TSOELOPELE
LEADERSHIP CONSULTING

COMPANY PROFILE
&
BROCHURE

Full qualifications, Skills Programmes
& Short Courses.

Nurturing Future Leaders

—
2025

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Content

About us
Who we are

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 2nd of October 2015 to specifically provide the much-needed leadership skills in the Southern African Development Community.

OUR 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 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.

OUR VISION

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

B-BBEE STATUS

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

OUR VALUES

Integrity: Be true to thyself and client

Ownership: Our work is serious to us, and we take pride in it.

Loyal: To create an environment where people are faithful.

Professional: Be professional at all times

Reliable: Accountability assured

Trustworthy: To build trust in the education and training sector.

TRAINING FACILITIES

In line with QCTO training facilities Tsoelopele leadership Consulting utilise its premises for training and catering at **Persequor Technopark, 41 De Havilland Street, The Woods Building E-1(b), Lynnwood, 0020**

COMPANY REGISTRATION

- Company registration number: 2015/351441/07

COMPANY REGISTRATION

- Accreditation Bodies: PSETA, ETDP SETA and Services SETA
- Accreditation Number   P21/1215/GP648 (PSETA)
- Accreditation Number: ETDPS011089 (ETDP SETA)
- Accreditation Number   12813 (Services SETA)

ACCREDITATION

Tsoelopele Leadership Consulting (Pty) Ltd primary accreditation is with PSETA and MoU Accreditation with Services SETA and ETDP SETA.

Some of our
Previous Clients

Nature of work	Year Completed
PSETA Public Service Sector Education & Training Authority	
General Clerk - Public Service (Service Delivery) Skills Programme NQF 4	2019 - 2020 Financial Year Skills programme (Competency Certificate and PSETA SOR Issued)
General Manager- Public Service (Change Management) Skills Programme NQF 6	2020 - 2021 Financial year Skills Programme (Comptency Certificate and PSETA Transcript Issued)
Contracted to deliver National Certificate Public Administration learnership for 12 months' period	2020 - 2021 Financial year (Competency Certificate and PSETA Transcript Issued)
Contracted to deliver National Certificate Public Administration RPL for 12 months' period	2021 - 2022 Financial year (Competency Certificate and PSETA Transcript Issued)
General Manager - Public Service (Change Management) Skills Programme NQF 6	2022 - 2023 Financial year (Competency Certificate and PSETA Transcript Issued)
Senior Government Official-Service Delivery) Skills Programme NQF 6	2023 - 2024 Financial year (Competency Certificate and PSETA Transcript Issued)
Contracted to deliver National Certificate Public Administration RPL for 12 months' period	2024 - 2025 Financial year
Contracted to deliver National Diploma Public Administration RPL for 12 months' period	2024 - 2025 Financial year

Customer	Nature of work	Year Completed
energy Department Energy REPUBLIC OF SOUTH AFRICA	Contracted to deliver National Certificate Public Administration learnership or 12 months' period.	2016 Learnership Programme (Competency and PSETA Qualification Certificate and Transcripts Issued)
		Qualification Certificate and Transcripts Issued (Qualification Certificate and Transcripts Issued)
		2018 Learnership Programme (Competency and PSETA Qualification Certificate and Transcripts Issued)
	Advanced Project Management Principles (NQF 6)	2019 Learnership Programme (Competency PSETA Qualification Certificate and Transcript Issued)
		Competency Certificate issued in 2018
education Department of Education REPUBLIC OF SOUTH AFRICA	Policy Development and Implementation Training	Competency Certificate Issued in 2016
	Monitoring and Evaluation	Competency Certificate issued in 2018
SABS South African Bureau of Standards	Basic Project Management	Competency Certificate issued in 2017
	Presentation Skills	Competency Certificate issued in 2017
		Competency Certificate issued in 2018
	Leadership Skills	Competency Certificate Issued in 2018
	Emotional Intelligence	Competency Certificate issued in 2017
		2018 assessment process completed awaiting PSETA
	Basic Project Management	Competency Certificate issued in 2018
	Management Development Programme	Competency Certificate issued in 2018
	Advanced Project Management	2018 CompeCompetency Certificate
	Conflict Management	Competency Certificate issued in 2018

Customer	Nature of work	Year Completed
SABS – South African Bureau of Standards	Mentoring and Coaching	Competency Certificate issued in 2018
	Supervisory Skills	Competency Certificate issued in 2018
	Risk Management Senior Managers	Competency Certificate issued in 2018
public works – Department Public Works REPUBLIC OF SOUTH AFRICA	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
UIF	Presentation Skills Training	2017 Competency Certificate Issued.
forestry, fisheries & the environment – Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA	Office Administration	2016 Competency Certificate Issued.
HAWKS – 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.
	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.

Customer	Nature of work	Year Completed
tourism Department Tourism REPUBLIC OF SOUTH AFRICA	Supply Chain Management	Competency Certificate Issued in 2018
	Emotional Intelligence and Interpersonal Skills	Competency Certificate Issued in 2019
	Contract Management	Competency Certificate Issued in 2019
the dti Department Trade and Industry REPUBLIC OF SOUTH AFRICA	Business Wrtling	2018 & 2019 Competency Certificate

FACE TO FACE CONTACT SESSIONS
OR VIRTUAL SESSIONS VIA MICROSOFT
TEAMS OR RPL

Face to Face Contact Sessions

or Virtual Sessions via Microsoft Teams or RPL

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	R4 800, 00	R3 500,00

OFFICE ADMINISTRATION

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
OFFICE MANAGEMENT (PSETA Unit Standard)	242900	4	6	3 days	TBA	R4 800, 00	R3 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	R7 800, 00	R6 000,00
	110003	4	8				
Upon successful submission of tha POE, as well as the assessment, moderation, and services SETA verification, learners will receive their competency certificate along with a statement of results. This marl<s an important milestone in their educational journey.							
OFFICE MANAGEMENT (PSETA Unit Standard)	110531	5	4	3 days	TBA	R7 000, 00	R6 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 Leaming) Program, as it serves as evidence of your past training.							

RECORDS MANAGEMENT

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
RECORDS MANAGEMENT (PSETA Unit Standard)	115855	5	5	3 days	TBA	R7 000, 00	R6 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 Leaming) Program, as it serves as evidence of your past training.							

PROFFESSIONAL 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	R7 800, 00	R6 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.

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	3 days	TBA	R7 000, 00	R6 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	R7 800, 00	R6 500,00

Upon successful submission of the POE, as well as the assessment, moderation, and services SETA verification, learners will receive their along with 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	R6 500, 00	R5 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.

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PRESENTATION SKILLS (PSETA & Services SETA Unit Standards)	115790	5	5	3 days	TBA	R6 990, 00	R6 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.

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)	242910	4	6	3 days	TBA	R6 500, 00	R5 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.

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CUSTOM ER SERVICE (Service SETA Unit Standards)	10053	5	8	4 days	TBA	R7 800, 00	R6 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 stetement of results. This marks an important milestone in their educational journey.

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	4	8	3 days	TBA	R6 500, 00	R5 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 marlcs 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	R6 500, 00	R5 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 marlcs 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	R6 500, 00	R5 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 marlcs 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)	13925	5	5	3 days	ON REQUEST	R6 500, 00	R5 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 pest training.

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
EMOTIONALINTELLIGENCE (Services SETA Unit Standard)	252031	5	4	3 days	TBA	R7 800, 00	R6 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	R6 500, 00	R5 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 marlcs 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	R6 500, 00	R5 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.

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
NEGOTIATION SKILLS (Services SETA Unit Standard)	13948	5	4	3 days	ON REQUEST	R6 500, 00	R5 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	TBA	R6 500, 00	R5 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.

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	R6 500, 00	R5 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.

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	R6 500, 00	R5 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.

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	R6 500, 00	R5 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	R6 500, 00	R5 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.

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	R5 700, 00	R4 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.

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	R6 500, 00	R5 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	R6 500, 00	R5 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.							

