



**TSOELOPELE**  
LEADERSHIP CONSULTING

**2022/2023**  
**BROCHURE**

RECOGNITION OF PRIOR LEARNING (RPL)

## About Our Company

Tsoelopele Leadership Consulting (Pty) Ltd is an accredited training provider, which thrives in the development of future leaders.

This consulting company was established on the 02nd of October 2015 to specifically provide the much-needed leadership skills in the Southern African Development Community.

### Vision: ✓

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

### Mission: ✓

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

### 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 VALUES:

**Integrity** : Be true to thyself and client

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

**Professional** : Be professional at all times

**Reliable** : Accountability assured

**Loyal** : To create an environment where people are faithful.

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



<b>Programme</b>	200 Delegates		Skills Programme (Completed and PSETA Certificate and Transcripts Issued)
<b>Contracted to deliver National Certificate Public Administration learnership for 12 months' period</b>	50 Delegates	R 1 424 500 ,00	2020 – 2021 Financial year (SOR issued waiting for the certificates.)
<b>Contracted to deliver National Certificate Public Administration RPL for 6 months' period</b>	120 Delegates	R 3 418 800 ,00	2021 – 2022 Financial year (Project waiting for PSETA to verify, endorse and issue SOR with Certificates to competent candidates)
<b>Policy Development and Implementation Training</b>	15 Delegates	R 89 500 ,00	Competency Certificate Issued in 2016
<b>Monitoring and Evaluation</b>	6 Delegates	R 55 350 ,00	2018 assessment process completed awaiting PSETA Verification.
<b>Basic Project Management</b>	10 Delegates	R 58 800 ,00	2017 Competency Certificate Issued
<b>Presentation Skills</b>	5 Delegates	R 42 000 ,00	2017 Competency Certificate Issued
	6 Delegates	R 60 000 ,00	2018 Competency Certificate Issued
<b>Leadership Skills</b>	4 Delegates	R 30 000 ,00	2018 Competency Certificate Issued in 2018
<b>Emotional Intelligence</b>	6 Delegates	R 54 000 ,00	2017 Competency Certificate Issued.
	10 Delegates	R 74 250 ,00	2018 assessment process completed awaiting PSETA Verification.

	8 Delegates	R 54 600 ,00	
<b>Basic Project Management</b>	8 Delegates	R 69 000 ,00	2018 Competency Certificate Issued.
	10 Delegates	R 79 800 ,00	
	6 Delegates	R 52 200 ,00	
<b>Management Development Programme</b>	6 Delegates	R 57 750 ,00	2018 Competency Certificate Issued.
<b>Advanced Project Management</b>	5 Delegates	R 58 000 ,00	2018 Competency Certificate Issued.
<b>Finance for Non-Financial Managers</b>	5 Delegates	R 48 000 ,00	2018 assessment process completed awaiting PSETA Verification.
<b>Conflict Management</b>	10 Delegates	R 78 000 ,00	2018 assessment process completed awaiting PSETA Verification.
<b>Mentoring and Coaching</b>	12 Delegates	R 86 240 ,00	2018 assessment process completed awaiting PSETA Verification.
	8 Delegates	R 58 000 ,00	
<b>Supervisory Skills</b>	14 Delegates	R 84 000 ,00	2018 assessment process completed awaiting PSETA Verification.
<b>Risk Management</b>	16 Delegates	R 91 000 ,00	2018 assessment process completed awaiting PSETA Verification.
<b>Office Administration</b>	10 Delegates	R 70 000 ,00	2016 Competency Certificate Issued.
<b>Business Writing and Report Writing</b>	20 Delegates	R 90 000 ,00	2017 Competency Certificate Issued.
<b>Advanced Project Management (NQF 6)</b>	20 Delegates	R 150 000 ,00	2017 Competency Certificate Issued.
<b>Advanced Project Management</b>	40 Delegates	R 290 000 ,00	Competency Certificate Issued in 2017

<b>Presentation Skills Training</b>	10 Delegates	R 72 500 ,00	2017 Competency Certificate Issued.
<b>Office Administration</b>	10 Delegates	R 65 000 ,00	2016 Competency Certificate Issued.
<b>PFMA</b>	20 Delegates	R 160 000 ,00	2017 Competency Certificate Issued.
<b>Supply Chain</b>	20 Delegates	R 160 000 ,00	2017 Competency Certificate.
<b>Strategic Sourcing</b>	20 Delegates	R 260 000 ,00	2017 Competency Certificate Issued.
<b>Time Management</b>	20 Delegates	R 214 000 ,00	2017 Competency Certificate Issued.
<b>Office Management</b>	40 delegates	R 380 000 ,00	2018 Competency Certificate Issued.
<b>Project Management NQF Level 5</b>	10 Delegates	R 79 000 ,00	2018 Competency Certificate Issued.
<b>Customer Care / Service</b>	10 Delegates	R 79 200 ,00	2018 Competency Certificate Issued
<b>Mentoring and Coaching</b>	10 Delegates	R 75 050 ,00	2017 Competency Certificate Issued.
<b>Monitoring and Evaluation</b>	10 Delegates	R 80 100 ,00	2017 Competency Certificate Issued.
<b>Supply Chain Management</b>	15 Delegates	R 121 000 ,00	2018 Competency Certificate Issued.
<b>Emotional Intelligence and Interpersonal Skills</b>	10 Delegates	R 185 900 ,00	2019 Competency Certificate Issued.

<b>Contract Management</b>	20 Delegates	R 318 000 ,00	2019 Competency Certificate Issued.
<b>Business Writing</b>	69 Delegates split into three groups	R 220 800 ,00	2018 & 2019 Competency Certificate Issued.

**FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS |  
ZOOM | RPI**

**OFFICE SKILLS**

<b>MONITOR AND MANAGE RECEPTION AREA</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
<b>RECEPTION AND TELEPHONE SKILLS (PSETA Unit Standards)</b>	14348	2	3	<b>2 DAYS</b>	<b>02 – 03 AUGUST 2022</b>	<b>R 4 400,00</b>	<b>R 3 500,00</b>
	13928	3	4				
	13930	3	4				
<b>TELEPHONE SKILLS (Services SETA Unit Standards)</b>	7790	3	3	<b>2 DAYS</b>	<b>28 – 29 SEPTEMBER 2022</b>	<b>R 4 400,00</b>	<b>R 3 500,00</b>

<b>MUNITE TAKING</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
<b>MINUTE TAKING (PSETA Unit Standards)</b>	13934	3	4	<b>3 DAYS</b>	<b>29 – 31 AUGUST 2022</b>	<b>R 4 800,00</b>	<b>R 3 500,00</b>
	242816	4	5				
<b>MINUTE TAKING (Service SETA Unit Standard)</b>	13929	3	3	<b>3 DAYS</b>	<b>28 – 30 NOVEMBER 2022</b>	<b>R 4 800,00</b>	<b>R 3 500,00</b>

<b>OFFICE ADMINISTRATION</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
<b>OFFICE ADMINISTRATION (PSETA Unit Standards)</b>	110003	4	8	<b>3 DAYS</b>	<b>26 – 28 JULY 2022</b>	<b>R 4 800,00</b>	<b>R 3 500,00</b>
	242900	4	6				
<b>OFFICE ADMINISTRATION (Service SETA Unit Standard)</b>	110003	4	8	<b>3 DAYS</b>	<b>29 – 30 AUGUST 2022</b>	<b>R 4 800,00</b>	<b>R 3 500,00</b>

<b>OFFICE MANAGEMENT</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
<b>OFFICE MANAGEMENT (PSETA Unit Standard)</b>	110531	5	4	<b>3 DAYS</b>	<b>20 – 22 SEPTEMBER 2022</b>	<b>R 4 800,00</b>	<b>R 3 500,00</b>

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



RECORDS MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
BASIC RECORDS MANAGEMENT (Services SETA Unit Standard)	110009	4	4	2 DAYS	4 – 5 OCTOBER 2022	R 4 400 ,00	R 3 500 ,00
RECORDS MANAGEMENT (PSETA Unit Standard)	115855	5	5	3 DAYS	25 – 27 OCTOBER 2022	R 5 700 ,00	R 4 500 ,00

BUSINESS WRITING							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PROFESSIONAL BUSINESS WRITING (PSETA Unit Standards)	12153	4	5	3 DAYS	05 – 07 JULY 2022	R 5 700 ,00	R 4 500 ,00
	12155	4	5				

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	3 DAYS	28 – 30 JUNE 2022	R 5 700 ,00	R 4 500 ,00

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	2 DAYS	3 – 4 NOVEMBER 2022	R 4 400 ,00	R 3 500 ,00
PRESENTATION SKILLS (PSETA & Services SETA Unit Standards)	115790	5	5	2 DAYS	4 – 5 October 2022	R 4 400 ,00	R 3 500 ,00

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

CUSTOMER CARE/SERVICE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CUSTOMER CARE/RELATIONS (PSETA Unit Standards)	242901	4	6	2 DAYS	14 – 15 SEPTEMBER 2022	R 4 400 ,00	R 3 500 ,00
	242829	4	5				
CUSTOMER SERVICE (Service SETA Unit Standards)	10053	5	8	2 DAYS	1 - 2 DECEMBER 2022	R 4 400 ,00	R 3 500 ,00
	10054	5	6				

PROBLEM SOLVING							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
PROBLEM SOLVING AND DECISION MAKING (PSETA Unit Standards)	242902	4	5	3 DAYS	1 – 3 FEBRUARY 2023	R 5 700 ,00	R 4 000 ,00
	115823	5	5				
PROBLEM SOLVING AND DECISION MAKING (Service SETA Unit Standard)	242817	4	8	2 DAYS	6 – 7 DECEMBER 2022	R 4 400 ,00	R 3 500 ,00

#### MANAGEMENT SKILLS

EMOTIONAL INTELLIGENCE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
EMOTIONAL INTELLIGENCE (PSETA Unit Standard)	15094	5	5	2 DAYS	19 – 20 OCTOBER 2022	R 4 400 ,00	R 3 500 ,00
EMOTIONAL INTELLIGENCE (Services SETA Unit Standard)	252031	5	4	2 DAYS	14 – 15 SEPTEMBER 2022	R 4 400 ,00	R 3 500 ,00

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	22 – 25 NOVEMBER 2022	R 6 000 ,00	R 4 000 ,00
	120311	5	10				
	120305	5	8				
EMOTIONAL INTELLIGENCE AND LEADERSHIP SKILLS (PSETA Unit Standard)	120300	5	8	3 DAYS	24 – 26 JANUARY 2023	R 5 700 ,00	R 4 000 ,00
	120305	5	8				

CONFLICT MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CONFLICT MANAGEMENT (PSETA & Services SETA Unit Standard)	114226	5	8	2 DAYS	1 – 2 MARCH 2023	R 4 400 ,00	R 3 500 ,00

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	8 -9 FEBRUARY 2023	R 4 400 ,00	R 3 500 ,00
NEGOTIATION SKILLS (Services SETA Unit Standard)	13948	4	5	2 DAYS	11 – 12 AUGUST 2022	R 4 400 ,00	R 3 500 ,00
	119939	5	6				

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	07 – 09 NOVEMBER 2023	R 5 700 ,00	R 4 000 ,00
	10981	4	12				

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	22 – 24 MARCH 2023	R 5 700 ,00	R 4 000 ,00

FINANCE FOR NON-FINANCIAL MANAGERS							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
FINANCE FOR NON-FINANCIAL MANAGERS (Services SETA Unit Standard)	252040	5	8	3 DAYS	11 – 13 OCTOBER 2022	R 5 700 ,00	R 4 000 ,00

## FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT

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	15 – 17 NOVEMBER 2022	R 5 700 ,00	R 4 500 ,00

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	11 -14 OCTOBER 2022	R 6 000 ,00	R 4 000 ,00
	119345	5	15				

CHANGE MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
CHANGE MANAGEMENT (PSETA Unit Standards)	115407	5	10	3 DAYS	27 – 29 SEPTEMBER 2022	R 5 700 ,00	R 4 000 ,00
	15214	5	3				
CHANGE MANAGEMENT (Services SETA Unit Standard)	252021	5	8	3 DAYS	28 – 30 MARCH 2023	R 5 700 ,00	R 4 000 ,00

