


SKILLS PROGRAMME DOCUMENT						
Skills Programme Title		Assistant Life Coach: Communication, Integrity and Confidence Coaching				
NQF Level	5	Credits	30	Duration in days	30 Days	
Skills Programme ID Number		SP-211001				
Skills Programme Status	Approved	Start Date		End Date		
		25/10/2021		25/10/2026		
Last date for enrolment	25/10/2027	Last date for achievement	25/10/2030			

Title	Assistant Life Coach: Communication, Integrity and Confidence Coaching
Sub Title	<ol style="list-style-type: none"> 1. Life Coach 2. Social Counselling 3. Religious Professional 4. Community Development 5. Chaplain
NQF Level	5
Duration	30 Days
Credits	30
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Rationale	<p>This skills programme is targeted towards those working in community development, social development / work; social and community counselling, religious profession and many other sectors. Its purpose is to provide structured techniques and methods for key life coaching skills to nurture confidence in individuals to enable reintegration into life and work environments in achieving greater success.</p> <p>Re-integrative life coaching is necessary to those who have lost confidence due to unemployment and sometimes may have even fallen in conflict with the law. Key areas are coaching communication, trust, ethics and self-confidence. This skills program is developed to raise competency in structured life coaching methods to those working with individuals and communities.</p>
Related registered qualification/s	<p>Occupational Certificate: Community Development Practitioner, SAQA ID 97691, NQF Level 5.</p> <p>Occupational Certificate: Social Auxiliary Worker, SAQA ID 98890, NQF Level 5.</p> <p>Occupational Certificate: Methods of Counselling, SAQA ID 21133, NQF Level 5.</p>

<p>Purpose</p>	<p>The purpose of this skills programme is to prepare a learner to function as Assistant Life Coach: Communication, Integrity and Confidence Coaching.</p> <p>On completion of this skills programme the learner will be able to:</p> <ul style="list-style-type: none"> • Communicate effectively and efficiently • Apply techniques to recognise social and anti-social personalities and tools to overcome life challenges • Apply the basics of ethics, justice and methods of maintaining personal values and integrity • Analyse and apply the factors that affect a relationship and techniques of improving relationships with others • Implement methods to assess the character and reliability of others • Apply techniques of achieving greater self-certainty, competence and confidence 	
<p>Content</p>	<p>Knowledge component</p> <ol style="list-style-type: none"> 1. Internal and external life factors 2. Ethics, Values Integrity and Law 3. Life coaching methodologies 4. Communication and Confidence 5. Personalities and characters 6. Relationships management 	<p>Application component</p> <ol style="list-style-type: none"> 1. Relationships management. 2. Effective communication. 3. Personality and character profile analysis. 4. Internal and external life factor analysis. 5. Ethics, values, integrity and confidence management 6. Life coaching process.
<p>Minimum entry requirements</p>	<p>NQF 4</p>	
<p>Exit Level Outcomes</p>	<ul style="list-style-type: none"> • Communicate effectively and efficiently • Apply techniques to recognise social and anti-social personalities and tools in overcoming life challenges • Apply the basics of ethics, justice and methods of maintaining personal values and integrity • Analyse and apply the factors that affect a relationship and techniques of improving relationships with others • Implement methods to assess the character and reliability of others 	

	<ul style="list-style-type: none"> Apply techniques of achieving greater self-certainty, competence and confidence
Assessment	<p>a) Continuous Assessment</p> <ul style="list-style-type: none"> Written Knowledge Task / Assignment 1 (10% of total content) Written Knowledge Task / Assignment 2 (10% of total content) Each task to have minimum 60 marks Written Knowledge Test 1 (40% of total content) Written Knowledge Test 2 (40% of total content) Each test to have minimum of 120 marks Practical task per practical topic covering all practical areas of the topic. Practical skills to be performed and evaluated are thus 4. Each practical skill task to have a minimum of 70 marks <p>b) Supervised Assessment</p> <ul style="list-style-type: none"> Written Integrated Examination comprised of both knowledge and practical questions of a minimum 120 marks over 2 hours. Minimum competency / pass mark to be obtained for tasks, tests, practical tasks and Examination is 60%.
Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> 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
Work Opportunities/further learning	<p>Qualified candidates will have critical skills needed in Local Government, Social Development, Education or Community Development sectors in government organisations, non-government organisations, religious organisations, faith-based organisations, Human Resources, and Employee Wellness Programmes.</p>
Skills Development Provider Accreditation Requirements	<p>Human Resource Requirements:</p> <ul style="list-style-type: none"> Facilitator/trainers with an NQF Level 5 qualification in Community Development, Religious Practitioner sectors and/or other relevant qualification Access to a qualified Assessors and Moderators with an NQF Level 5 qualification in Community Development, Religious Practitioner sectors and/or other relevant qualification with 2-year subject-matter experience. A Facilitator to learner ratio of not more than 1:30 <p>Physical resource requirements:</p> <ul style="list-style-type: none"> Learning material. Learner assessment resources. Properly equipped classroom, i.e. OHS compliant. Placement for practical tasks

	<ul style="list-style-type: none">• Quality Management System <p>Legal & Safety Requirements:</p> <ul style="list-style-type: none">• Facilities for knowledge component compliant to operational and legal requirements.
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