DAYS	

STRATEGIC MANAGEMENT AND LEADERSHIP					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
STRATEGIC MANAGEMENT (SERVICES SETA Unit Standards)	242813	4	5	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
STRATEGIC LEADERSHIP (PSETA Unit Standard)	243114	6	8	5 DAYS	
	243116	6	10		

LABOUR RELATIONS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
LABOUR RELATIONS (PSETA Unit Standard)	114278	5	12	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
LABOUR RELATIONS (Services SETA Unit Standards)	114278	5	12	4 DAYS	
	114273	5	6		

FINANCIAL SKILLS FOR OFFICE PROFESSIONALS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
BUDGETING SKILLS FOR SUPPORT STAFF (PSETA Unit Standards)	242810	4	6	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	242861	4	6		
BUDGETING SKILLS FOR SUPPORT STAFF (Services SETA Unit Standards)	242810	4	6	3 DAYS	
FINANCIAL SKILLS FOR SUPPORT STAFF	117156	4	4	3 DAYS	

GRAP: GENERALLY, RECOGNISED ACCOUNTING PRACTICE					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
GRAP: GENERALLY, RECOGNISED ACCOUNTING PRACTICE (PSETA Unit Standard)	119348	5	12	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

GOVERNMENT ACCOUNTING					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
GOVERNMENT ACCOUNTING (PSETA Unit Standard)	119350	5	15	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

GOVERNMENT BUDGETING					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
GOVERNMENT BUDGETING (PSETA Unit Standard)	120302	6	15	5 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

SCOA					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
SCOA FOR ERF PRACTITIONERS PSETA TRAINING MATERIAL (PSETA Unit Standard)	377934	5	7	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	377953	5	7		
	377973	5	7		
SCOA FOR BUDGET MANAGERS PSETA TRAININGMATERIAL (PSETA Unit Standard)	377934	5	3	3 DAYS	

DEMAND MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
DEMAND MANAGEMENT (PSETA Unit Standard)	377901	5	7	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

CONTRACT MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
CONTRACT MANAGEMENT (PSETA Unit Standard)	377896	5	5	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

INVENTORY MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
INVENTORY MANAGEMENT (PSETA Unit Standard)	377894	5	12	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

BID COMMITTEE					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
BID COMMITTEE (PSETA Unit Standard)	377061	5	15	3 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

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SUPPLY CHAIN MANAGEMENT NQF 6					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
SUPPLY CHAIN MANAGEMENT NQF 6 (PSETA Unit Standard)	116353	6	12	5 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS

TENDER AND PROCUREMENT MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
TENDER AND PROCUREMENT MANAGEMENT (PSETA Unit Standard)	115196	6	12	5 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	243112	6	10		

DEVELOP, MAINTAIN AND EXECUTE STRATEGIC SOURCING					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
DEVELOP, MAINTAIN AND EXECUTE STRATEGIC SOURCING (PSETA Unit Standard)	260077	6	4	5 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	260097	6	8		
	260137	6	6		

“Every job is incredibly different, and I love it because you're picking up skill sets and experiences. It's the university of life”.
Benedict Cumberbatch

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

RPL SOLUTIONS

What is RPL?

“Recognition of Prior Learning (RPL) means the comparison of previous learning and experience of a learner however obtained, against the outcomes of the unit standard or qualification.”

Purpose of RPL

The purpose of RPL is to identify, assess, recognise, and improve a candidate’s status in terms of what he/she knows and can do against national standards and qualifications. This learning could include various means and settings, such as formal education and training programmes, on the job training, self-study etc.

Reasons for implementing RPL

redress of historical disadvantages, such as the institutional exclusion of large numbers of people from education and training and jobs.

validation of skills and knowledge for the broader development of individuals.

access to jobs and progression in career paths.

recognition with regard to job grading and salary.

planning through skills audits; and

promotion of employment equity.

The RPL policy is outlined as follows:

To recognise prior learning in the context of:

identifying, assessing, and recognising what a person knows and can do against national standards and qualifications and

the awarding of credits for competencies that are current and in terms of the requirements of national unit standards and qualifications.

It includes various disciplines of learning, but is not limited to:

- formal education and training programmes.
- formal and informal on the job education and training.
- self-study and/or
- experience and in-house education and training.

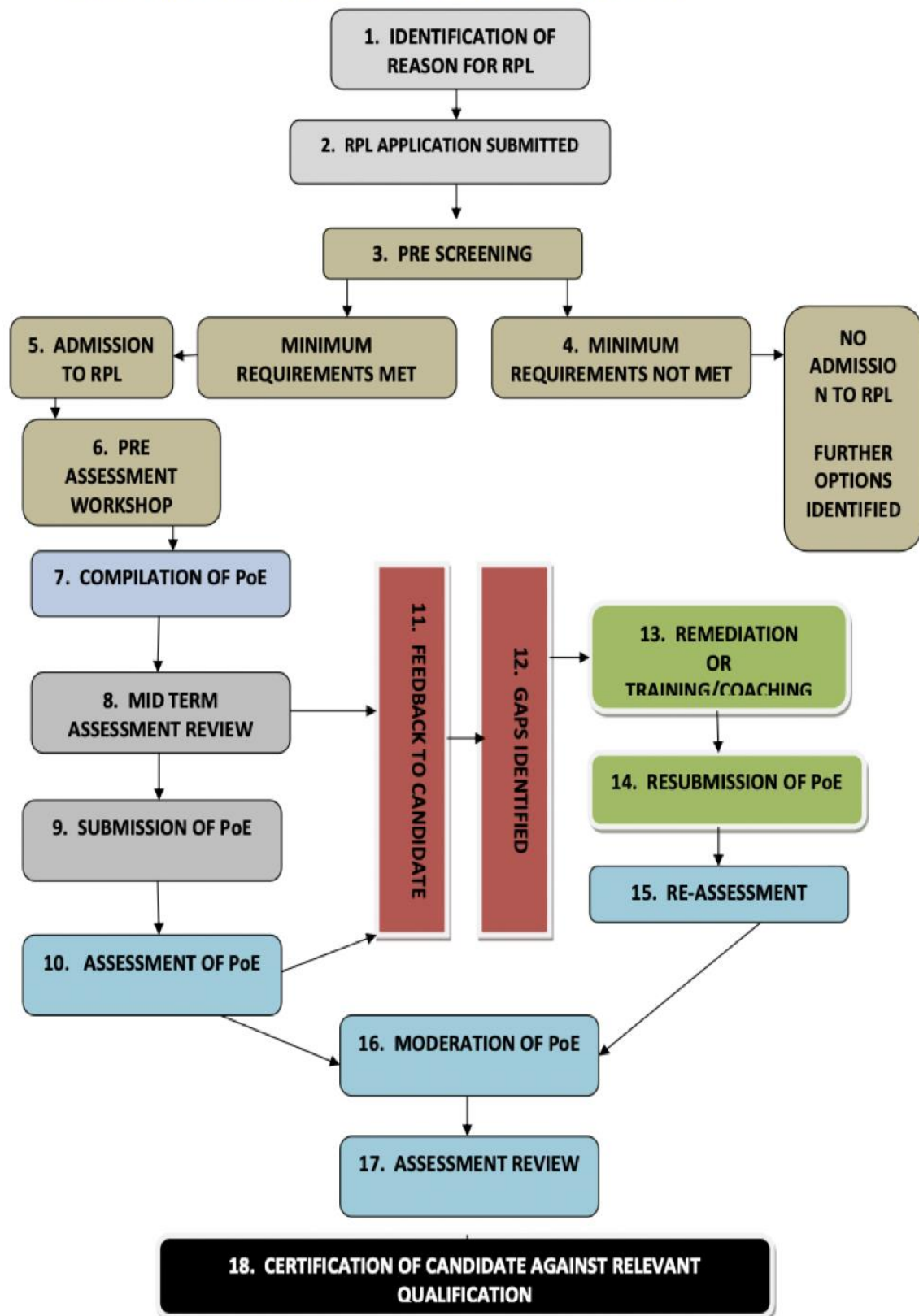
The outcomes of recognition of prior learning include, but are not limited to:

- an overview of what a person knows and can do.
- some form of recognition for the skills and knowledge a person has.
- a learner receiving credit for a certain level of education and training.
- the transfer of credits from one place of learning to another without learning being repeated.
- a statement that a person has all the skills to do a job but not necessarily the required education or vice versa.

“Learning” for purposes of recognition thereof can take place through formal, informal and non-formal means and in formal, informal and non-formal settings.

Integrated RPL process flow

Integrated RPL Process Flow : Document Review (Portfolio of Evidence)



OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Basic End User Computing	240201	3	30
Intermediate End User Computing	240202	4	20
Advanced End User Computing	240203	5	20
Conflict Management	210502	5	8
New Venture Creation	210401	2	32
Assessment Practitioner	220320	5	20
Learning and Development Facilitator	220319	5	36
Learning Support Facilitator	211007	5	20
Skills Development Facilitation Practitioner	220321	5	40
Work Based Learning and Development Practitioner	220322	5	30
Workplace Preparation	201201	2	20
Workplace Essential Skills	211009	4	20
Basic Emergency First Aid Responder	230801	2	2
Intermediate Emergency First Aid Responder	230802	3	5
Advanced Emergency First Aid Responder	230803	4	6

WORK READINESS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Workplace Preparation	211201	2	30
Workplace Essential Skills	211009	4	20



SKILL PROGRAMME: WORKPLACE PREPARATION (COMING SOON)

(SAQA ID: 201201 | NQF Level 2 | 30 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of the programme is to prepare the young and unemployed for work (environment) placement.

A qualified learner will be able to:

- Gain better insight about employment and expectations.
- Present themselves well for interviews.
- Make a good impression to prospective employers.
- Manage work activities efficiently
- Communicate effectively within a team
- Manage him/herself, including his/her money.
- Protect one and others at workplace.

RATIONALE:

To develop workplace skills for young and unemployed to capacitate them for employment opportunities available in the market. The workplace skills are normally not taught within professional qualifications. The training is geared to prepare the learners for the job market.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme.
- Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 1 Communication.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Why work and Why you Matter
- Job Search and Growth mindset
- Know yourself to grow yourself
- Expectations
- Professionalism
- Onboarding - Getting it Right
- Succeeding in the workplace
- Money Management I
- Money Management II
- Time Management
- Interview and Communication
- Teamwork
- Problem-solving and critical thinking
- Beat COVID-19

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 6 000 Payable before the first session.

SKILL PROGRAMME: WORKPLACE ESSENTIAL SKILLS (COMING SOON)

(SAQA ID: 211209 | NQF Level 4 | 20 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this skills programme is to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace.

A qualified learner will be able to:

- Identify responsibilities in the workplace environment of an employer and employee.
- Understand and apply work ethics, norms and values.
- Identify safety and legal provisions relating to the work and responsibilities of an employer and employee.
- Perform tasks in a number of critical workplace competencies.

RATIONALE:

Workplace Essential Skills are the skills needed for work, learning and life. WES training is designed to support apprentices who have experienced difficulties within a company working environment.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme.
- Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 1 Communication.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- The workplace environment and responsibilities of an employer and employee.
- Employment.
- The organisation of work.
- Concepts related to the employee's performance of work.
- Employer organisations.
- External environments in which organisations operate.
- Employer-Employee relationships.
- Workplace health and safety.
- Understand and apply work ethics, norms and values.
- Ethics at work.
- Communication.
- Current trends influencing work.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 5 500 Payable before the first session.



COMPUTER SKILLS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Basic End User Computing	240201	3	30
Intermediate End User Computing	240202	4	20
Advanced End User Computing	240203	5	20

SKILL PROGRAMME: INTERMEDIATE END USER COMPUTING (COMING SOON)

(SAQA ID: 240202 | NQF Level 4 | 20 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of the skills programme is to build the capacity of a person to function as Intermediate End User Computing. Intermediate End User Computing operators perform features and shortcuts in word processing software to produce professional documents, spreadsheets analysis and interpret data, and use presentation software to create clear and concise visuals and deliver effective presentations.

A qualified learner will be able to:

- Create intermediate level word processing documents.
- Create intermediate level spreadsheets, input data, and use the spreadsheet to do basic reporting.
- Create intermediate level presentations using a presentation application.