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	05 – 08 DECEMBER 2022	R 6 000 ,00	R 4 000 ,00
	120307	5	10				

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	15 – 17 NOVEMBER 2022	R 5 700 ,00	R 4 000 ,00

PROJECT MANAGEMENT							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
BASIC PROJECT MANAGEMENT (PSETA & Services SETA Unit Standard)	120372	4	5	3 DAYS	25 – 27 JULY 2022	R 5 700 ,00	R 4 000 ,00
	120385	4	7				
INTERMEDIATE PROJECT MANAGEMENT (PSETA Unit Standard)	10146	5	14	3 DAYS	06 – 08 SEPTEMBER 2022	R 5 700 ,00	R 4 000 ,00
ADVANCED PROJECT MANAGEMENT (PSETA Unit Standard)	242914	6	12	4 DAYS	04 – 08 DECEMBER 2022	R 6 000 ,00	R 4 000 ,00

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	01 – 03 AUGUST 2022	R 5 700 ,00	R 4 000 ,00
	119349	5	8				
RISK MANAGEMENT (Services SETA Unit Standard)	252025	5	8	3 DAYS	03 – 04 OCTOBER 2022	R 5 700 ,00	R 4 000 ,00

**ETDP SETA SKILLS PROGRAMMES**

<b>ASSESSOR COURSE</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
Conduct outcomes-based assessment	115753	5	3	3 DAYS	7 – 9 NOVEMBER 2022	R 5 700 ,00	R 4 000 ,00

<b>MODERATOR COURSE</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
Conduct moderation of outcomes-based assessments	115759	6	10	3 DAYS	21 – 23 NOVEMBER 2022	R 5 700 ,00	R 4 000 ,00

<b>FACILITATOR COURSE</b>							
<b>COURSE NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>	<b>TRAINING DATES</b>	<b>FACE TO FACE AMOUNT</b>	<b>MICROSOFT TEAMS AMOUNT</b>
Facilitate learning using a variety of given methodologies	117871	5	10	4 DAYS	24 – 28 OCTOBER 2022	R 6 000 ,00	R 4 000 ,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				

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

SDF COURSE							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
<b>SESSION ONE</b>				8 DAYS SPLIT INTO TWO SESSIONS	21 – 24 FEBRUARY 2023  &  28 – 31 MARCH 2023	R 9 200 ,00	R 6 000 ,00
Develop an organisational training and development plan	15217	5	6				
Conduct an analysis to determine outcomes of learning for skills development and other purposes	15218	6	4				
Provide information and advice regarding skills development and related issues	15221	5	4				
<b>SESSION TWO</b>							
Conduct skills development administration in an organisation	15227	4	4				
Coordinate planned skills development interventions in an organisation	15232	5	6				
Promote a learning culture in an organisation	252041	5	5				

DESIGN AND DEVELOP LEARNING MATERIAL							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Define target audience profiles and skills gaps	123396	4	6	5 DAYS	19 – 23 SEPTEMBER 2022	R 6 500 ,00	R 4 000 ,00
Develop outcomes-based learning programmes	123394	5	10				
Design outcomes-based learning programmes	123401	6	15				
Design and develop outcomes-based assessments	115755	6	10				

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	25 – 29 MARCH 2023	R 6 000 ,00	R 4 000 ,00
Assist and support learners to manage their learning experiences	117865	4	5				
Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	263976	5	5				

PSETA APPROVED SKILLS PROGRAMME ACCREDITED TO DELIVER

PROJECT MANAGER (GENERAL) NQF 5							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Apply principles of risk management	120303	5	8	5 DAYS	11 – 15 SEPTEMBER 2022	R 6 500 ,00	R 4 000 ,00
Apply a range of project management tools and techniques	120385	4	7				
Prepare budgets for a specific sector	120302	6	15				

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	14 – 15 AUGUST 2022	R 6 500 ,00	R 4 000 ,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				

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	13 – 17 NOVEMBER 2022	R 6 500 ,00	R 4 000 ,00
Apply visionary leadership to develop strategy	120311	5	10				
Apply South African legislation and policy affecting public administration	120307	5	10				



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	22 – 26 JANUARY 2023	R 6 500 ,00	R 4 000 ,00
Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	243114	6	8				
Implement an effective change management programme to achieve specified objectives	116925	5	12				

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	11 – 15 MARCH 2023	R 6 500 ,00	R 4 000 ,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				

ANALYSIS OF DATA AND INFORMATION SKILLS PROGRAMME							
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES	FACE TO FACE AMOUNT	MICROSOFT TEAMS AMOUNT
Apply critical systems thinking and practice to public sector policy issues	242920	7	8	5 DAYS	13 – 17 May 2023	R 6 500 ,00	R 4 000 ,00
Integrate qualitative and quantitative information, methods and evidence to support decision making in the public sector	242912	7	8				
Gather and manage information for decision-making	115823	5	5				

**FULL QUALIFICATIONS AVAILABLE ON PUBLIC CALENDER**

**OTHER TRAINING COURSES AVAILABLE ON- SITE**

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

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

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

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

ETHICS IN THE PUBLIC SECTOR					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
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		

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

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

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

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

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

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

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

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

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

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

MANAGEMENT SKILLS FOR NEW MANAGERS					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TRAINING DATES
MANAGEMENT SKILLS FOR JUNIOR MANAGERS (PSETA Unit Standards)	14667	4	10	4 DAYS	AVAILABLE ONSITE ONLY OFFERED FACE TO FACE AND VIA MICROSOFT TEAMS
	242821	4	6		
	120391	4	8		

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		

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

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

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

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

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

**GRAP: GENERALLY, RECOGNISED ACCOUNTING PRACTICE**

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

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

INVENTORY MANAGEMENT					
COURSE NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION	TTRAINING 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	TTRAINING 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	TTRAINING 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	TTRAINING 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	TTRAINING 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		