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	R6 500, 00	R5 500,00
ADVANCED PROJECT MANAGEMENT (PSETA Unit Standard)	242914	6	12	4 days	ON REQUEST	R6 500, 00	R5 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	R6 500, 00	R5 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.							

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	R6 500, 00	R5 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	R6 500, 00	R5 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	R6 500, 00	R5 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							
Facilitate learning using a variety of given methodologies	15217	5	6	8 days Split into two sessions	TBA	R9 500, 00	R7 500,00
Evaluate a learning intervention using given evaluation instruments	15218	6	4				
Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	15221	5	4				

SESSION TWO								
Facilitate learning using a variety of given methodologies	15227	4	4					
Evaluate a learning intervention using given evaluation instruments	15232	5	6					
Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	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	TBA	R6 500, 00	R4 000,00
Develop outcomes-based learning programmes	123394	5	10				
Design outcomes-based learning programmes	123407	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	R6 000, 00	R4 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 Historical Skills Programmes

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	R6 500, 00	R5 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	TBA	R6 500, 00	R5 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 anRPL (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	R6 500, 00	R5 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	R6 500, 00	R5 500,00
Manage the implementation of organisational strategies, polices and plans in a Public Sector environment	243114	6	8				
Implement an effective change management programme to achieve specified objectives	116929	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							

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	TBA	R6 500, 00	R5 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.							

Other Historical Unit Standard Short 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)	253042	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		

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		

PERFOMANCE MANAGEMENT

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

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

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		

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
	114493	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		
KNOWLEDGE MANAGEMENT NQF 6 (PSETA Unit Standard)	243109	6	10		

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		

STAKEHOLDER RELATIONSHIP MANAGEMENT

COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
STAKEHOLDER RELATIONSHIP MANAGEMENT (PSETA Unit Standard)	115405	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		
RELATIONSHIP MANAGEMENT (SERVICES SETA Unit Standards)	242818	4	5		

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)	252027	5	6		
	242818	4	5		

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		
FINANCIAL SKILLS FOR SUPPORT STAFF	117156	4	4		

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		

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

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

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

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

QCTO OCCUPATIONAL SKILLS PROGRAMMES

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Basic End User Computing	240201	3	30
Intermediate End User Computing	240202	5	20
Advanced End User Computing	240203	5	20
Confict 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 F irst Aid Responder	230802	3	5
Advanced Emergency First Aid Responder	230803	4	6

WORK READINESS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Workplace Preparation	211 201	2	30
Workplace Essential Skills	211009	4	20

OHS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME	SP ID	NQF LEVEL	
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
WORKPLACE PREPARATION

SAQA ID: 201201 | NQF Level 2 | 30 credits
Accreditation Unique ID: SDP00000000000

COMING SOON

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 qualifica-tions. 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

○ 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)
R6 000 Payable before the first session .

SKILL PROGRAMME
WORKPLACE ESSENTIAL SKILLS

SAQA ID: 211 209 | NQF Level 4 | 20 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 REQUIREMENT

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) R5 500 Payable before the first session.

COMPUTER SKILLS OCCUPATIONAL SKILLS PROGRAMME

SKILLS PROGRAMME	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
BASIC END USER COMPUTING

SAQA ID: 240201 | NQF Level 3 | 30 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

PURPOSE OF THIS QUALIFICATION:

The purpose of the module is to ensure that learners understand the basic operating principles of computing devices specifically within organisations so that they can protect themselves and the computing device and see these devices as important assets that organisations use to ensure organisational effectiveness. (Awareness of the cost implications of the devices and the inherent value of data).

A qualified learner will be able to:

- Apply standard operating procedures to switch on a range of basic computing devices and access files, in a word processing, spreadsheet, and presentation software applications.

- Use own knowledge to securely use the internet, search for information, use email, and access various websites and online resources.

- Apply standard operating procedures to create basic word processing documents that meet the fundamental standards in terms of purpose, structure, and quality of the documents.

- Apply standard operating procedures to create basic spreadsheet documents that meet the fundamental standards in terms of purpose, structure, and quality of the documents.

- Apply standard operating procedures to create basic presentation documents that meet the fundamental standards in terms of purpose, structure, and quality of the documents.

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 REQUIREMENT

The minimum entry requirement for this qualification is:
NQF level 2 with basic EUC skills.

LEARNING METHOD:

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 that underpin the use and safe handling of computing devices and managing the human interface with computing devices and systems.

- Basic computing applications that enhance workplace and personal productivity (Word Processing, Spreadsheets, Presentations, and electronic mail).

- Manage the human interface with computing devices and computing systems.

- Use basic functionalities of Word Processing, Spreadsheets and Presentation software 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)
R7 500 Payable before the first session.

SKILL PROGRAMME INTERMEDIATE END USER COMPUTING

SAQA ID: 240202 | NQF Level 4 | 20 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 performfeatures 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 REQUIREMENT

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)
R10 800 Payable before the first session .
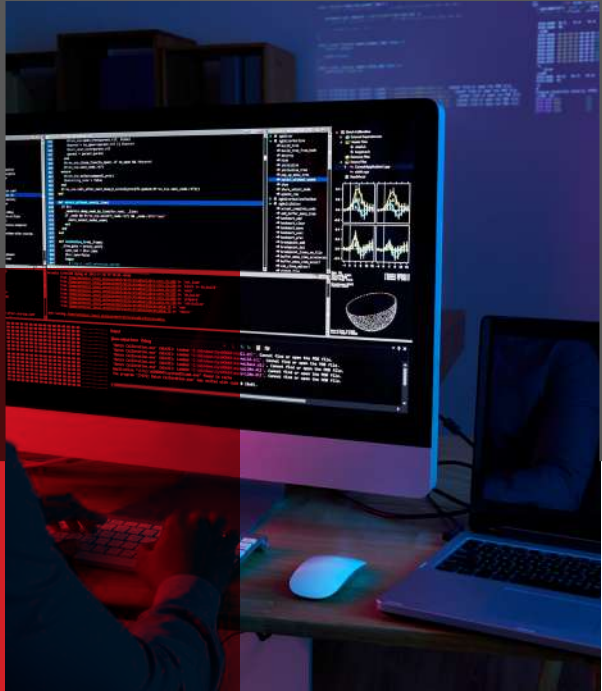
SKILL PROGRAMME ADVANCED END USER COMPUTING

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

(COMING SOON)

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 REQUIREMENT

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.

DURATION

Blended (classroom) and e-learning method (TBC)
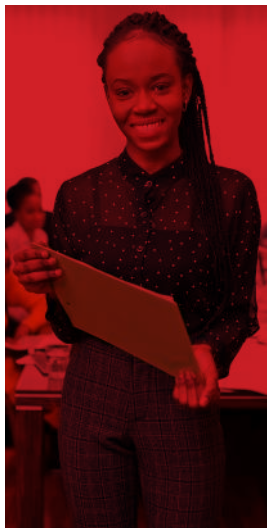
KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

○ 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.

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)
R12 800 Payable before the first session .

WORKPLACE SKILLS OCCUPATIONAL SKILLS PROGRAMME

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

SKILL PROGRAMME
CONFLICT MANAGEMENT

SAQA ID: 210502 | NQF Level 5 | 8 Credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 REQUIREMENT

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.

DURATION

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

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

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)
R7 800 Payable before the first session .

SKILL PROGRAMME
NEW VENTURE CREATION

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

(COMING SOON)

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 REQUIREMENT

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.

DURATION

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

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

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)
R6 500 Payable before the first session .

ETDP OCCUPATIONAL SKILLS PROGRAMMES

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Learning and Development Facilitator	220319	5	26
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

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

(COMING SOON)

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:
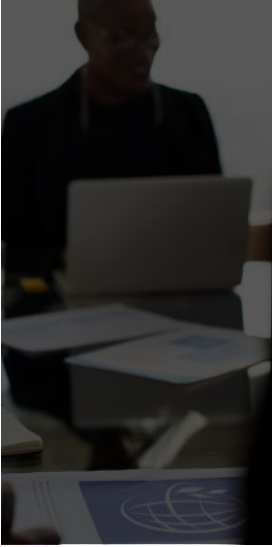
Recognition of Prior Learning (RPL):

○ 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 ski lls 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 REQUIREMENT

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.