RATIONALE:

In today's digital age, these three tools are essential for almost any profession. However, just having basic knowledge of these tools is not enough. To benefit from their capabilities, one needs to have an intermediate level of expertise. An intermediate-level programme can teach participants the shortcuts features of these tools such as macros and templates, that can help improve the quality of documents, spreadsheets and presentations. This is especially useful for businesses where the quality of documentation is important.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 2 with basic EUC skills.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Concepts and principles underpinning the Intermediate use of core computing applications (Word Processing, Spreadsheets, Presentations, and electronic mail).
- Use Intermediate Functionalities of Word processing, Spreadsheets and Presentation Applications.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 10 800 Payable before the first session.

SKILL PROGRAMME: ADVANCED END USER COMPUTING (COMING SOON)

(SAQA ID: 240203 | NQF Level 5 | 20 credits) (Accreditation Unique ID: SDP00000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose is to build a sound basis of the advanced level operating principles of a word processing application, a spreadsheet application a presentation application and an electronic mail application. This knowledge will form the basis for developing the application skills for creating and using advanced level documents using these applications.

A qualified learner will be able to:

- Create advanced level word processing documents.
- Create advanced level spreadsheets, input data, and use the spreadsheet to do basic reporting.
- Create advanced level presentations using a presentation application.

RATIONALE:

To enhance employability and workplace progression through comfortably and safely handling a range of computing devices, effectively managing the interface between the devices and the end user, and demonstrating proficiency in the selection, use and integration of a range of word processing, spreadsheet, and presentation application software to execute basic to advanced level workplace tasks and apply these skills within specialised workplace contexts.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 3 qualification with Intermediate EUC skills.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Concepts and principles underpinning the Advanced use of core computing applications (Word Processing, Spreadsheets, Presentations, and electronic mail.)
- Use Advanced Functionalities of Word Processing, Spreadsheets and Presentation Applications.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 12 800 Payable before the first session.

WORKPLACE SKILLS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Conflict Management	210502	5	8
New Venture Creation	210401	2	32



SKILL PROGRAMME: CONFLICT MANAGEMENT (COMING SOON)

(SAQA ID: 210502 | NQF Level 5 | 8 Credits) (Accreditation Unique ID: SDP000000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this skill programme is to identify and manage the resolution of conflict between persons or parties in the workplace.

A qualified learner will be able to:

- Identify and describe the main sources of conflict.
- Distinguish types of conflicts.
- Apply appropriate strategies to manage conflict.
- Resolve conflict using appropriate techniques in the workplace.
- Develop and implement follow up plans.
- Compile conflict resolution reports.

RATIONALE:

There is no skills program already registered by QCTO Conflict in the workplace negatively affect the productivity and quality of work.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 2 with basic EUC skills.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Sources of conflict.
- Types of conflicts
- Strategies for conflict management.
- Techniques in conflict management.
- Conflict consequences analysis
- Emotional intelligence in conflict resolution
- Components of Conflict Resolution Report

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 7 800 Payable before the first session.

SKILL PROGRAMME: NEW VENTURE CREATION (COMING SOON)

(SAQA ID: 210401 | NQF Level 2 | 32 Credits) (Accreditation Unique ID: SDP00000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of the skills programme is to prepare candidates to operate small business.

A qualified learner will be able to:

- Start, manage, grow and sustain a small business.
- Know him/herself
- Know his/her industry
- Identify market opportunities
- Create business innovation
- Manage finances
- Price goods and services
- Plan and set business goals

RATIONALE:

These skills (learning) programme supports the New Ventures being created by young people, especially in rural areas.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 2 with basic EUC skills.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Being an entrepreneur.
- Know yourself.
- Know your industry
- Identifying Market opportunities
- Innovation
- Customer Service
- Financial and Cash flow management
- Basic business financial statements
- Pricing of goods and services
- Marketing
- SMART goals
- Business planning

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 6 500 Payable before the first session.

ETD OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Learning and Development Facilitator	220319	5	36
Learning Support Facilitator	211007	5	20
Skills Development Facilitation Practitioner	220321	5	40
Work Based Learning and Development Practitioner	220322	5	30

SKILL PROGRAMME: LEARNING AND DEVELOPMENT FACILITATOR (COMING SOON)

(SAQA ID: 220319 | NQF Level 5 | 36 Credits) (Accreditation Unique ID: SDPTBC)

PURPOSE OF THIS QUALIFICATION:

A Learning and Development Facilitator plans, selects and adapts learning resources required for the delivery of learning interventions in an occupational context.

A qualified learner will be able to:

- plan, select and adapt learning resources required for the delivery of learning interventions in an occupational context.

RATIONALE:

Learning and Development Facilitator skills set is intended to develop competencies for employees located in the human resource management or development space within an organisation to ensure that effective skills development is driven within an organisation.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 4 with Communications

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- The statutory learning and development environment.
- Facilitation of learning in occupational contexts.
- Facilitate different methodologies, training styles and techniques within an occupational learning context.
- Facilitate an occupational learning session.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 9 500 Payable before the first session.

SKILL PROGRAMME: LEARNING SUPPORT FACILITATOR (COMING SOON)

(SAQA ID: 211007 | NQF Level 5 | 20 Credits) (Accreditation Unique ID: SDPTBC)

PURPOSE OF THIS QUALIFICATION:

The purpose of the Skills Programme is to prepare a learner to function as Learning Support Facilitator.

A qualified learner will be able to:

- Support teaching and learning processes
- Identify, analyse and remedy learning barriers
- Implement and evaluate learning support methods
- Conduct formative assessments.
- Facilitate learner support

RATIONALE:

The skills programmes shall benefit the educational sector by providing skills, knowledge and attitude to improve learning experience of learners, thus improve their performance. It shall increase throughput rate in primary, secondary and tertiary education.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 4 with Communications

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Barriers to learning.
- Learning support methods and interventions.
- Techniques for language and learning remediation.
- Methods of formative assessment.
- Profiling and identifying learning barriers.
- Facilitating learner support.
- Conduct formative assessment.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 9 500 Payable before the first session.

SKILL PROGRAMME: SKILLS DEVELOPMENT FACILITATION PRACTITIONER (COMING SOON)

(SAQA ID: 220321 | NQF Level 5 | 40 Credits) (Accreditation Unique ID: SDPTBC)

PURPOSE OF THIS QUALIFICATION:

A Skills Development Facilitation Practitioner plans for, conducts and administers skills development planning in an occupational context.