**PSETA QUALIFICATIONS**

QUALIFICATION NAME	SAQA ID	NQF LEVEL	CREDITS	DURATION
<b>NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION</b>	57804	3	157	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: PUBLIC ADMINISTRATION</b>	57824	4	146	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: PUBLIC ADMINISTRATION MANAGEMENT</b>	58346	4	150	12 MONTHS
<b>NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION</b>	50060	5	141	12 MONTHS
<b>NATIONAL CERTIFICATE: PUBLIC FINANCIAL OVERSIGHT AND ACCOUNTABILITY</b>	64670	6	128	12 MONTHS
<b>NATIONAL DIPLOMA: PUBLIC ADMINISTRATION</b>	57897	6	240	24 MONTHS
<b>NATIONAL DIPLOMA: PUBLIC ADMINISTRATION</b>	57827	7	260	24 MONTHS

**NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION SAQA ID: 57804 NQF LEVEL 3, 157 CREDITS**

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

MODULE TITLE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
<b>BASIC COMPUTER SKILLS</b>	Use a Graphical User Interface (GUI)-based word processor to format documents	117924	2	5
	Use generic functions in a Graphical User Interface (GUI)-environment	117902	1	4
	Use data entry and retrieval skills to input and retrieve computer data	242865	3	4
	Install a Personal Computer (PC) peripheral device, in a GUI environment	117943	1	2
<b>OFFICE SKILLS</b>	Operate and take care of equipment in an office environment	114976	2	2
	Participate in formal meetings	14911	2	3
	Process incoming and outgoing telephone calls	14348	2	3
	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	242864	3	4
	Plan and conduct basic research in an office environment	13935	3	6
<b>THE FUNDAMENTALS OF PUBLIC ADMINISTRATION</b>	Apply public sector policies and procedures to achieve administration objectives	242870	3	12
	Demonstrate an understanding of public participation in Local Government	244300	3	6
	Identify, operate and maintain the records management system in a Public Sector organisation	242866	3	6
	Manage own	242874	3	4

	performance improvement process in a public sector context			
	Manage own work performance in a public sector workplace	242862	3	6
	Demonstrate and apply knowledge of the ethical standards in the Public Sector	242857	4	4
	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	242858	3	4
	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	242863	3	4
<b>BASIC PRINCIPLES OF THE THREE SEPHERES OF GOVERNMENT OF SOUTH AFRICA.</b>	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	242868	4	6
	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	242856	4	6
	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	242854	4	6
<b>OCCUPATIONAL HEALTH SAFETY AND SECURITY</b>	Contribute to the health, safety and security of a financial services workplace	114957	2	2
	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation, and a specific workplace	13915	3	4
	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	244574	3	4
<b>MATHEMATICAL SKILLS</b>	Perform Basic Business Calculations	11241	3	6
	Describe, apply, analyse, and calculate shape and motion in 2-and 3-dimensional space in different contexts	9013	3	4
	Investigate life and work-related problems using data and probabilities	9012	3	5
	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues	7456	3	5
	Demonstrate an understanding of the use of different number bases	9010	3	2

	and measurement units and an awareness of error in the context of relevant calculations			
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**FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS | ZOOM | RPL**

**FURTHER EDUCATION AND TRAINING CERTIFICATE: PUBLIC ADMINISTRATION SAQA ID: 57824 NQF LEVEL 4, 146 CREDITS**

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

<b>MODULE TITLE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>MATHEMATICS IN PUBLIC ADMINISTRATION</b>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
<b>COMMUNICATION IN PUBLIC ADMINISTRATION</b>	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Interpret and use information from texts	119457	3	5
	Interpret a variety of literary texts	119466	3	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Write/present/sign for a wide range of contexts	119459	4	5
	Read/view, analyse and respond to a variety of texts	119469	4	5
	Use the writing process to compose texts required in the business environment	12153	4	5
<b>LEGAL ASPECTS OF PUBLIC ADMINISTRATION</b>	Apply South African legislation and policy affecting public administration	120307	5	10

	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	119334	5	12
<b>PRINCIPLES OF MANAGEMENT</b>	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	242902	4	6
	Apply the Batho Pele principles to own work role and context	113955	3	4
	Apply the principles of good customer service to achieve public sector objectives	242901	4	6
<b>MANAGING PEOPLE</b>	Motivate and build a team	242819	4	10
	Manage and develop oneself in the public sector work environment	119332	5	10
<b>LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT</b>	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	113956	3	4
	Apply administrative principles in the implementation of public sector procedures and work schedule	242900	4	6
	Define overall public sector culture and values and apply to own work context	242903	4	6
<b>INTRODUCTION TO PUBLIC ADMINISTRATION</b>	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	242880	4	6
<b>RECORDS MANAGEMENT</b>	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	119351	5	10

**FURTHER EDUCATION AND TRAINING CERTIFICATE: PUBLIC ADMINISTRATION MANAGEMENT SAQA ID: 57712, LP 58346 NQF LEVEL 4, 150 CREDITS**

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

<b>MODULE TITLE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>MATHEMATICS IN PUBLIC ADMINISTRATION</b>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6

	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
<b>COMMUNICATION IN PUBLIC ADMINISTRATION</b>	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Interpret and use information from texts	119457	3	5
	Interpret a variety of literary texts	119466	3	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Write/present/sign for a wide range of contexts	119459	4	5
	Read/view, analyse and respond to a variety of texts	119469	4	5
	Use the writing process to compose texts required in the business environment	12153	4	5
<b>LEADERSHIP SKILLS</b>	Apply leadership concepts in a work context	242824	4	12
	Conduct a structured meeting	242816	4	5
	Apply the organisation's code of conduct in a work environment	242815	4	5
	Monitor the level of service to a range of customers	242829	4	5
<b>TEAM BUILDING</b>	Motivate and Build a Team	242819	4	10
	Prioritise time and work for self and team	242811	4	5
	Induct a member into a team	242812	3	4
	Manage individual and team performance	11473	4	8
	Identify responsibilities of a team leader in ensuring that organisational standards are met	242821	4	6
<b>PROBLEM SOLVING SKILLS</b>	Solve problems, make decisions and implement solutions	242817	4	8
	Employ a systematic approach to achieving objectives	242822	4	10
	Manage Expenditure against a budget	242810	4	6
<b>LOCAL GOVERNMENT ADMINISTRATION AND MANAGEMENT</b>	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	113956	3	4
	Apply administrative principles in the implementation of public sector procedures and work schedule	242900	4	6
	Define overall public sector culture and values and apply to own work context	242903	4	6