DURATION

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

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.

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)
R9 500 Payable before the first session .

SKILL PROGRAMME
LEARNING SUPPORT FACILITATOR

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

(COMING SOON)

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:
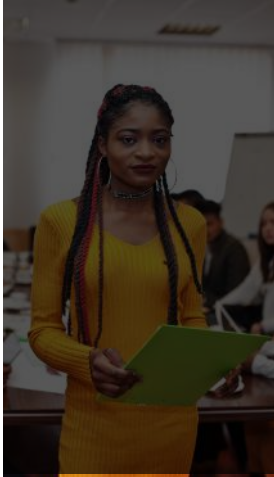
Recognition of Prior Learning (RPL):

- 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 REQUIREMENT

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.

DURATION

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

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 .

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)
R9 500 Payable before the first session .

SKILL PROGRAMME
SKILLS DEVELOPMENT
FACILITATION PRACTITIONER

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

(COMING SOON)

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 ski lls 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.
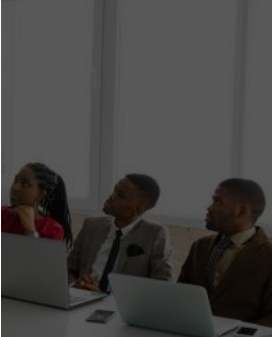
ENTRY REQUIREMENT

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.

DURATION

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

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 .

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)
R9 500 Payable before the first session .

SKILL PROGRAMME
WORK BASED LEARNING AND
DEVELOPMENT PRACTITIONER

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

(COMING SOON)

PURPOSE OF THIS QUALIFICATION:

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 REQUIREMENT

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.

DURATION

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

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

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

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)
R9 500 Payable before the first session .

SKILL PROGRAMME
BASIC EMERGENCY FIRST AID RESPONDER

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

(COMING SOON)

PURPOSE OF THIS QUALIFICATION:

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 REQUIREMENT

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.

DURATION

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

KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

○ Fundamental Concepts and Principles of Basic Emergency First Aid.

○ Provide Basic Emergency First Aid.

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)
R9 500 Payable before the first session .

RPL SOLUTIONS

RPL
Solutions

For delegates with vast experience in their field but have no qualification we have the solution for you: RPL.

That means instead of traditional classroom set up if, you could be a candidate for RPL against a qualification that matches your experience.

The National Qualifications Framework (NQF) Act 67 of 2008 and associated Acts for the three Quality Councils pres ents an NQF strengthened by 15 years of implementation. The original NQF objectives of systemic integration, access, mobility and progression, quality and redress remain – there is a renewed focus on goals of transparency and quality – and Recognition of Prior Learning (RPL) remains key.

What is RPL?

RPL involves recognition of non-formal and informal learning gained outside formal learning, at work or in daily life. RPL processes can include guidance and counselling, transitioning activities, and extended preparation for assessment. Assessment, an integral feature of all forms of RPL, does not exist in isolation from a range of other mediation strategies. There are two main forms of RPL; both can place before/during/after learning:

Purpose of RPL

To provide an alternative access route into a programme of learning for those who do not meet formal entry requirements. RPL for credits: To provide for the awarding of credits for, or towards, a qualification or part-qualification registered on the NQF.

Reasons for implementing RPL

○ Redress of historical disadvantages, such as the institutional exclusion of large numbers of people

○ 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 earning being
- A statement that a person has all the skills to do a job but not necessarily the required

"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

1. IDENTIFICATION OF REASON FOR RPL
2. RPL APPLICATIONT SUBMITTED
3. PRE SCREENING

MINIMUM REQUIREMENTS MET
4. MINIMUM REQUIREMENTS NOT MET

5. ADMISSION TORPL

NO ADMISSION TO RPL FURTHER OPTIONS IDENTIFIED

6. GAP ANALYSIS

7. COMPILATION OF PoE

8. MID TERM ASSESSMENT REVIEW
11. FEEDBACK TO CANDIDATE
12. GAPS IDENTIFIED

13. REMEDIATION OR TRAINING/COACHING

9. SUBMISSION OF PoE
10. ASSESSMENT OF PoE
14. RESUBMISSION OF PoE

16. MODERATION OF PoE
15. RE-ASSESSMENT

17. ASSESSMENT REVIEW

18. CERTIFICATION OF CANDIDATE AGAINST RELEVANT QUALIFICATION

DEVELOP, SUPPORT AND PROMOTE RPL PRACTICES

SAQA Unit Standard ID 116587 | Level 7 | 10 Credits

INTRODUCTION

"Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policy and practices that explicitly addresses the visible and invisible barriers to learning and assessment. Such an approach must generate the commitment of all role players to remove these barriers and to build a visible, usable and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected." SAQA RPL policy (2002, p. 11).

This unit standard aims to recognize the expertise of people who have a deep understanding of outcomes-based assessment in general, and of the complexities concerning the initiation and implementation of Recognition of Prior Learning (RPL) policies and practices in particular. Such people are able to promote an awareness of RPL-related issues and provide RPL advice and support, at systems and strategic level, to a range of people/bodies, including assessors, moderators, evidence facilitators, assessment designers, teachers, trainers, managers, organisations, institutions, companies and enterprises.

LEARNING OUTCOMES

On completion of this course, learners must be able to demonstrate an understanding of:

- Demonstrate understanding of the conceptual underpinnings and purposes of the recognition of prior learning
- Investigate current RPL practice and opportunities in an organisation or sector,
- Develop RPL policies, procedures and plans for an organisation,
- Provide RPL advice and support, and
- Promote RPL practices.

WHO SHOULD ATTEND?

This course is designed for the officials in HR or managers and individuals that want to have a better understanding in implementation of Recognition Prior Learning.

LEARNING ASSUMED TO BE IN PLACE

The credit value is based on the assumption that people learning towards this unit standard already understand and can practice the key principles of an outcomes-based system in general, and standards-based assessment in particular.

COURSE OUTLINE

Demonstrate Understanding Of The Conceptual Underpinnings And Purposes Of The Recognition Of Prior Learning.

○ Key purposes of RPL are explained in the light of the prevailing context, historical assessment practices in South Africa and the objectives of the NQF. Clarifications are provided concerning the intent of RPL and common misconceptions and misgivings are identified and clarified.

○ RPL is described in terms of the potential implications for candidates, organisations and society in general.

○ Explanations are provided concerning the implications of RPL for education and training providers and the impact on assessment and moderation practices. Explanations include an analysis of assessment practices with particular reference to biases in assessment practices and possible implications for funding of providers.

○ RPL practices are outlined in terms of national and/or international models, trends and findings.

○ Explanations are provided of ways in which RPL serves as a key part of an outcomes-based approach to education and training.

○ Legislation and national guidelines relative to RPL are identified and outlined in terms of the historical development, purposes and key elements.

Investigate Current RPL Practice And Opportunities In An Organisation Or Sector.

○ The investigation establishes the extent to which RPL implementation exists, and the extent to which implementation is developmental and holistic.

○ Possible or existing barriers to implementation of RPL are identified.

○ Priority areas for RPL projects are identified and profiles of relevant candidates are outlined in terms of a variety of factors.

○ Priority areas for RPL projects are identified and profiles of relevant candidates are outlined in terms of a variety of factors.

○ The investigation generates information and stimulates reflection that feeds into the processes of strategic planning towards a holistic model.

Develop RPL Policies, Procedures And Plans For An Organisation.

○ Relevant stakeholders and management representatives are identified and included in a consultative process.

○ Policies define the various purposes of RPL and align with employment equity policy, national skills development strategies and organisational strategic objectives.

○ Policies express an explicit commitment to the principles of equity, redress and inclusion.

○ Policies and procedures provide an effective, credible and contextualised framework for holistic RPL implementation.