A qualified learner will be able to:

- Plan for, conducts and administers skills development planning in an occupational context.

RATIONALE:

Skills Development Facilitation Practitioner skills set is intended to develop competencies for employees located in the human resource management or human development space within an organisation to ensure that effective skills development is driven within an organisation.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 4 with Communications

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- The statutory learning and development environment.
- Workplace learning and development planning, evaluation and reporting.
- Plan, conduct and report on a learning and development needs analysis.
- Conduct skills development facilitation (SDF) processes as required for mandatory grant payments.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 9 500 Payable before the first session.

SKILL PROGRAMME: WORK BASED LEARNING AND DEVELOPMENT PRACTITIONER (COMING SOON)

(SAQA ID: 220322 | NQF Level 5 | 30 Credits) (Accreditation Unique ID: SDPTBC)

PURPOSE OF THIS SKILLS PROGRAMME:

Focuses of the learning in this knowledge module is to build an understanding of the knowledge required to facilitate learning and development in a variety of occupational contexts to learners with different needs.

A qualified learner will be able to:

- Plan for, conducts and administers work-based learning interventions.

RATIONALE:

Skills Development Facilitation Practitioner skills set is intended to develop competencies for employees located in the human resource management or human development space within an organisation to ensure that effective skills development is driven within an organisation.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 4 with Communications

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Facilitation of learning in occupational contexts.
- Work based learning.
- Facilitate experiential work-based learning.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 9 500 Payable before the first session.

OHS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME TITTLE	SP ID	NQF LEVEL	CREDITS
Basic Emergency First Aid Responder	230801	2	2
Intermediate Emergency First Aid Responder	230802	3	5
Advanced Emergency First Aid Responder	230803	4	6

SKILL PROGRAMME: BASIC EMERGENCY FIRST AID RESPONDER (COMING SOON)

(SAQA ID: 230801 | NQF Level 2 | 2 Credits) (Accreditation Unique ID: SDPTBC)

PURPOSE OF THIS SKILLS PROGRAMME:

The purpose of the skills programme is to build the capacity of a person to work function as a Basic First aid Provider.

A qualified learner will be able to:

- Plan for, conducts and administers work-based learning interventions.

RATIONALE:

Basic first aid providers respond to emergency situations to provide efficient and immediate basic medical care to ill and injured persons during emergencies.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF level 4 with Communications

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Fundamental Concepts and Principles of Basic Emergency First Aid.

- Provide Basic Emergency First Aid.

DURATION

- Blended (classroom) and e-learning method (TBC)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Skills Programme Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 9 500 Payable before the first session.

OCCUPATIONAL QUALIFICATIONS

QUALIFICATION TITLE	SAQA ID	NQF LEVEL	CREDITS
Occupational Certificate: Public Service Administrator	118766	5	120
Occupational Certificate: General Manager Public Service	118791	6	150
Advanced Occupational Certificate: Senior Government Official Certificate	121166	7	244
Occupational Certificate: Office Administrator	102161	5	445
Occupational Certificate: Management Assistant	101876	5	316
Occupational Certificate: Project Manager	101869	5	240
Occupational Certificate: Training and Development Professional (Learning and Development Practitioner)	101321	5	190

PSETA OCCUPATIONAL QUALIFICATIONS

QUALIFICATION TITLE	SAQA ID	NQF LEVEL	CREDITS
Occupational Certificate: Public Service Administrator	118766	5	120
Occupational Certificate: General Manager Public Service	118791	6	150
Advanced Occupational Certificate: Senior Government Official Certificate	121166	7	244

OCCUPATIONAL CERTIFICATE: PUBLIC SERVICE ADMINISTRATOR (COMING SOON)

(SAQA ID: 118766 | NQF Level 5 | 120 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to serve as a Public Service Administrator.

A qualified learner will be able to:

- Administer workplace outcomes of a unit.
- Administer human resources, finances, and supply chain records in a unit.

RATIONALE:

Employment in the Public Service is highly regulated to ensure that the implementation of the Government's policies provide services accordingly to the electorate. One of the aims of Government is to have a professionalised Public Service for a developmental State. Effective and efficient administration in the public sector is key to a successful economy.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Government System
- Human Resources Administration
- Programme and Project Management
- Public Service Communication and Administration
- Ethics, Good Administration and Integrity in the Public Service
- Developing Self in the Workplace
- Financial and Supply Chain administration
- Using Technology Effectively and Efficiently to Meet Public Service Requirements

DURATION

- Blended (classroom) learning method (12 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee (***Non-Refundable***)
- R 68 000 Payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment (***Non-Refundable***)
- R 38 000 ,00 Payable before first session.

OCCUPATIONAL CERTIFICATE: GENERAL MANAGER PUBLIC SERVICE (COMING SOON)

(SAQA ID: 118791 | NQF Level 6 | 150 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to function as a General Manager Public Service. A General Manager Public Service promotes administrative efficiency within government departments by rendering managerial services and support aligned to government policies. Typical attributes envisaged upon achievement of the qualification include leadership, strategist and analyst.

A qualified learner will be able to:

- Implement a departmental strategic plan at unit level.
- Manage finance and human resources at unit level.
- Manage information, communication and technology at unit level.

RATIONALE:

Employment in the Public Service is highly regulated to ensure that the implementation of Government's policies provide services accordingly to the electorate as elaborated in the Public Service Act (PSA), 1994 as amended, Public-Service-Management-Code, Department of Public Service and Administration (DPSA) Middle Management Competency Framework and Regulations. One of the aims of Government is to have a professionalised Public Service for a developmental State.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 5 qualification.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Business Communication
- Human Resources Management
- Principles of maintaining interpersonal relations
- Benefits and Conditions of Service
- Promote occupational health and safety in the workplace
- Government System
- Using Technology Effectively and Efficiently to Meet Public Service Requirements

DURATION

- Blended (classroom) learning method (24 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee (**Non-Refundable**)
- R 84 000 Split into two payments and first half of the total amount payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment (**Non-Refundable**)
- R 46 000 ,00 Payable before first session



ADVANCED OCCUPATIONAL CERTIFICATE: SENIOR GOVERNMENT OFFICIAL CERTIFICATE (COMING SOON)

(SAQA ID: 121166 | NQF Level 7 | 244 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to function as a Senior Government Official. A Senior Government Official plans, organises, directs, controls, manages, monitors, and evaluates the overall activities of municipal or local, regional and national, and provincial government departments, boards, agencies, or commissions in accordance with legislation, ethical parameters, procedures and policies established by the government and legislative bodies. Typical graduate character attributes include, among others, proficiency, efficiency, integrity, and high moral and ethical standards.