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

**NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION (PROCUREMENT SPECIALISATION), SAQA QUALIFICATION ID: 50060 NQF LEVEL 5, 161 CREDITS**

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

<b>MODULE TITLE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>SERVICE DELIVERY MANAGEMENT</b>	Apply client service techniques to improve service delivery	120310	5	6
	Manage service delivery improvement	120306	5	6
<b>MANAGE AND LEAD HUMAN RESOURCES IN THE WORKPLACE</b>	Build teams to meet set goals and objectives	15237	5	3
	Interpret and manage conflicts within the workplace	114226	5	8
	Manage diversity in the workplace	116928	5	14
	Manage the development and performance of human capital in the public sector	119336	5	12
<b>THE PRINCIPLES OF KNOWLEDGE MANAGEMENT TO PUBLIC SECTOR ADMINISTRATION</b>	Apply principles of knowledge management to organisational transformation	115405	5	10
	Manage and develop oneself in the public sector work environment	119332	5	10
	Promote a learning culture in an organisation	15222	5	3
<b>CREATE OPPORTUNITIES FOR INNOVATION AND COMMUNICATE EFFECTIVELY</b>	Create opportunities for innovation and lead projects to meet innovative ideas	15216	5	4
	Analyse, interpret and communicate information	120304	5	9
<b>SOUTH AFRICAN LEGISLATION AND POLICY AFFECTING PUBLIC ADMINISTRATION</b>	Formulate and evaluate public sector policies and regulations	120301	5	8
	Apply South African legislation and policy affecting public administration	120307	5	10
	Apply knowledge of ethical principles, standards and professional conduct in public sector management and	119342	5	8

	administration			
<b>TO APPLY RISK MANAGEMENT TO MANAGE RISK SITUATIONS IN THE PUBLIC SECTOR</b>	Apply principles of risk management	120303	5	8
	Demonstrate understanding of financial and accounting principles for public entities	120360	5	12
<b>ESTABLISH AND SUPERVISE PROCUREMENT PROCESS AND SUPPLYCHAIN MANAGEMENT</b>	Apply Fundamental Concepts of Supply Chain Management Optimisation	11273	5	8
	Establish, implement and control procurement processes	115196	6	12
	Fulfil procurement activities and supervise procurement administration	10142	4	8

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

**NATIONAL DIPLOMA: PUBLIC ADMINISTRATION SAQA QUALIFICATION ID: 57897 NQF LEVEL 6, 240 CREDITS**

**COMPULSORY SKILLS PROGRAMMES  
DURATION OF THE QUALIFICATION: 24 MONTHS**

<b>MODULE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>KNOWLEDGE MANAGEMENT</b>	Collect and collate background information for specific contexts	116804	6	15
	Contribute to the implementation, post-implementation review and maintenance of information systems	13099	6	15
	Develop mechanisms and structures for managing knowledge	243121	6	12
	Manage knowledge management systems within the public sector	243109	6	10
<b>ADVANCED COMMUNICATION</b>	Formulate and coordinate government communications programmes	12158	6	5
	Manage interactive communication between public and government	114493	6	7
	Develop and produce information products for government	12157	6	4
<b>PUBLIC SECTOR STRATEGY</b>	Apply knowledge of ethical principles, standards and professional conduct in public sector	119342		8

	management and administration			
	Apply South African legislation and policy affecting public administration	120307	5	10
	Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	243114	6	8
<b>SERVICE DELIVERY</b>	Manage service delivery improvement	120306	6	8
	Develop a service delivery charter for a public sector organisation	243115	6	10
	Develop and produce public sector service delivery protocols and agreements	243119	6	10
<b>FINANCIAL MANAGEMENT</b>	Prepare budgets for a specific sector	120302	6	15
	Set budget parameters for public sector department/organisation	243117	6	10
	Manage the tender procurement process	243112	6	10
	Administer contracts for goods, works and services in the public sector	377896	5	5
<b>STRATEGIC LEADERSHIP</b>	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	243116	6	10
	Create and manage an environment that promotes innovation	252020	5	6
	Create opportunities for innovation and lead projects to meet innovative ideas	15216	6	4
<b>CHANGE MANAGEMENT</b>	Design, implement and evaluate change management strategy for a Public Sector environment	243110	6	10
	Recognise areas in need of change, make recommendations and implement change in the team, department or division	15214	5	3
<b>PROJECT MANAGEMENT</b>	Develop a project quality management plan for a simple to moderately complex project	243816	5	6
	Develop an integrated Project Management plan for a simple to moderately complex project	243824	5	8
	Supervise a project team of a developmental project to deliver project objectives	10146	5	14



<b>ORGANSATIONAL CULTURE OF LEARNING</b>	Conduct an organisational needs analysis	12138	6	10
	Create a culture of learning organisation within the public sector	243113	6	8

**FACE-TO-FACE CONTACT SESSIONS | VIRTUAL SESSIONS VIA MICROSOFT TEAMS |**

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

<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT SAQA QUALIFICATION ID: 58761 NQF LEVEL 4, 140 CREDITS</b>				
<b>COMPULSORY SKILLS PROGRAMMES DURATION OF THE QUALIFICATION: 12 MONTHS</b>				
<b>MODULE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>COMMUNICATE IN EARLY CHILDHOOD DEVELOPMENT AND SOCIETAL SETTINGS</b>	Facilitate a Literacy Learning Programme in the Reception Year	244257	4	15
	Work with families and communities to support Early Childhood Development	244462	3	5
<b>MATHEMATICAL LITERACY</b>	Facilitate a Numeracy Learning Programme in the Reception Year	244468	5	15
<b>PLAN AND PREPARE FOR EARLY CHILDHOOD DEVELOPMENT</b>	Prepare resources and set up the environment to support the development of babies, toddlers and young children	244468	3	5
	Prepare Early Childhood Development programmes with support	244472	4	6
	Design activities to support the development of babies, toddlers and young children	244485	5	8

	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	244484	4	8
<b>FACILITATE AND MONITOR THE DEVELOPMENT OF BABIES, TODDLERS AND YOUNG CHILDREN</b>	Implement project administration processes according to requirements	244480	4	5
	Conduct project documentation management to support project processes	244260	4	6
	Plan, organise and support project meetings and workshops	244475	4	4
<b>PROVIDE CARE AND SUPPORT FOR BABIES, TODDLERS AND YOUNG CHILDREN</b>	Provide care for babies, toddlers and young children	244469	4	10
	Manage an Early Childhood Development service	244478	5	5
	Evaluate an Early Childhood Development (ECD) service	244481	5	6