- Organisational structures are planned to ensure those involved in or affected by RPL, at any level, are given sufficient capacity building, support and resources to enable holistic and effective RPL.

- Admission procedures and systems are accessible and inclusive of learners with diverse needs and backgrounds.

- Planned quality assurance mechanisms, including monitoring, moderation and review mechanisms, ensure the critical integrity of all RPL-related activities. Reporting and recording processes inform strategic planning requirements.

- Plans are suitable for implementation, are manageable and meet individual, organisational and national strategic objectives. Plans include details of target groups, target area, support structures, quality assurance mechanisms, resource requirements, costs, staff development needs and processes and roll-out mechanisms.

Provide RPL Advice And Support.

- The nature and scope of advice facilitates the development of RPL strategies that are fair, manageable and effective.

- The concept, context, philosophy, purpose and process of RPL are described accurately and at a level suitable to the audience. Misgivings among the audience are identified and addressed in a manner that promotes the purposes of RPL.

- Advice is provided on suitable ways of collecting and/or generating acceptable evidence for the recognition of learning acquired outside formally assessed learning programmes.

- Advice is provided for the re-alignment and/or redevelopment of existing programmes or the adaptation of assessments based on formal learning programmes, to meet the needs of those who do not need to attend the relevant learning programmes. This includes advice on the possibility of multiple entry and exit points to learning programmes.

- Advice and support is provided in a way that promotes the objectives of the NQF in general and the purposes of RPL in particular.

- Advice and support promotes high levels of awareness of RPL issues, resulting in increased flexibility and sensitivity related to RPL practice.

- Advice and support helps practitioners and/or organisations to draw people into the RPL process and deal with the barriers, anxieties, discomfort and traumas that arise when adult learners enter the RPL arena.

Promote RPL Practices.

- Effective advocacy campaigns are planned and implemented to sensitise people and organisations to the concept, context, philosophy, purpose and process of RPL.

- Knowledge, skills and learning that has not been valued historically, including indigenous knowledge, are identified and promotion activities help to address the negation of such knowledge, skills and learning.

○ Promotion methods are sensitive to various target groups.

○ RPL is promoted in a manner that helps to address emotional, educational, cultural, linguistic and economic factors that constitute barriers to effective learning and assessment practice.

○ RPL practices are monitored, and trends are evaluated resulting in ever improving RPL practices.

LEARNING METHOD

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

COURSE DURATION

Four (4) Days Including POE Building

CERTIFICATION

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a Tsoelopele Leadership Consulting Competency Certificate and a statement of results issued by Services SETA.

COURSE FEE

○ In-house course a minimum of 10 delegates are required to implement this course.

○ R6 000 ,00 per learner.

PSETA, SERVICES SETA & ETDP SETA HISTORICAL QUALIFICATIONS EXTENDED

SERVICES SETA QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	DURATION
NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION	50060	5	141	12 MONTHS
NATIONAL DIPLOMA: PUBLIC ADMINISTRATION	57897	6	240	24 MONTHS
NATIONAL DIPLOMA (ADVANCED): PUBLIC ADMINISTRATION	57827	7	260	24 MONTHS
FURTHETR EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION	66249	4	149	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
NATIONAL CERTIFICATE: GENERIC MANAGEMENT	59201, 60269	5	162	12 MONTHS
NATIONAL CERTIFICATE: OCCUPATIONAL DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES	50334	5	120	12 MONTHS

PSETA HISTORICAL QUALIFICATIONS

SERVICES SETA QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	DURATION
NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION	50060	5	141	12 MONTHS
NATIONAL DIPLOMA: PUBLIC ADMINISTRATION	57897	6	240	24 MONTHS
NATIONAL DIPLOMA (ADVANCED): PUBLIC ADMINISTRATION	57827	7	260	24 MONTHS

NATIONAL CERTIFICATE:
PUBLIC ADMINISTRATION

SAQA QUALIFICATION ID 50060 | NQF LEVEL 5 | 141 CREDITS

INTRODUCTION

The purpose of the NQF level 5 Public Administration qualification is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government.

The National Certificate in Public Administration (NQF Level 5) is aimed at practitioners working in the public sector. It is a qualification in a career pathway towards an accomplished public administration and management specialist.

The qualification will therefore enhance the ability of the qualifying learner as a public finance official to perform the necessary administration tasks expected as well as improve management abilities. In this way, the qualification enhances transferability of skills within different spheres of the public sector.

At the same time, a learner will gain a firm foundation required for furthering studies at NQF levels 6 and 7. This qualification enables transferability of skills between the private and public sector.

ENTRY REQUIREMENTS:

All learners accessing this qualification must be in possession of a Further Education and Training Certificate or equivalent qualification, bearing in mind the learning assumed to be in place. Learners will have competences in a first and second language, as well as Communication NQF Level 4, and Mathematical Literacy NQF level 4.

It is recommended that learners are also competent in the Unit Standard titled Demonstrate an understanding of and apply principles of knowledge management to public sector administration and management, Level 4, 8 credits.

LEARNING OUTCOMES

On completion of this course, learners must be able to demonstrate an understanding of:

- Manage service delivery improvement and employ client service delivery techniques.
- Manage and lead human resources in the workplace.
- Apply the principles of knowledge management to public sector administration.
- Plan strategically to improve business performance.
- Apply South African legislation and policy affecting public administration.
- Apply the principles of risk management to manage risk situations in the public sector.
- Design, formulate public sector policies and regulations

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Service Delivery Management

- Apply client service techniques to improve service delivery
- Manage service delivery improvement

SKILLS PROGRAMME TWO

Manage And Lead Human Resources In The Workplace

- Build teams to meet set goals and objectives
- Interpret and manage conflicts within the workplace
- Manage diversity in the workplace
- Analyse the role that emotional intelligence plays in leadership
- Manage the development and performance of human capital in the public sector

SKILLS PROGRAMME THREE:

The Principles Of Knowledge Management To Public Sector Administration

- Apply principles of knowledge management to organisational transformation
- Manage and develop oneself in the public sector work environment
- Promote a learning culture in an organisation

SKILLS PROGRAMME FOUR:

Strategic Planning

- Plan strategically to improve business performance
- Create opportunities for innovation and lead projects to meet innovative ideas
- Apply accounting principles and procedures in the preparation of reports and decision making
- Analyse, interpret and communicate information

SKILLS PROGRAMME FIVE:

South African Legislation And Policy Affecting Public Administration

- Apply South African legislation and policy affecting public administration
- Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration

SKILLS PROGRAMME SIX

The Principles Of Risk Management To Manage Risk Situations In The Public Sector

○ Apply principles of risk management

SKILLS PROGRAMME SEVEN

Design, Formulate Public Sector Policies And Regulations

○ Formulate and evaluate public sector policies

LEARNING METHOD

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

DURATION

● Forty (40) Days Split into Eight (8) Contact Sessions Over Twelve (12) Months

● RPL 6 – 12 Months

CERTIFICATION

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a PSETA National Certificate and statement of results for all unit standards completed for a qualification to be issued.

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
● R4 500 ,00 Once off registration fee (Non-Refundable)	● R4 500 ,00 pre-assessment (Non-Refundable)
● R35 500 ,00 Payable before the first session.	● R23 500 ,00 Payable before first session.

NATIONAL DIPLOMA:
PUBLIC ADMINISTRATION

SAQA QUALIFICATION ID 57897 | NQF LEVEL 6 | 240 CREDITS

INTRODUCTION

The purpose of this qualification is to provide a structured programme for public officials that work with senior and executive management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government.

The National Diploma in Public Administration (NQF Level 6) is aimed at practitioners working in the public sector or moving into the public sector. It is a qualification in a career pathway towards an accomplished Public Administration and Management Specialist.

 The qualification will enhance the ability of the qualifying learner as a public official to perform the expected administration tasks, as well as to improve management abilities. In this way, the qualification enhances transferability of skills within different spheres of the public sector. At the same time, a learner will gain a firm foundation required for furthering studies leading to qualification registered at NQF level 7.