A qualified learner will be able to:

- Deliver services for public value and lead public sector change.
- Conduct and fulfil management functions required to deliver public value.
- Integrate public administration under the rule of law.
- Strengthen and implement sustainable public sector ethical practices and use knowledge to promote the achievement of public sector goals.
- Conduct research and integrate qualitative and quantitative information, methods, and evidence to support decision-making in the public sector.
- Analyse and apply administrative provisions to regionalism, decentralisation, and governance.
- Demonstrate and apply knowledge of the indigenisation of African philosophies

RATIONALE:

Employment in the public sector is highly regulated to ensure that the implementation of Government policies is carried out according to a variety of legislation and regulations. Additionally, one of the aims of the Government is to have a professionalised public sector for a developmental state. To achieve this, several public sector qualifications were envisaged by stakeholders through a consultative process.

This is an NQF Level 7 qualification which is a step-up from the Occupational Diploma: General Manager Public Service, at NQF Level 6, which is a qualification that aims at providing the junior and middle manager cadre within the public service with the requisite knowledge, skills, and attitude to serve in the public sector across both different functional units and departments and all spheres of government. The qualification meets the needs of Middle Management Services (MMS).

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 6 qualification.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Public value delivery
- Public administration functions and policy within the broader market economy
- Leading Public Sector Change
- Public Policy Design and Implementation
- Public Sector Programme Evaluation
- Critical systems thinking and practice with respect to participatory policy issues
- Principles and theories of Public Management and Financial Management
- Administrative provisions to Regionalism, Decentralisation, and Governance
- Principles and theories of Public Sector Project Management
- Human Resources Management in a public sector context
- Enhancing public sector goals
- Public Sector Development Management Framework
- Integration of Public Administration under the rule of law
- Ethics and Ethical Practices in the Public Sector, NQF Level 7, 5 Credits.

- Communication strategy in the public sector
- Research and related aspects
- Qualitative and Quantitative Information, methods, and evidence to support decision-making in the public sector
- Monitoring and Evaluation
- Indigenisation of African Philosophies

DURATION

- Blended (classroom) learning method (24 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee **(Non-Refundable)**
- R 98 000 Split into two payments and first half of the total amount payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment **(Non-Refundable)**
- R 46 000 ,00 Payable before first session

SERVICES SETA OCCUPATIONAL QUALIFICATIONS

QUALIFICATION TITLE	SAQA ID	NQF LEVEL	CREDITS
Occupational Certificate: Office Administrator	102161	5	445
Occupational Certificate: Management Assistant	101876	5	316
Occupational Certificate: Project Manager	101869	5	240

OCCUPATIONAL CERTIFICATE: OFFICE ADMINISTRATOR (COMING SOON)

(SAQA ID: 102161 | NQF Level 5 | 445 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

This occupational qualification provides an opportunity for the learner to acquire a range of administrative skills to coordinate the activities of an office including information management and operational processes.

A qualified learner will be able to:

- Manage resources according to good governance policies and procedures to facilitate the smooth and effective operational activities within the organisation.
- Manage, coordinate and assist in the administration and clerical support of the specific departments to facilitate the smooth running thereof by using computerised systems and practices.
- Assist in selection process, induction, employee wellness and skills development of employees.
- Process given data to complete a Workplace Skills Plan.
- Assist in the administrative function of the marketing, public relations and advocacy of the organisation.
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards customer service of internal and external stakeholders.
- Plan, administer and provide support services to a special project within an organisation.

RATIONALE:

This qualification is a response to current legislation, which states: Programmes offered to meet industry needs, including those supporting apprenticeships and N-Courses, are reviewed, updated and made available to and accessed by employers.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Government System
- Human Resources Administration
- Programme and Project Management
- Public Service Communication and Administration
- Ethics, Good Administration and Integrity in the Public Service
- Developing Self in the Workplace
- Financial and Supply Chain administration
- Using Technology Effectively and Efficiently to Meet Public Service Requirements

DURATION

- Blended (classroom) learning method (12 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee (**Non-Refundable**)
- R 68 000 Payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment (**Non-Refundable**)
- R 38 000 ,00 Payable before first session.

OCCUPATIONAL CERTIFICATE: MANAGEMENT ASSISTANT (COMING SOON)

(SAQA ID: 101876 | NQF Level 5 | 316 credits) (Accreditation Unique ID: SDP00000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to operate as a Management Assistant. The qualification provides an opportunity for the learner to acquire a range of skills to be able to coordinate the activities of the organisation and provide professional administrative and secretarial support to managers, either as part of a team or individually. They also coordinate activities of assigned personnel and provide current and updated relevant information to the manager as support for upcoming meetings.

A qualified learner will be able to:

- Plan, organise and support department meetings and workshops.
- Apply appropriate personal and interpersonal skills to a range of situations to facilitate the smooth relations between internal and external stakeholders according to organisational standards.
- Apply basic knowledge of relevant administration governance, policies and procedures to manage resources effectively in the organisation.
- Plan, administer and provide support services to a special project within an organisation.
- Promote professional documentation by utilising effective and accurate information processing and research skills to enhance the professional image of the organisation or industry.

RATIONALE:

This qualification is a response to current legislation which states the following: Programmes offered to meet industry needs, including those supporting apprenticeships and N-Courses, are reviewed, updated and made available to and accessed by employers.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification with communication.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Document management and record-keeping
- Computerised Information
- Resource and procurement management
- Social media and digital literacy
- Office protocol, deportment and etiquette
- Business communication and customer services
- Ready for work standards
- Basic business calculations
- Apply End User Computing
- Business documentation and design
- Meeting administration
- Introductory project management

DURATION

- Blended (classroom) learning method (12 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee (**Non-Refundable**)
- R 68 000 Payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment (**Non-Refundable**)
- R 38 000 ,00 Payable before first session.