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

<b>SERVICES SETA QUALIFICATIONS</b>				
<b>QUALIFICATION NAME</b>	<b>SAQA ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	<b>DURATION</b>
<b>GENERAL EDUCATION AND TRAINING CERTIFICATE: BUSINESS PRACTICE</b>	61755	1	121	12 MONTHS
<b>NATIONAL CERTIFICATE: NEW VENTURE CREATION (SMME)</b>	49648	2	138	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT</b>	50080	4	136	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: BUSINESS ADMINISTRATION SERVICES</b>	61595	4	140	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT</b>	57712, LP 74630	4	150	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT</b>	57712, LP 58344	4	150	12 MONTHS
<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION</b>	66249	4	149	12 MONTHS
<b>NATIONAL CERTIFICATE: GENERIC MANAGEMENT</b>	59201, 60269	5	162	12 MONTHS
<b>NATIONAL CERTIFICATE: LABOUR RELATIONS PRACTICE</b>	93993	5	121	12 MONTHS
<b>NATIONAL DIPLOMA: LABOUR RELATIONS PRACTICE</b>	49784	5	241	24 MONTHS

GENERAL EDUCATION AND TRAINING CERTIFICATE: BUSINESS PRACTICE SAQA QUALIFICATION ID: 61755 NQF LEVEL 1, 121 CREDITS

COMPULSORY SKILLS PROGRAMMES  
DURATION OF THE QUALIFICATION: 12 MONTHS

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
<b>LIFE SKILLS</b>	Plan to manage one's time	15091	1	3
	Manage personal finances	243189	1	8
	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	14656	1	5
	Practice good health and grooming habits	243193	1	4
<b>LITERACY</b>	Explore and use a variety of strategies to learn	119631	1	5
	Engage in a range of speaking/signing and listening interactions for a variety of purposes	119365	1	6
	Write/sign for a variety of different purposes	119636	1	6
	Read/view and respond to a range of text types	119640	1	6
<b>ENTREPRENEURSHIP</b>	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	10006	1	2
	Identify and discuss different types of business and their legal implications	13994	1	4
	Identify, analyse and select business opportunities	10007	1	3
	Demonstrate an understanding of general business plan and adapt it to a selected business idea	14444	1	7
	Interpret and implement instructions	256154	1	8
<b>NUMERACY</b>	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	119368	1	6
	Work with numbers; operations with numbers and relationships between numbers	119362	1	4
	Describe and represent objects in terms of shape, space and measurement	119373	1	5
	Process, analyse and communicate numerical data	110083	1	4
<b>BUSINESS PRACTICE</b>	Demonstrate an understanding of basic accounting practices	13999	1	4
	Understand the impact of customer service on a business	110082	1	6
	Demonstrate the ability	10009	1	3

	to start and run a business and adapt to changing business environment			
	Identify personal values and ethics in the workplace	12537	1	4
	Demonstrate an understanding of the importance of marketing	116164	1	2
	Monitor compliance to safety, health and environmental requirements in a workplace	115091	1	2
<b>COMPUTER LITERACY</b>	Develop and use keyboard to enter text	9357	1	4
	Use generic functions in a Graphical User Interface (GUI)- environment	117902	1	4
	Operate a personal computer system	116932	1	3
	Managing files in a Graphical User Interface (GUI) environment	117867	1	3

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

**NATIONAL CERTIFICATE: NEW VENTURE CREATION (SMME) SAQA QUALIFICATION ID: 49648 NQF LEVEL 2, 138 CREDITS**

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

<b>MODULE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>LITERACY</b>	Use language and communication in occupational learning programmes	8967	2	5
	Access and use information from texts	8963	2	5
	Maintain and adapt oral/signed communication	8962	2	5
	Write /present for a defined context	8964	2	5
<b>NUMERACY</b>	Demonstrate understanding of rational and irrational numbers and number systems	7480	2	3
	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related	9009	2	3

	problems			
	Work with a range of patterns and functions and solve problems	9007	2	5
	Use mathematics to investigate and monitor the financial aspects of personal and community life	7469	2	2
	Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts	9008	2	3
<b>BUSINESS COMMUNICATION</b>	Apply the basic skills of customer service	114974	2	2
	Co-ordinate meetings, minor events and travel arrangements	13929	3	3
	Plan and prepare meeting communications	13934	3	4
<b>PROFESSIONAL BEHAVIOUR</b>	Apply basic business ethics in a work environment	113924	2	2
	Behave in a professional manner in a business environment	114959	2	4
	Apply knowledge of self and team in order to develop a plan to enhance team performance	13912	3	5
<b>FINANCING IN A NEW VENTURE</b>	Determine financial requirements of a new venture	119666	2	8
	Manage finances for a new venture	119674	2	10
	Prepare and process documents for financial and banking processes	13932	3	5
<b>BUSINESS OPERATIONS</b>	Identify the composition of a selected new venture's industry/ sector and its procurement systems	119667	2	8
	Plan, monitor and control an information system in a business environment	13933	3	3
	Tender for business or work in a selected new venture	119712	3	8
	Produce a business plan for a new venture	119670	2	8
	Manage business operations	119668	2	8
<b>MARKETING IN A NEW VENTURE CREATION</b>	Identify and demonstrate entrepreneurial ideas and opportunities	119673	2	7
	Match new venture opportunity to market needs	119669	2	6
	Manage marketing and selling processes of a new venture	119672	2	7
<b>LEGISLATIVE REQUIREMENTS</b>	Apply health and safety to a work area	9964	2	3
	Outline the legal environment of a	13936	3	2

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

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

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

	Interpret and use information from texts	119457	3	5
	Read analyse and respond to a variety of texts	119469	4	5
	Use language and communication in occupational learning programmes	119467	3	5
<b>PROJECT MATHEMATICS</b>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016	4	4
	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
<b>PROJECT TEAMWORK</b>	Work as a project team member	120379	4	8
	Motivate and Build a Team	242819	4	10

