


SKILLS PROGRAMME DOCUMENT							
Skills Programme Title		Workplace Preparation					
NQF Level	2	Credits	30	Duration in days	30 Days		
Skills Programme ID Number		SP-201201					
Skills Programme Status	Approved			Start Date	End Date		
				11/12/2020	11/12/2025		
Last date for enrolment		16/04/2026	Last date for achievement		16/04/2029		

SKILLS PROGRAMME DETAILS

1. Title	Workplace Preparation
2. Sub Title	Life Skills (Work Place Preparedness)
3. NQF Level	2
4. Duration	30 Days
5. Credits	30
6. Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
7. Skills Rationale	<p>To develop work place skills for young and unemployed to capacitate them for employment opportunities available in the market. The workplace skills are normally not taught within professional qualifications. The training is geared to prepare the learners for the job market.</p> <p>The learner will have skills for searching for employment, preparing and presenting him/herself well when opportunities arise The learner will learn about:</p> <ul style="list-style-type: none"> • What work is about • Job search and interview • Expectations as an employee • Succeeding at work • Managing self and working with others

<p>8. Related registered qualification/s</p>	<p>Unit Standards:</p> <ol style="list-style-type: none"> 1. Apply knowledge of self in order to make a personal decision ID: 120308 2. Demonstrate ability to lead a team ID: 244608 3. Demonstrate ability to participate effectively in a team ID: 244605 4. Investigate work opportunities in order to make a personal employment or work decision ID: 120313
<p>9. Purpose</p>	<p>The purpose of the programme is to prepare the young and unemployed for work (environment) placement.</p> <p>The learner will be able to:</p> <ul style="list-style-type: none"> • 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 work place

<p>10. Content</p>	<p><u>Knowledge component</u></p> <ul style="list-style-type: none"> • Topic 1: Why work and Why you Matter • Topic 2: Job Search and Growth mindset • Topic 3: Know yourself to grow yourself • Topic 4: Expectations • Topic 5: Professionalism • Topic 6: Onboarding - Getting it Right • Topic 7: Succeeding in the workplace • Topic 8: Money Management I • Topic 9: Money Management II • Topic 10: Time Management • Topic 11: Interview and Communication • Topic 12: Teamwork • Topic 13: Problem-solving and critical thinking • Topic 14: Beat COVID-19 	<p><u>Application component</u></p> <ul style="list-style-type: none"> • Topic 1: CV Preparation and Cover Letter • Topic 2: Interviews role-play • Topic 3: Personal Budget Development • Topic 4: Teamwork
<p>11. Minimum entry requirements</p>	<p>Open access</p>	
<p>12. Exit Level Outcomes</p>	<ul style="list-style-type: none"> • Conduct self-evaluation and analysis of personal attributes and skills. • Prepare and search for a suitable job. • Manage interview interactions effectively. • Manage change in work environment. • Work and communicate effectively in and outside a team. • Make effective and informed decisions. • Solve work place problem effectively and systematically. • Conduct one professionally and ethically. • Plan and manage time effectively. • Budget and manage personal money. • Maintain work place safety and health 	

<p>13. Assessment</p>	<p>a) <u>Continuous Assessment</u></p> <ul style="list-style-type: none"> • Assignments and tasks shall be used to assess learning development in each topic. • At the end of each topic, there is an integrated test. • A learner is not able to proceed to the next topics before successful completion of the previous one. <p>b) <u>Supervised Assessment</u></p> <ul style="list-style-type: none"> • Each learner will prepare a CV and job application letter. <p>Present him/herself for a mock interview where different scenarios that could exist at work will be presented with responses and behaviour evaluated</p>
<p>14. Recognition of Prior Learning (RPL)</p>	<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.
<p>15. Work Opportunities and further learning</p>	<p>This programme is aimed at people who are not placed / employed and those already placed in companies and organisations for work experience.</p> <p>The programme prepares candidates for permanent or future jobs.</p>

16. Skills Development Provider Accreditation Requirements	<ul style="list-style-type: none">• Facilitator: NQF Level 3 qualification with supervisory experience.• Workplace and Mentor• Classroom with teaching equipment, or Computer lab / mobile devices.
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