OCCUPATIONAL CERTIFICATE: PROJECT MANAGER (COMING SOON)

(SAQA ID: 101876 | NQF Level 5 | 240 credits) (Accreditation Unique ID: SDP0000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to operate as a Project Manager. A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application.

A qualified learner will be able to:

- Initiate a project to address specific project objectives.
- Plan and prepare the delivery of a project.
- Execute and control the delivery of a project management plan.
- Manage the project close out process.

RATIONALE:

Project Managers are the people in charge of a specific project or projects within a company or a government entity and any small- or large-scale development project requires high quality project management skills. The need for a qualification that will serve as a competency framework for the development of project managers is identified by a number of key government strategic frameworks and policy documents. Project Managers however can work in a variety of fields, from Information and Communication Technology, Human Resources, Advertising, Marketing, Construction and more.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification with Mathematical Literacy and Communication.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- Introductory Studies for Project Managers
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

DURATION

- Blended (classroom) learning method (12 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee **(Non-Refundable)**
- R 80 000 Payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment **(Non-Refundable)**
- R 46 000 ,00 Payable before first session.

ETDP SETA OCCUPATIONAL QUALIFICATIONS

QUALIFICATION TITLE	SAQA ID	NQF LEVEL	CREDITS
Occupational Certificate: Training and Development Professional (Learning and Development Practitioner)	101321	5	190

OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER (COMING SOON)

(SAQA ID: 101321 | NQF Level 5 | 190 credits) (Accreditation Unique ID: SDP00000000000)

PURPOSE OF THIS QUALIFICATION:

The purpose of this qualification is to prepare a learner to operate as a Learning and Development Practitioner.

A qualified learner will be able to:

- Co-ordinate learning within an occupational context.
- Establish and refine learning and development needs within occupational contexts.
- Conceptualise, plan and implement occupationally relevant learning and development interventions.
- Facilitate learning in a variety of occupational contexts.
- Evaluate the impact of learning and development interventions within an occupational context.

RATIONALE:

The development of the national skills base within South Africa, as supported by legislation, national policies and strategies is an undisputed priority. Equitable human development that supports an inclusive economic growth path, addresses recognised skills shortages and a reduction in high levels of unemployment, will only be achieved through an educated, skilled and capable South African workforce. This qualification is an essential building block in realising these national priorities.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

Recognition of Prior Learning (RPL):

- Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy.
- RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.
- Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

ENTRY REQUIREMENTS:

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification with Communication.

LEARNING METHOD:

Blended:

- Face-to-Face / Virtual training supported by access to the e-learning platform for additional learning resources and learner support.

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- The statutory learning and development environment
- Learning and development management functions
- Organisational learning and development needs analysis
- Facilitation of learning in an occupational context
- Assessment principles and practices
- Workplace learning and development planning, evaluation and reporting
- Work based learning

DURATION

- Blended (classroom) learning method (12 Months)
- RPL (6 -12 Months)

QUALIFYING FOR EXTERNAL ASSESSMENT:

- To qualify for an external assessment, learners must provide ***proof of completion of all required knowledge and practical modules by means of statements of results*** and a record of completed work experience.

CERTIFICATION

- As per the guidelines, a competent learner must have both the ***SDP Statement of Results*** and must have ***passed the IESA examination***. Once these criteria are met, compliant learners can then receive their Occupational Certificate.

COST PER LEARNER

(Blended Face to Face/Virtual with e-learning support)

- R 4 500 Once off registration fee **(Non-Refundable)**
- R 68 000 Payable before the first session.

RPL (Recognition of prior learning)

- R 3 000 ,00 pre-assessment (***Non-Refundable***)
- R 38 000 ,00 Payable before first session.



QUALIFYING CANDIDATE CAN OBTAIN THIS QUALIFICATION THROUGH RECOGNITION PRIOR LEARNING (RPL) WITH
TSOELOPELE LEADERSHIP CONSULTING

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

ETDP SETA QUALIFICATIONS				
QUALIFICATION NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION
FURTHER EDUCATION AND TRAINING CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT	58761	4	140	12 MONTHS
NATIONAL CERTIFICATE: OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES	50334	5	120	12 MONTHS

**FURTHER EDUCATION AND TRAINING CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT SAQA QUALIFICATION ID: 58761 NQF LEVEL 4,
140 CREDITS**

**COMPULSORY SKILLS PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS**

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
COMMUNICATE IN EARLY CHILDHOOD DEVELOPMENT AND SOCIETAL SETTINGS	Facilitate a Literacy Learning Programme in the Reception Year	244257	4	15
	Work with families and communities to support Early Childhood Development	244462	3	5
MATHEMATICAL LITERACY	Facilitate a Numeracy Learning Programme in the Reception Year	244468	5	15
PLAN AND PREPARE FOR EARLY CHILDHOOD DEVELOPMENT	Prepare resources and set up the environment to support the development of babies, toddlers and young children	244468	3	5
	Prepare Early Childhood Development programmes with support	244472	4	6
	Design activities to support the development of babies, toddlers and young children	244485	5	8
	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	244484	4	8
FACILITATE AND MONITOR THE DEVELOPMENT OF BABIES, TODDLERS AND YOUNG CHILDREN	Implement project administration processes according to requirements	244480	4	5
	Conduct project documentation management to support project processes	244260	4	6
	Plan, organise and support project meetings and workshops	244475	4	4
PROVIDE CARE AND SUPPORT FOR BABIES, TODDLERS AND YOUNG CHILDREN	Provide care for babies, toddlers and young children	244469	4	10
	Manage an Early Childhood Development service	244478	5	5
	Evaluate an Early Childhood Development (ECD) service	244481	5	6

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

SERVICES SETA QUALIFICATIONS				
QUALIFICATION NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION
FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT	50080	4	136	12 MONTHS
FURTHER EDUCATION AND TRAINING CERTIFICATE: BUSINESS ADMINISTRATION SERVICES	61595	4	140	12 MONTHS
FURTHETR EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT	57712, LP 74630	4	150	12 MONTHS
FURTHETR EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT	57712, LP 58344	4	150	12 MONTHS
FURTHETR EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION	66249	4	149	12 MONTHS
NATIONAL CERTIFICATE: GENERIC MANAGEMENT	59201, 60269	5	162	12 MONTHS