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

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

<b>MODULE TITLE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>COMMUNICATION</b>	Interpret a variety of literary texts	8972	3	5
	Interpret and use information from texts	8969	3	5
	Read analyse and respond to a variety of texts	8975	4	5
	Write for a wide range of contexts	8976	3	5
	Write texts for a range of communicative contexts	8970	3	5
	Use the writing process to compose texts required in the business environment	12153	4	5

	Present information in report format	110023	4	6
	Engage in sustained oral communication and evaluate spoken/signed texts	8974	4	5
	Accommodate audience and context needs in oral communication	8968	4	5
<b>MATHEMATICAL LITERACY</b>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3-dimensional space in the life and workplace of adult with increasing responsibilities	12417	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
<b>FINANCIAL MANAGEMENT</b>	Describe and apply the management of stock and fixed assets in a business unit	13945	4	2
	Interpret basic financial statements	117156	4	4
	Apply knowledge of basic accounting principles to financial services	117111	3	4
	Apply the budget function in a business unit	13941	4	5
<b>DEVELOP AND MANAGE ADMINISTRATIVE FUNCTIONS</b>	Develop administrative procedures in a selected organisation	110003	4	8
	Manage administration records	110009	4	4
	Co-ordinate meetings, minor events and travel arrangements	13929	3	3
	Process incoming and outgoing telephone calls	7790	3	3
<b>MANAGING SERVICE PROVIDERS</b>	Manage service providers in a selected organisation	109999	4	5
	Contract service providers	114552	4	3
	Describe and assist in the control of fraud in an office environment	110026	4	4
<b>PERSONAL EFFECTIVENESS</b>	Achieve personal effectiveness in business environment	110021	4	6
	Comply with organisational ethics	10022	4	4
	Apply efficient time management to the work of a department/division/section	15234	5	4
<b>WORKING IN TEAMS</b>	Work as a project team member	10135	5	4
	Display cultural awareness in	7791	4	8



	dealing with customers and colleagues			
	Analyse new developments reported in the media that could impact on a business sector or industry	13943	4	4
	Apply a range of project management tools	10140	4	10

<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT SAQA QUALIFICATION ID: 57712, LP 74630 NQF LEVEL 4, 150 CREDITS</b>				
<b>COMPULSORY SKILLS PROGRAMMES</b>				
<b>DURATION OF THE QUALIFICATION: 12 MONTHS</b>				
<b>MODULE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>DEVELOP PLANS TO ACHIEVE DEFINED OBJECTIVES</b>	Write/present/sign for a wide range of contexts	119459	4	5
	Interpret and use information from texts	119457	3	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Use the writing process to compose texts required in the business environment	12153	4	5
	Employ a systematic approach to achieving objectives	242822	4	10
<b>ORGANISE RESOURCES IN ACCORDANCE WITH A DEVELOPED PLAN</b>	Read/view, analyse and respond to a variety of texts	119469	4	5
	Manage Expenditure against a budget	242810	4	6
	Prioritise time and work for self and team	242811	4	5
<b>LEAD A TEAM TO WORK COOPERATIVELY TO ACHIEVE OBJECTIVES</b>	Use language and communication in occupational learning programmes	119467	3	5
	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Apply leadership concepts in a work context	242824	4	12
	Conduct a structured meeting	242816	4	5
	Motivate and build a team	242819	4	10
<b>MONITOR PERFORMANCE TO ENSURE COMPLIANCE TO A PLAN</b>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Identify responsibilities of a team leader in ensuring that organisational standards are met	242821	4	6
	Monitor the level of	242829	4	5

	service to a range of customers			
<b>MAKE DECISIONS BASED ON A CODE OF ETHICS</b>	Solve problems, make decisions and implement solutions	242817	4	8
	Apply the organisation's code of conduct in a work environment	242815	4	5
<b>APPLY NUMERIC SKILLS TO LEAD AND MANAGE A TEAM OR SMALL UNIT</b>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6
	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	9016	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6
<b>MANAGE A SMALL TEAM IN AN OFFICE ENVIRONMENT</b>	Identify and explain the core and support functions of an organisation	242814	3	6
	Describe the relationship of junior management to other roles	242818	4	5
	Explain the contribution made by own area of responsibility to the overall organisational strategy	242813	4	5
	Induct a member into a team	242812	3	4
	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	3	4
	Identify and describe disaster related risks and threatening situations utilising basic disaster management concepts and indigenous knowledge	251960	3	5
	Maintain records for a team	242820	3	4

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

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

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

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

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

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

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

<b>MODULE TITLE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
<b>DEMONSTRATE AN ABILITY TO IDENTIFY AND CREATE A NEW VENTURE</b>	Demonstrate an understanding of an entrepreneurial profile	263356	4	5
	Apply innovative thinking to the development of a small business	114600	4	4
	Research the viability of new venture ideas/opportunities	114596	4	5
	Demonstrate an understanding of the function of the market mechanisms in a new venture	263514	4	5
	Research the viability of new venture ideas/opportunities	114596	4	5
<b>DEMONSTRATE KNOWLEDGE OF INTERPERSONAL SKILLS REQUIRED IN A BUSINESS</b>	Accommodate audience and context needs in oral/signed communication	119472	3	5
	Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	4	5
	Write/present/sign for a wide range of contexts	119459	4	5
	Write/present/sign texts for a range of communicative contexts	119465	3	5
	Use language and communication in occupational learning programmes	119467	3	5
<b>DEMONSTRATE AN UNDERSTANDING OF BASIC</b>	Apply the principles of costing and pricing to a	263455	4	6

<b>ECONOMICS WITHIN A MARKET ECONOMY</b>	business venture			
	Finance a new venture	114584	4	5
	Manage finances of a new venture	263474	4	6
<b>MANAGE A NEW VENTURE BY APPLYING BUSINESS PRINCIPLES AND TECHNIQUES</b>	Implement an action plan for a new venture	263534	4	4
	Produce business plans for a new venture	114592	4	8
	Plan and manage production/operations in a new venture	263434	4	6
	Plan strategically to improve new venture performance	263456	4	4
<b>DEMONSTRATE AN UNDERSTANDING OF THE ROLE OF LEADERSHIP AND MANAGEMENT.</b>	Manage general administration	114805	4	4
	Negotiate an agreement or deal in an authentic work situation	13948	4	5
	Administer contracts for a selected new venture	119671	3	10