ENTRY REQUIREMENTS:

It is assumed that all learners accessing this qualification must be in possession of a Further Education and Training Certificate or equivalent qualification. Learners will have competences in Communication NQF Level 5, and Computer Literacy NQF level 5. Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place. It is recommended that learners are competent in the Qualification - National Certificate in Public Administration and Management: Level 5 or equivalent before accessing this Qualification. This helps to ensure that the learner has a broad understanding of the basic principles of Public Management and Administration before proceeding with the more specialised requirements of Public Administration at Level 6.

LEARNING OUTCOMES

 On completion of this course, learners must be able to demonstrate an understanding of:

- Develop and manage knowledge management and knowledge management systems for the public sector.
- Manage interactive communication between public and government and within government structures.
- Manage the implementation of strategies, policies and plans in a public sector environment.
- Develop service delivery charters, protocols, and agreements to support service delivery objectives and implementation within the public sector environment.
- Conduct financial management activities within the public sector.
- Promote and uphold strategic leadership within public sector environment.
- Design, implement and evaluate change management strategy for a Public Sector environment.
- Supervise projects within the public sector.
- Create a culture of learning organisation within the public sector.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Develop And Manage Knowledge Management And Knowledge Management Systems For The Public Sector.

- Apply knowledge of ethical principles, standards and professional conduct in public
- sector management and administration.
- Conduct an organisational needs analysis.
- Develop mechanisms and structures for managing knowledge.
- Manage knowledge management systems within the public sector.
- Collect and collate background information for specific contexts.
- Contribute to the implementation, post-implementation review and maintenance of information systems.

SKILLS PROGRAMME TWO:

Manage The Implementation Of Strategies, Policies And Plans In A Public Sector Environment.

- Apply South African legislation and policy affecting public administration.
- Design, implement and evaluate change management strategy for a Public Sector environment.
- Manage the tender procurement process.
- Prepare budgets for a specific sector.
- Demonstrate an understanding of the Public Finance Management Act (PMFA) and related Treasury Regulations.

SKILLS PROGRAMME THREE:

Develop Service Delivery Charters, Protocols And Agreements To Support Service Delivery Objectives And Implementation Within Public Sector Environment.

- Develop a service delivery charter for a public sector organisation.
- Develop and produce public sector service delivery protocols and agreements.
- Manage service delivery improvement.
- Administer contracts for goods, works and services in the public sector.
- Supervise a project team of a developmental project to deliver project objectives.

SKILLS PROGRAMME FOUR:

Promote And Uphold Strategic Leadership Within Public Sector Environment.

- Manage the implementation of organisational strategies, polices, and plans in a Public Sector environment.
- Promote and uphold strategic leadership in line with Public Sector vision, values, objectives, and priorities.
- Apply a systems approach to decision making
- Apply Fundamental Concepts of Supply Chain Management Optimisation.
- Create and manage an environment that promotes innovation.

SKILLS PROGRAMME FIVE:

Create A Culture Of A Learning Organisation Within The Public Sector.

- Create a culture of a learning organisation within the public sector.
- Formulate and coordinate government communications programmes.
- Manage interactive communication between public and government.
- Develop, support, and promote RPL practices.

LEARNING METHOD

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

DURATION

- Seventy (70) Days Split into Fourteen (14) Contact Sessions Over Twenty-Four (24) Months
- 35 Days Year 1- and 35-Days Year 2
- RPL (6 -12 Months)

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
• R4 500,00 Once off registration fee (Non-Refundable)	• R4 500,00 pre-assessment (Non-Refundable)
• R85 500,00 Payable before the first session. NB: Split into year 1 & 2	• R35 500,00 Payable before first session.

NATIONAL DIPLOMA (ADVANCED): PUBLIC ADMINISTRATION

SAQA QUALIFICATION ID 57827 | NQF LEVEL 7 | 260 CREDITS

INTRODUCTION:

The National Diploma in Public Administration (NQF Level 7) is aimed at practitioners working in the public sector. It is the last qualification in a career pathway in Public Administration and Management.

The National Diploma in Public Administration consists of Exit Level Outcomes covering competencies related to service delivery from a developmental perspective, ensuring that public value is delivered within the broader market economy, formulating public sector policies, evaluating outcomes of multiple projects and determining requirements for new projects, harnessing knowledge that can be integrated into public sector decision making and problem solving, designing and facilitating all administrative functions required to ensure regionalism, decentralisation and governance, strategically leading public sector change and integrating public administration under the rule of law.

The competencies covered in the proposed unit standards encapsulate the competencies required by public officials working at executive level. The qualification will therefore enhance the ability of the qualifying learner as a public official to perform the necessary administration tasks expected as well as to improve management and strategic leadership abilities. In this way, the qualification enhances transferability of skills within different spheres of the public sector.

ENTRY REQUIREMENTS

Learners accessing this qualification would preferably have competed the National Diploma in Public Administration at NQF Level 6 or equivalent.
This will help to ensure that the learner has a broad understanding of the basic principles of Public Management and Administration before proceeding with the more specialised require-ments of Public Administration at Level 7.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

- Deliver public value
- Formulate and evaluate public sector policies and programmes.
- Fulfil management functions required to deliver public value.
- Conceptualise, design, and implement a public sector development management framework.
- Integrate public administration under the rule of law.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Delivery Public Value

O Deliver public value.

O Apply the principles and theories of public sector project management.

O Apply the principles and theories of public management.

O Conceptualise, design, and implement a public sector development management framework.

O Strategically lead public sector change.

O Implement a sector wide communication strategy.

SKILLS PROGRAMME TWO:

Formulate And Evaluate Public Sector Policies And Programmes

O Conceptualise, design, implement and monitor public policies and programmes.

O Evaluate public sector programmes.

O Establish, develop, and manage media relationships to promote the image of Government.

O Analyse South Africa's foreign policy.

O Analyse global economic structures.

SKILLS PROGRAMME THREE:

Fulfil Management Functions Required To Deliver Public Value

O Analyse and apply administrative provisions to regionalism, decentralisation, and governance.

O Demonstrate an understanding of public administration functions and policy within the broader market economy.

O Harness knowledge to promote the achievement of public sector goals.

O Manage human resources in a public sector context.

SKILLS PROGRAMME FOUR

Conceptualise, Design, And Implement A Public Sector Development Management Framework

- Conceptualise, Design, And Implement A Public Sector Development Management Framework
- Conceptualise, Design, And Implement A Public Sector Development Management Framework
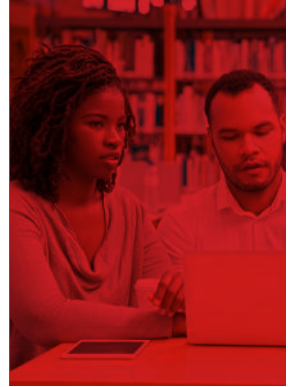
SKILLS PROGRAMME FIVE:

Integrate Public Administration Under The Rule Of Law

- Strengthen and implement sustainable public sector ethical practices.
- Integrate qualitative and quantitative information, methods, and evidence to support decision making in the public sector.
- Integrate public administration under the rule of law.

LEARNING METHOD

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

DURATION

- Seventy (70) Days Split into Fourteen (14) Contact Sessions Over Twenty-Four (24) Months
- 35 Days Year 1 and 35-Days Year 2
- RPL (6 -12 Months)

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
• R4 500,00 Once off registration fee (Non-Refundable) • R95 500,00 Payable before the first session. NB: Split into year 1 & 2	• R4 500,00 pre-assessment (Non-Refundable) • R43 500,00 Payable before first session.

SERVICES SETA HISTORICAL QUALIFICATIONS

ERVICES SETA QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	DURATION
FURTHETR EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION	66249	4	149	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
NATIONAL CERTIFICATE: GENERIC MANAGEMENT	59201, 60269	5	162	12 MONTHS

FURTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION

SAQA QUALIFICATION ID 66249 | NQF LEVEL 4 | 149 CREDITS

INTRODUCTION:

The purpose of the Qualification is to develop the appropriate skills and knowledge required by a person for the establishment and development of a small to medium business venture, and address the economic, administrative and behavioural (psycho-social) barriers that contribute to success in starting and sustaining the venture.