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT SAQA ID: 50080 NQF LEVEL 4, 136 CREDITS

COMPULSORY LEARNING PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS

MODULE TITLE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
INTRODUCTION TO PROJECT MANAGEMENT	Explain fundamentals of project management	120372	4	5
	Apply a range of project management tools and techniques	120385	4	7
PROJECT INITIATION; PLANNING AND IMPLEMENTATION	Contribute to project initiation, scope definition and scope change control	120373	4	9
	Develop a simple schedule to facilitate effective project execution	120384	4	8
	Contribute to the management of project risk within own field of expertise	120374	4	5
	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget.	120375	4	6
	Provide assistance in implementing and assuring project work meets quality requirements.	120383	2	5
PROJECT MONITORING AND CONTROL	Monitor, evaluate and communicate simple project schedules	120387	4	4
PROJECT SUPPORT	Implement project administration processes according to requirements	120381	4	5
	Conduct project documentation management to support project processes	120376	4	6
	Plan, organise and support project meetings and workshops	120382	4	4
ORAL COMMUNICATION	Accommodate audience and context needs in oral communication	119472	3	5
	Engage in sustained oral communication and evaluate spoken texts	119462	4	5
WRITTEN COMMUNICATION	Write texts for a range of communicative contexts	119465	3	5
	Write for a wide range of contexts	119459	4	5
	Use the writing process to compose texts required in the business environment	12153	4	5
	Interpret and use information from texts	119457	3	5
	Read analyse and respond to a variety of texts	119469	4	5
	Use language and communication in occupational learning programmes	119467	3	5
PROJECT MATHEMATICS	Use mathematics to investigate and monitor the financial aspects of	7468	4	6

	personal, business, national and international issues			
	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016	4	4
	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
PROJECT TEAMWORK	Work as a project team member	120379	4	8
	Motivate and Build a Team	242819	4	10

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

FURTHER EDUCATION AND TRAINING CERTIFICATE: BUSINESS ADMINISTRATION SERVICES SAQA ID: 61595, LP 35928 NQF LEVEL 4, 140 CREDITS

**COMPULSORY LEARNING PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS**

MODULE TITLE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
COMMUNICATION	Interpret a variety of literary texts	8972	3	5
	Interpret and use information from texts	8969	3	5
	Read analyse and respond to a variety of texts	8975	4	5
	Write for a wide range of contexts	8976	3	5
	Write texts for a range of communicative contexts	8970	3	5
	Use the writing process to compose texts required in the business environment	12153	4	5
	Present information in report format	110023	4	6
	Engage in sustained oral communication and evaluate spoken/signed texts	8974	4	5
	Accommodate audience and context needs in oral communication	8968	4	5
MATHEMATICAL LITERACY	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3-dimensional space in the life and workplace of adult with increasing responsibilities	12417	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
FINANCIAL MANAGEMENT	Describe and apply the management of stock and fixed assets in a business unit	13945	4	2
	Interpret basic financial statements	117156	4	4
	Apply knowledge of basic accounting principles to financial services	117111	3	4
	Apply the budget function in a business unit	13941	4	5
	Develop administrative procedures in a selected organisation	110003	4	8

DEVELOP AND MANAGE ADMINISTRATIVE FUNCTIONS	Manage administration records	110009	4	4
	Co-ordinate meetings, minor events and travel arrangements	13929	3	3
	Process incoming and outgoing telephone calls	7790	3	3
MANAGING SERVICE PROVIDERS	Manage service providers in a selected organisation	109999	4	5
	Contract service providers	114552	4	3
	Describe and assist in the control of fraud in an office environment	110026	4	4
PERSONAL EFFECTIVENESS	Achieve personal effectiveness in business environment	110021	4	6
	Comply with organisational ethics	10022	4	4
	Apply efficient time management to the work of a department/division/section	15234	5	4
WORKING IN TEAMS	Work as a project team member	10135	5	4
	Display cultural awareness in dealing with customers and colleagues	7791	4	8
	Analyse new developments reported in the media that could impact on a business sector or industry	13943	4	4
	Apply a range of project management tools	10140	4	10

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT SAQA QUALIFICATION ID: 57712, LP 74630 NQF LEVEL 4, 150 CREDITS

**COMPULSORY SKILLS PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS**

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
DEVELOP PLANS TO ACHIEVE DEFINED OBJECTIVES	Write/present/sign for a wide range of contexts	119459	4	5
	Interpret and use information from texts	119457	3	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Use the writing process to compose texts required in the business environment	12153	4	5
	Employ a systematic approach to achieving objectives	242822	4	10
ORGANISE RESOURCES IN ACCORDANCE WITH A DEVELOPED PLAN	Read/view, analyse and respond to a variety of texts	119469	4	5
	Manage Expenditure against a budget	242810	4	6
	Prioritise time and work for self and team	242811	4	5
LEAD A TEAM TO WORK COOPERATIVELY TO ACHIEVE OBJECTIVES	Use language and communication in occupational learning programmes	119467	3	5
	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Apply leadership concepts in a work context	242824	4	12
	Conduct a structured meeting	242816	4	5
	Motivate and build a team	242819	4	10
MONITOR PERFORMANCE TO ENSURE COMPLIANCE TO A PLAN	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Identify responsibilities of a team leader in ensuring that organisational standards are met	242821	4	6
	Monitor the level of service to a range of customers	242829	4	5
MAKE DECISIONS BASED ON A CODE OF ETHICS	Solve problems, make decisions and implement solutions	242817	4	8
	Apply the organisation`s code of conduct in a work environment	242815	4	5
APPLY NUMERIC SKILLS TO LEAD AND MANAGE A TEAM OR SMALL UNIT	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	9016	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business,	7468	4	6

	national and international issues			
MANAGE A SMALL TEAM IN AN OFFICE ENVIRONMENT	Identify and explain the core and support functions of an organisation	242814	3	6
	Describe the relationship of junior management to other roles	242818	4	5
	Explain the contribution made by own area of responsibility to the overall organisational strategy	242813	4	5
	Induct a member into a team	242812	3	4
	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	3	4
	Identify and describe disaster related risks and threatening situations utilising basic disaster management concepts and indigenous knowledge	251960	3	5
	Maintain records for a team	242820	3	4