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

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

<b>MODULE</b>	<b>UNIT STANDARD TITLE</b>	<b>UNIT STANDARD ID</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>	
<b>OPERATIONAL AND PROJECT MANAGEMENT</b>	Develop, implement and evaluate a project plan	252022	5	8	
	Apply the principles of ethics to improve organisational culture	252042	5	5	
	Apply a systems approach to decision making	252026	5	6	
	Develop, implement and evaluate an operational plan	252032	5	8	
	<b>POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME</b>				
	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	252033	5	8	
	Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit	114212	5	3	
<b>MANAGING ORGANISATIONAL IMPROVEMENT</b>	Create and manage an environment that promotes innovation	252020	5	6	
	Formulate recommendations for a change process	252021	5	8	
	Apply the principles of knowledge management	252044	5	6	
	<b>POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME</b>				

	Evaluate current practices against best practice	252024	5	4	
	Promote a learning culture in an organisation	252041	5	5	
<b>LEADERSHIP AND PEOPLE MANAGEMENT</b>	Analyse leadership and related theories in a work context	120300	5	8	
	Monitor and evaluate team members against performance standards	252034	5	8	
	Lead people development and talent management	252029	5	8	
	Select and coach first line managers	252035	5	8	
	Select and coach first line managers	252037	5	6	
	<b>POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME</b>				
	Apply the principles and concepts of emotional intelligence to the management of self and others	252031	5	4	
	Recruit and select candidates to fill defined positions	12140	5	9	
<b>MANAGING WORKPLACE RELATIONSHIPS</b>	Use communication techniques effectively	12433	5	8	
	Manage a diverse work force to add value	252043	5	6	
	Devise and apply strategies to establish and maintain workplace relationships	252027	5	6	
	<b>POSSIBLE ELECTIVES TO INCLUDE AS PART OF THIS SKILLS PROGRAMME</b>				
	Analyse compliance to legal requirements and recommend corrective actions	252030	5	4	
	Identify brand mix elements	10048	5	8	
	Interpret and manage conflicts within the workplace	114226	5	8	
<b>FINANCIAL AND RISK MANAGEMENT</b>	Manage the finances of a unit	252040	5	8	
	Apply mathematical analysis to economic and financial information	252036	5	6	
	Monitor, assess and manage risk	252025	5	8	

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

**NATIONAL CERTIFICATE: LABOUR RELATIONS PRACTICE SAQA QUALIFICATION ID: 93993, LP 48641 NQF LEVEL 5, 121 CREDITS**

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

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
<b>APPLY COMMUNICATION</b>	Use the writing process to	12153	4	5

<b>SKILLS</b>	compose texts required in the business environment			
	Analyse and communicate workplace data	8662	5	5
	Apply communication skills in the workplace	8647	5	10
	Contribute to information distribution regarding HIV/AIDS in the workplace	8555	4	4
<b>UNDERSTAND LEGAL FRAMEWORK</b>	Demonstrate and understanding of the Labour Relations Act, 66 of 1995	114278	5	12
	Demonstrate and understanding of the BCE Act, 75 of 1997	114274	5	8
	Demonstrate knowledge and insight into the Compensation for occupational injury and disease Act of 1993 (COIDA)	10377	4	2
	Demonstrate an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	114273	5	6
	Demonstrate and apply an understanding of CCMA rules	114224	5	3
	Demonstrate an understanding of Bargaining Council rules	114228	5	3
<b>MANAGE CUSTOMER SERVICE</b>	Demonstrate and understanding of professional values and ethics	8648	5	4
	Manage customer requirements and needs, and implement action plans	10053	5	8
	Implement systems to meet the flow of information in a team, department or division	15226	5	3
<b>APPLY THE CASE MANAGEMENT PROCESS</b>	Analyse complaints and reports relating to referred disputes and select the appropriate resolution process	114272	5	10
	Apply and interpret collective agreements	114307	5	6
	Operate the case	114230	5	10

	management process			
	Screen and allocate referrals	114225	5	6
	Interpret and manage conflicts within the workplace	114226	5	8
	Conduct a pre-conciliation by telephone	114229	5	8

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

**NATIONAL DIPLOMA: LABOUR RELATIONS  
PRACTICE: DISPUTE RESOLUTION SAQA QUALIFICATION ID: 93944, LP 49784 NQF LEVEL 5, 241 CREDITS**

**COMPULSORY SKILLS PROGRAMMES  
DURATION OF THE QUALIFICATION: 24 MONTHS**

MODULE	UNIT STANDARD TITLE	UNIT STANDARD ID	NQF LEVEL	CREDITS
<b>FACILITATE CONDUCTIVE ENVIRONMENT FOR DIALOGUE</b>	<b>THIS MODULE IS DIVEDED INTO THREE BLOCKS</b>			
	Apply principles of dispute management in labour relations	119953	5	10
	Conduct a disciplinary hearing	10985	6	5
	Analyse the Pension Funds Act as it applies to the administration of retirement funds	117120	4	3
	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	114274	5	8
	Demonstrate and apply an understanding of the CCMA rules	114224	5	3
	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	114273	5	6
	Identify and apply the principles of law of evidence	115326	5	6
	Apply the provisions of	119942	5	5



	the Extension of Security of Tenure Act, 62 of 1997 (ESTA)			
	Interpret and apply employment equity legislation to industry charters	119943	5	6
	Interpret and apply provisions of the Labour Relations Act relating to organisational rights	119924	5	4
	Interpret and apply the codes of good practice and guidelines in the Labour Relations Act and Sectoral Determination	119955	5	8
	Interpret unfair labour practice legislation in dispute resolution	119940	5	6
	Analyse and interpret unfair dismissal in dispute resolution	119944	6	10
	Describe and apply an understanding of the Interpretation Act,33 of 1957 (Interpretation of Statutes Act)	119931	6	6
	Demonstrate an understanding of the South African Legal framework	119938	5	5
	Describe the Promotion of Administration of Justice Act and the principles of Administration law	119937	5	3
	Draft an employment contract	11907	5	3
	Operate the case management process	114230	5	10

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