This qualification is intended for persons who wish to start, operate, manage and grow a new small to medium business venture. Learners attempting this qualification will be equipped with a variety of technical, business managerial and personal skills and strategies to help them succeed in the creation and sustenance of a business. The successful learner will develop a sound foundation for the application of these skills and knowledge to explore a diverse range of entrepreneurial opportunities.

ENTRY REQUIREMENTS:

It is assumed that the learner has the following knowledge and skills:

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

- Demonstrate an ability to identify and create a new venture.
- Demonstrate knowledge of interpersonal skills required in a business environment.
- Demonstrate an understanding of basic economics within a market economy.
- Manage a new venture by applying business principles and techniques.
- Demonstrate an understanding of the role of leadership and management.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Demonstrate An Ability To Identify And Create A New Venture

- Demonstrate an understanding of an entrepreneurial profile.
- Apply innovative thinking to the development of a small business.
- Research the viability of new venture ideas/opportunities.
- Demonstrate an understanding of the function of the market mechanisms in a new venture.
- Research the viability of new venture ideas/opportunities.

SKILLS PROGRAMME TWO:

Demonstrate Knowledge Of Interpersonal Skills Required In A Business

- Accommodate audience and context needs in oral/signed communication.
- Engage in sustained oral/signed communication and evaluate spoken/signed texts.
- Write/present/sign for a wide range of contexts.
- Write/present/sign texts for a range of communicative contexts.
- Use language and communication in occupational learning programmes.
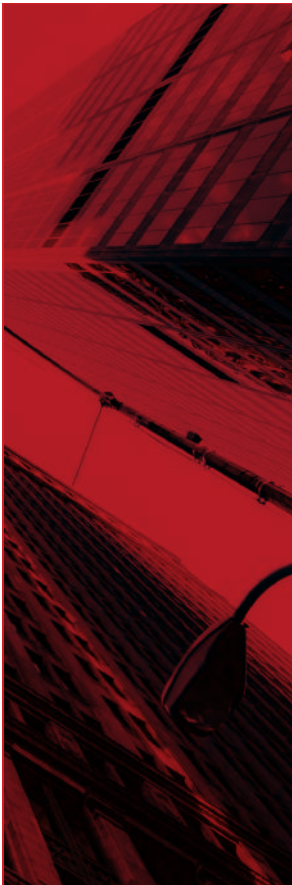
SKILLS PROGRAMME THREE:

Demonstrate An Understanding Of Basic Economics Within A Market Economy

- Apply the principles of costing and pricing to a business venture.
- Finance a new venture.
- Manage finances of a new venture.

SKILLS PROGRAMME FOUR:

Manage A New Venture By Applying Business Principles And Techniques

- Implement an action plan for a new venture.
- Produce business plans for a new venture.
- Plan and manage production/operations in a new venture.
- Plan strategically to improve new venture performance.

SKILLS PROGRAMME FIVE:

Demonstrate An Understanding Of The Role Of Leadership And Mana Gement.

- Manage general administration.
- Negotiate an agreement or deal in an authentic work situation.
- Administer contracts for a selected new venture.

LEARNING METHOD:

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

DURATION

- ○ Forty (40) Days Split into Eight (8) Contact Sessions Over Twelve (12) Months
- ○ RPL 6 – 12 Months

CERTIFICATION:

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a Services SETA Further Education and Training Certificate and statement of results for all unit standards completed for a qualification to be issued.

COST PER LEARNER

Blended Face to Face/Virtual with e-learning support	RPL (Recognition of prior learning)
• R4 500 ,00 Once off registration fee (Non-Refundable)	• R4 500 ,00 pre-assessment (Non-Refundable)
• R35 500 ,00 Payable before the first session.	• R23 500 ,00 Payable before first session.

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT

SAQA QUALIFICATION ID 57712 | LP 74630 NQF LEVEL 4 | 150 CREDITS

INTRODUCTION:

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The scope of management covers four domains: leadership, self-management, people management and management practices. Therefore, purpose of this qualification is to a. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work.

ENTRY REQUIREMENTS:

It is assumed that the learner has the following knowledge and skills:

○ Communication at NQF Level 3.

○ Mathematical Literacy at NQF Level 3.

○ Computer Literacy at NQF Level 3.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

○ Developing plans to achieve defined objectives.

○ Organising resources in accordance with a developed plan.

○ Leading a team to work co-operatively to achieve objectives.

○ Monitoring performance to ensure compliance to a plan.

○ Making decisions based on a code of ethics.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Develop Plans To Achieve Defined Objectives

○ Write/present/sign for a wide range of contexts.
○ Interpret and use information from texts.
○ Write/present/sign texts for a range of communicative contexts.
○ Use the writing process to compose texts required in the business environment.
○ Employ a systematic approach to achieving objectives.

SKILLS PROGRAMME TWO:

Organise Resources In Accordance With A Developed Plan

- Read/view, analyse and respond to a variety of texts.
- Manage Expenditure against a budget.
- Prioritise time and work for self and team.

SKILLS PROGRAMME THREE:

Lead A Team To Work Cooperatively To Achieve Objectives

- Use language and communication in occupational learning programmes.
- Accommodate audience and context needs in oral/signed communication.
- Apply leadership concepts in a work context.
- Conduct a structured meeting.
- Motivate and build a team.

SKILLS PROGRAMME FOUR:

Monitor Performance To Ensure Compliance To A Plan

- Engage in sustained oral/signed communication and evaluate spoken/signed texts.
- Identify responsibilities of a team leader in ensuring that organisational standards are met.
- Monitor the level of service to a range of customers.

SKILLS PROGRAMME FIVE:

Make Decisions Based On A Code Of Ethics.

- Solve problems, make decisions and implement solutions.
- Apply the organisation`s code of conduct in a work environment.

SKILLS PROGRAMME SIX:

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.
- Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts.
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.

SKILLS PROGRAMME SEVEN:

Manage A Small Team In An Office Environment

○ Identify and explain the core and support functions of an organisation.

○ Describe the relationship of junior management to other roles.

○ Explain the contribution made by own area of responsibility to the overall organisational strategy.

○ Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.

○ Identify and describe disaster related risks and threatening situations utilising basic disaster management concepts and indigenous knowledge.

○ Maintain records for a team.

LEARNING METHOD:

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

DURATION

○ Forty (40) Days Split into Eight (8) Contact Sessions Over Twelve (12) Months

○ RPL 6 – 12 Months

CERTIFICATION:

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a Services SETA Further Education and Training Certificate and statement of results for all unit standards completed for a qualification to be issued.

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
● R4 500,00 Once off registration fee (Non-Refundable)	● R4 500,00 pre-assessment (Non-Refundable)
● R35 500,00 Payable before the first session.	● R23 500,00 Payable before first session

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT

SAQA QUALIFICATION ID 57712 | LP 58344 NQF LEVEL 4 | 150 CREDITS

INTRODUCTION:

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The scope of management covers four domains: leadership, self-management, people management and management practices. Therefore, purpose of this qualification is to a. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work.

ENTRY REQUIREMENTS:

It is assumed that the learner has the following knowledge and skills:

O Communication at NQF Level 3.
O Mathematical Literacy at NQF Level 3.
O Computer Literacy at NQF Level 3.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

O Developing plans to achieve defined objectives.
O Organising resources in accordance with a developed plan
O Leading a team to work co-operatively to achieve objectives.
O Monitoring performance to ensure compliance to a plan.
O Making decisions based on a code of ethics.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Develop Plans To Achieve Defined Objectives

O Write/present/sign for a wide range of contexts.
O Interpret and use information from texts.
O Write/present/sign texts for a range of communicative contexts.
O Use the writing process to compose texts required in the business environment.
O Employ a systematic approach to achieving objectives.