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FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT SAQA QUALIFICATION ID: 57712, LP 58344 NQF LEVEL 4, 150 CREDITS

**COMPULSORY SKILLS PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS**

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
DEVELOP PLANS TO ACHIEVE DEFINED OBJECTIVES	Write/present/sign for a wide range of contexts	119459	4	5
	Interpret and use information from texts	119457	3	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Use the writing process to compose texts required in the business environment	12153	4	5
	Employ a systematic approach to achieving objectives	242822	4	10
ORGANISE RESOURCES IN ACCORDANCE WITH A DEVELOPED PLAN	Read/view, analyse and respond to a variety of texts	119469	4	5
	Manage Expenditure against a budget	242810	4	6
	Prioritise time and work for self and team	242811	4	5
LEAD A TEAM TO WORK COOPERATIVELY TO ACHIEVE OBJECTIVES	Use language and communication in occupational learning programmes	119467	3	5
	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Apply leadership concepts in a work context	242824	4	12
	Conduct a structured meeting	242816	4	5
	Motivate and build a team	242819	4	10
MONITOR PERFORMANCE TO ENSURE COMPLIANCE TO A PLAN	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Identify responsibilities of a team leader in ensuring that organisational standards are met	242821	4	6
	Monitor the level of service to a range of customers	242829	4	5
MAKE DECISIONS BASED ON A CODE OF ETHICS	Solve problems, make decisions and implement solutions	242817	4	8
	Apply the organisation`s code of conduct in a work environment	242815	4	5
APPLY NUMERIC SKILLS TO LEAD AND MANAGE A TEAM OR SMALL UNIT	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	9016	4	4
	Use mathematics to investigate and monitor the financial aspects of	7468	4	6

	personal, business, national and international issues			
IMPLEMENT ADMINISTRATIVE PROCEDURES IN AN OFFICE	Develop administrative procedures in a selected organisation	110003	4	8
	Describe and assist in the control of fraud in an office environment	110026	4	4
	Manage administration records	110009	4	4
	Manage service providers in a selected organisation	109999	4	5
	Apply efficient time management to the work of a department/division/section	15234	5	4

FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL

FURTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION SAQA ID: 66249 NQF LEVEL 4, 149 CREDITS

COMPULSORY LEARNING PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS

MODULE TITLE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
DEMONSTRATE AN ABILITY TO IDENTIFY AND CREATE A NEW VENTURE	Demonstrate an understanding of an entrepreneurial profile	263356	4	5
	Apply innovative thinking to the development of a small business	114600	4	4
	Research the viability of new venture ideas/opportunities	114596	4	5
	Demonstrate an understanding of the function of the market mechanisms in a new venture	263514	4	5
	Research the viability of new venture ideas/opportunities	114596	4	5
DEMONSTRATE KNOWLEDGE OF INTERPERSONAL SKILLS REQUIRED IN A BUSINESS	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Write/present/sign for a wide range of contexts	119459	4	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Use language and communication in occupational learning programmes	119467	3	5
DEMONSTRATE AN UNDERSTANDING OF BASIC ECONOMICS WITHIN A MARKET ECONOMY	Apply the principles of costing and pricing to a business venture	263455	4	6
	Finance a new venture	114584	4	5
	Manage finances of a new venture	263474	4	6
MANAGE A NEW VENTURE BY APPLYING BUSINESS PRINCIPLES AND TECHNIQUES	Implement an action plan for a new venture	263534	4	4
	Produce business plans for a new venture	114592	4	8
	Plan and manage production/operations in a new venture	263434	4	6
	Plan strategically to improve new venture performance	263456	4	4
DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF LEADERSHIP AND MANAGEMENT.	Manage general administration	114805	4	4
	Negotiate an agreement or deal in an authentic work situation	13948	4	5
	Administer contracts for a selected new venture	119671	3	10

**NATIONAL CERTIFICATE: GENERIC MANAGEMENT SAQA QUALIFICATION ID: 59201, LP
60269 NQF LEVEL 5, 162 CREDITS**

**COMPULSORY SKILLS PROGRAMMES
DURATION OF THE QUALIFICATION: 12 MONTHS**

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS	
OPERATIONAL AND PROJECT MANAGEMENT	Develop, implement and evaluate a project plan	252022	5	8	
	Apply the principles of ethics to improve organisational culture	252042	5	5	
	Apply a systems approach to decision making	252026	5	6	
	Develop, implement and evaluate an operational plan	252032	5	8	
	POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME				
	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	252033	5	8	
	Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit	114212	5	3	
MANAGING ORGANISATIONAL IMPROVEMENT	Create and manage an environment that promotes innovation	252020	5	6	
	Formulate recommendations for a change process	252021	5	8	
	Apply the principles of knowledge management	252044	5	6	
	POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME				
	Evaluate current practices against best practice	252024	5	4	
Promote a learning culture in an organisation	252041	5	5		
LEADERSHIP AND PEOPLE MANAGEMENT	Analyse leadership and related theories in a work context	120300	5	8	
	Monitor and evaluate team members against performance standards	252034	5	8	
	Lead people development and talent management	252029	5	8	
	Select and coach first line managers	252035	5	8	
	Select and coach first line managers	252037	5	6	
	POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME				
	Apply the principles and concepts of emotional intelligence to the management of self and others	252031	5	4	
Recruit and select candidates to fill defined positions	12140	5	9		
MANAGING WORKPLACE RELATIONSHIPS	Use communication techniques effectively	12433	5	8	
	Manage a diverse work force to add value	252043	5	6	

	Devise and apply strategies to establish and maintain workplace relationships	252027	5	6
POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME				
	Analyse compliance to legal requirements and recommend corrective actions	252030	5	4
	Identify brand mix elements	10048	5	8
	Interpret and manage conflicts within the workplace	114226	5	8
FINANCIAL AND RISK MANAGEMENT	Manage the finances of a unit	252040	5	8
	Apply mathematical analysis to economic and financial information	252036	5	6
	Monitor, assess and manage risk	252025	5	8

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