SKILLS PROGRAMME TWO:

Organise Resources In Accordance With A Developed Plan

- Read/view, analyse and respond to a variety of texts.
- Manage Expenditure against a budget.
- Prioritise time and work for self and team.

SKILLS PROGRAMME THREE:

Lead A Team To Work Cooperatively To Achieve Objectives

- Use language and communication in occupational learning programmes.
- Accommodate audience and context needs in oral/signed communication.
- Apply leadership concepts in a work context.
- Conduct a structured meeting.
- Motivate and build a team.

SKILLS PROGRAMME FOUR:

Monitor Performance To Ensure Compliance To A Plan

- Engage in sustained oral/signed communication and evaluate spoken/signed texts.
- Identify responsibilities of a team leader in ensuring that organisational standards are met.
- Monitor the level of service to a range of customers.

SKILLS PROGRAMME FIVE:

Make Decisions Based On A Code Of Ethics.

- Solve problems, make decisions and implement solutions.
- Apply the organisation`s code of conduct in a work environment.

SKILLS PROGRAMME SIX:

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.
- Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts.
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.

SKILLS PROGRAMME SEVEN:

Manage A Small Team In An Office Environment

○ Identify and explain the core and support functions of an organisation.

○ Describe the relationship of junior management to other roles.

○ Explain the contribution made by own area of responsibility to the overall organisational strategy.

○ Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.

○ Identify and describe disaster related risks and threatening situations utilising basic disaster management concepts and indigenous knowledge.

○ Maintain records for a team.

LEARNING METHOD:

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

DURATION

● Forty (40) Days Split into Eight (8) Contact Sessions Over Twelve (12) Months

● RPL 6 – 12 Months

CERTIFICATION:

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a Services SETA Further Education and Training Certificate and statement of results for all unit standards completed for a qualification to be issued.

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
● R4 500,00 Once off registration fee (Non-Refundable)	● R4 500,00 pre-assessment (Non-Refundable)
● R35 500,00 Payable before the first session.	● R23 500,00 Payable before first session

NATIONAL CERTIFICATE: GENERIC MANAGEMENT

SAQA QUALIFICATION ID 59201 | 60269 NQF LEVEL 5 | 162 CREDITS

INTRODUCTION:

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values including:

○ Initiating, developing, implementing and evaluating operational strategies, projects and action plans, and where appropriate, recommending change within teams and/or the unit so as to improve the effectiveness of the unit.

○ Monitoring and measuring performance and applying continuous or innovative improvement interventions in the unit in order to attain its desired outcomes, including customer satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.

○ Leading a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity.

○ Building relationships using communication processes both vertically and horizontally within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.

○ Applying the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.

○ Enhancing the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective middle managers that represents the demographics of the South African society. This qualification will create a leadership cadre for the South African society throughout multiple industries and sectors both private and public.

ENTRY REQUIREMENTS:

It is assumed that the learner accessing this qualification is competent in:

○ Communication at NQF Level 4.
○ Mathematical Literacy at NQF Level 4.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

○ Initiate, develop, implement and evaluate operational strategies, projects and action plans so as to improve the effectiveness of the unit.

- Monitor and measure performance and apply continuous or innovative improvement interventions in the unit.
- Lead and manage a team of first line managers to enhance individual, team and unit effectiveness.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks.
- Enhance the development of teams and team members.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:

Business Ethics And Communication

- Apply the principles of ethics to improve organizational culture.
- Develop & implement a strategy and action plans for a team, department, or division.
- Use communication techniques effectively.
- Apply the principles of knowledge management.
- Evaluate current practices against best practice

SKILLS PROGRAMME TWO

Developing And Managing Effective Work Relationships

- Devise & apply strategies to establish & maintain workplace relationships.
- Manage a diverse work force to add value.
- Recruit and select candidates to fill defined positions.
- Select and coach first line managers.

SKILLS PROGRAMME THREE:

Monitoring, Optimising Performance And Empowering Team Members

- Build teams to achieve goals and objectives.
- Empower team members through recognizing strengths, encouraging participation in decision making and delegating tasks.
- Monitor and evaluate team members against performance standards.
- Lead people development and talent management

SKILLS PROGRAMME FOUR:

Conflict Resolution & Leadership

- Interpret and manage conflicts within the workplace.
- Analyse leadership and related theories in a work context.
- Conduct negotiations to deal with conflict situations.

SKILLS PROGRAMME FIVE:

Risk And Financial Management

○ Monitor, assess and manage risk.
○ Manage the finances of a unit.
○ Apply mathematical analysis to economic and financial information.

SKILLS PROGRAMME SIX:

Strategic Change Management

○ Formulate recommendations for a change process.
○ Develop, implement, and evaluate an operational plan.
○ Create and manage an environment that promotes innovation.
○ Apply a systems approach to decision making.
○ Develop, implement, and evaluate a project plan.

LEARNING METHOD

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

DURATION

○ Forty (40) Days Split into Eight (8) Contact Sessions Over Twelve (12) Months
○ RPL 6-12 Months

CERTIFICATION

Delegates who successfully complete the portfolio of evidence and found competent will be awarded a PSETA National Certificate and statement of results for all unit standards completed for a qualification to be issued.

COST PER LEARNER

Blended Face-to-Face/Virtual wit e-learning support

● R4 500,00 Once off registration fee (Non-Refundable)
● R35 500,00 Payable before the first session.

RPL (Recognition of prior learning)

● R4 500,00 pre-assessment (Non-Refundable)
● R23 500,00 Payable before first session.

ETDP SETA HISTORICAL QUALIFICATIONS

ETDP SETA QUALIFICATIONS	SAQA ID	NQF LEVEL	CREDITS	DURATION
NATIONAL CERTIFICATE: OCCUPATIONALY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES	50334	5	120	12 MONTHS

NATIONAL CERTIFICATE: OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES CERTIFICATE

SAQA 50334 | NQF LEVEL 5 | 120 CREDITS

INTRODUCTION:

This qualification is for those who want to build on a FETC in any field to enter the field of ODETD as a potential career and have little or no previous exposure to ETD. The qualification will also be valuable for those who may have been practising within the field, but without formal recognition.

This qualification will be useful for:

○ Learning facilitators.

○ Assessors.

○ Learner and learning supporters.

○ Skills Development Facilitators.

This qualification will provide practitioners with the general ETD skills required at NQF level 5 across five key ETD roles, with the opportunity to specialise further in one of the following four roles:

○ Design and develop learning interventions.

○ Facilitate learning.

○ Design and conduct assessments.

○ Facilitate skills development.

ENTRY REQUIREMENTS:

It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide education, training, and development, at a level required to engage meaningfully in ETD within that field.
It is also assumed that learners working towards this qualification hold a FETC or equivalent. Further learning assumptions are specified within the associated unit standards where required.

LEARNING OUTCOMES:

On completion of this course, learners must be able to demonstrate an understanding of:

○ Communicate in a variety of ETD settings.

○ Design and develop learning programmes and processes.

○ Facilitate and evaluate learning.

○ Engage in and promote assessment practices.

○ Provide learning support to learners and organisations.

○ Conduct skills development facilitation.

QUALIFICATION OUTLINE

SKILLS PROGRAMME ONE:
Communicate In A Variety Of Etd Setting.

○ Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.

○ Write and present for a wide range of purposes, audiences and contexts.

○ Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication.

SKILLS PROGRAMME TWO
Design And Develop Learning Programmes And Processes.

○ Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.

○ Define target audience profiles and skills gaps.

○ Develop outcomes-based learning programmes.

○ Design and develop outcomes-based assessments.

SKILLS PROGRAMME THREE:
Facilitate And Evaluate Learning.

○ Facilitate learning using a variety of given methodologies.

○ Evaluate a learning intervention using given evaluation instruments.

○ Conduct an analysis to determine outcomes of learning for skills development and other purposes.

○ Design outcomes-based learning programmes.

○ Facilitate the transfer and application of learning in the workplace.

SKILLS PROGRAMME FOUR:
Engage In And Promote Assessment Practices.

○ Conduct outcomes-based assessment.

SKILLS PROGRAMME FIVE:
Provide Learning Support To Learners And Organisation.

○ Guide learners about their learning, assessment and recognition opportunities.

○ Assist and support learners to manage their learning experiences.

○ Identify and respond to learners with special needs and barriers to learning.

SKILLS PROGRAMME SIX:

Conduct Skills Development Facilitation.

- Provide information and advice regarding skills development and related issues.
- Coordinate planned skills development interventions in an organisation.
- Develop an organisational training and development plan.
- Promote a learning culture in an organisation.
- Evaluate and promote education training and development (ETD) providers, services, and products for organisational use.

DURATION

- Thirty (30) Days Split into six (6) Contact Sessions Over Twelve (12) Months

COST PER LEARNER

Blended Face-to-Face/Virtual with e-learning support	RPL (Recognition of prior learning)
• R4 500 ,00 Once off registration fee (Non-Refundable)	• R4 500,00 pre-assessment (Non-Refundable)
• R35 500 ,00 Payable before the first session.	• R23 500,00 Payable before first session.

OCCUPATIONAL QUALIFICATIONS

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Occupational Certifcate: Public Service Administrator	118766	5	120
Occupational Certifcate: General Manager Public Service	118791	6	150
Advanced Occupational Certifcate: Senior Government Oficial Certifcate	121166	7	244
Occupational Certifcate: Ofice Administrator	102161	5	445
Occupational Certifcate: Management Assistant	101876	5	316
Occupational Certifcate: Project Manager	101876	5	240
Occupational Certifcate: Training and Development Professional (Learning and Development Practitioner)	101321	5	190

PSETA OCCUPATIONAL QUALIFICATIONS

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Occupational Certifcate: Public Service Administrator	118766	5	120
Occupational Certifcate: General Manager Public Service	118791	6	150
Advanced Occupational Certifcate: Senior Government Oficial Certifcate	121166	7	244

OCCUPATIONAL CERTIFICATE: PUBLIC SERVICE ADMINISTRATOR

SAQA ID: 118766| NQF Level 5 | 120 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 development al 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 REQUIREMENT

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.

DURATION

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

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

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)

- R4 500 Once off registration fee (Non-Re undable)
- R68 000 Payable before the first session .

COST PER LEARNER

RPL (Recognition of prior learning)

- R3 000,00 pre - assessment (Non-Refundable)
- R38 000,00 Payable before first session.

OCCUPATIONAL CERTIFICATE: GENERAL MANAGER PUBLIC SERVICE

SAQA ID: 118791 | NQF Level 6 | 150 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 poli cies. 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 REQUIREMENT

The minimum entry requirement for this qualification is:
NQF level 5 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.
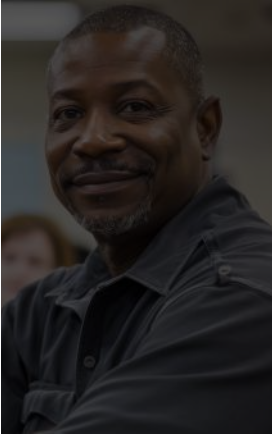
KNOWLEDGE, PRACTICAL SKILL AND WORK EXPERIENCE MODULES

- ◯ 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
- ◯ 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)

- ◯ R4 500 Once off registration fee (Non-Refundable)
- ◯ R84 000 Split into two payments and first half of the total amount payable before the first session .

Recognition of prior learning (RPL)

- ● R3 000,00 pre- assessment (Non-Refundable)
- ● R46 000,00 Payable before first session

ADVANCED OCCUPATIONAL CERTIFICATE: SENIOR GOVERNMENT OFFICIAL CERTIFICATE

SAQA ID: 121 166| NQF Level 7 | 2 44 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 polic ies 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 -m aking 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 REQUIREMENT

The minimum entry requirement for this qualification is:
NQF level 6 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

○ Public value delivery   ○ Leading Public Sector Change
○ Public administration functions and policy within the broader market economy
○ 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
○ Human Resources Management in a public sector context
○ 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   ○ Monitoring and Evaluation
○ Indigenisation of African Philosophies
○ Qualitative and Quantitative Information, methods, and evidence to support d ecision -making in the public sector

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 As per the guidelines, a competent learner must have both the SDP Statement ofResults 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)

- R4 500 Once off registration fee (Non-Refundable)

- R98 000 Split into two payments and first half of the total amount payable before the first session .

COST PER LEARNER

RPL (Recognition of prior learning)

- R3 000 pre - assessment (Non-Refundable)

- R46 000 Payable before first session

SERVICES SETA OCCUPATIONAL QUALIFICATIONS

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Occupational Certifcate: Ofice Administrator	102161	5	445
Occupational Certifcate: Management Assistant	101876	5	316
Occupational Certifcate: Project Manager	101869	5	240

OCCUPATIONAL CERTIFICATE: OFFICE ADMINISTRATOR

SAQA ID: 102161 | NQF Level 5 | 445 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 REQUIREMENT

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 & 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)

- R4 500 Once off registration fee (Non-Refundable)
- R68 000 Payable before the first session

Recognition of prior learning (RPL)

- R3 000 pre-assessment (Non-Refundable)
- R38 000 Payable before first session

OCCUPATIONAL CERTIFICATE: MANAGEMENT ASSISTANT

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

(COMING SOON)

PURPOSE OF THIS QUALIFICATION:

he 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 indi vidually. 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 REQUIREMENT

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 & WORK EXPERIENCE MODULES

- Document management and record-keeping
- Computerised Information
- Resource and procurement management
- Social media and digital literacy
- Office protocol, deportment and etiquette
- Apply End User Computing
- Business documentation and design
- Meeting administration

- Business communication and customer services
- Ready for work standards
- Basic business calculations
- 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)

- R4 500 Once off registration fee (Non-Refundable)
- R68 000 Payable before the first session.

Recognition of prior learning (RPL)

- R3 000 pre-assessment (Non-Refundable)
- R38 000 Payable before first session.

OCCUPATIONAL CERTIFICATE: PROJECT MANAGER

SAQA ID: 101876 | NQF Level 5 | 240 credits
Accreditation Unique ID: SDP00000000000

(COMING SOON)

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 se rve 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 REQUIREMENT

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 & 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)

- R4 500 Once off registration fee (Non-Refundable)
- R80 000 Payable before the first session .

Recognition of prior learning (RPL)

- R3 000 pre-assessment (Non-Refundable)
- R46 000 Payable before first session.

ETDP SETA OCCUPATIONAL QUALIFICATIONS

SKILLS PROGRAMME	SP ID	NQF LEVEL	CREDITS
Occupational Certifcate: Training and Development Professional (Learning and Development Practitioner)	102161	5	445

OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER

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

(COMING SOON)

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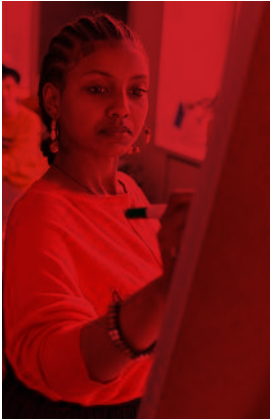
LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

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 REQUIREMENT

The minimum entry requirement for this qualification is:
NQF level 4 with Communications

KNOWLEDGE, PRACTICAL SKILL & 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.
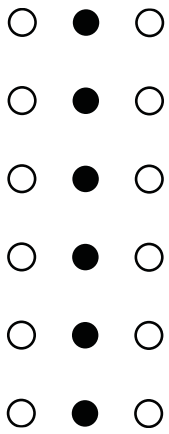
COST PER LEARNER

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

○ R4 500 Once off registration fee (Non-Refundable)
○ R68 000 Payable before the first session.

Recognition of prior learning (RPL)

○ R3 000 pre-assessment (Non-Refundable)
○ R38 000 Payable before first session.

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