

National Certificate: End User Computing

SAQA Qualification 61591:
National Certificate:
Information Technology: End User Computing
NQF Level 03, 131 Credits

Accreditation

ENJO Consultants is accredited with
the MICT SETA to offer this
programme.
Accreditation No: ACC/2015/07/0048

Overview

The SAQA Qualification 61591: National Certificate: Information Technology: End User Computing is for those who wish obtain a formal qualification in End User Computing. This qualification will empower you to acquire knowledge, skills to operate confidently in the End User Computing environment. This programme offers theoretical concepts of computer literacy and the practical application thereof. People will also develop a range of skills that will enable them to be better-informed as workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, lifelong learning and to productive employment.

What can a person with an End User Computing certificate do?

A person with an end user computing certificate is computer literate in the following:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Using the internet.
- Using email.
- Creating, formatting and editing word documents in MS Word.
- Creating and working with spreadsheets in MS Excel.
- Creating presentation slides in MS PowerPoint.

Apart from being computer literate, this qualification also teaches the person to:

- Understand the impact and use Information Communication & Technology (ICT) in an organisation and society.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace.
- Report Writing and Business Communication proficiency.
- Do basic investigation into life and work related problems.
- Do basic business calculations and monitor the financial aspects of personal, business and national issues.
- Do basic research on computer related topics.

Who should attend the training?

- Those wishing to obtain a SAQA registered qualification in Information Technology
- Those who wish to become computer literate.
- Those working in environments where computer literacy is essential.
- Anyone who would like to improve their computer skills.

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What are the Benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • A SAQA registered qualification. • A qualification that is credible, relevant and transferable. • Gaining knowledge and skills in computer literacy. • Improved knowledge and skill in Communication and Mathematics. • Improves employability and productivity. • Allows entrance into an NQF level 4 qualification. 	<ul style="list-style-type: none"> • Levies - access skills development fund (Grants). • Improved productivity in the workplace. • Address skills gaps. • Involvement in learnerships/apprenticeships. • Improved BEE scorecard. • Compliance with the Skills Development legislation. • Computer literate employees. • Registered employers can claim skills levies when enrolling their staff on this training programme.

How does one obtain the End User Computing Certificate?

- Enrol for the End User Computing certificate training with ENJO Consultants.
- Attend the different skills programmes (modules) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.
- Qualify in the End User Computing Certificate.

What are the entry requirements?

- Proficiency in English on an NQF level 2.
- The National Certificate: End User Computing on an NQF level 1 is an advantage, but not essential.

When can I enrol/book for training?

- Those wishing to attend training at ENJO Consultants can enrol for the various modules according to the training schedule as suited and may start at any time of the year.
- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants.

How is this training programme completed and what is the duration?

- This qualification is completed through class attendance.
- Training is provided for corporates and individuals.
- Classes are attended according to the training schedule.
- Classes can also be presented at the client site.
- This qualification is to be completed over one year to eighteen months. The pace that the learner works at also impacts the duration and may be completed sooner.

What does the National Certificate Information Technology: End User Computing programme entail?

The unit standards for the National Certificate: Information Technology: End User Computing have been grouped together into fourteen (14) modules (skills programmes) that focus on the different areas within the qualification.

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National Certificate: Information Technology: End User Computing
NQF Level 03, 131 Credits

Accreditation No:
ACC/2015/07/0048
Duration 12 – 18 Months

Type	ID	Title	NQF Level	Credits	Class Attendance
Module 1: Introduction to Computers 7 Credits)					
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3	1 Day Portfolio completed in class.
Elective	258883	Use generic functions in a Graphical User Interface (GUI)-environment	1	4	
Module 2: Microsoft Word Basic (5 Credits)					
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5	2 Day Portfolio completed in class.
Module 3: Microsoft Word: Intermediate (12 Credits)					
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5	2 Days Portfolio completed in class.
Core	258898	Review and create documents using a Graphical User Interface (GUI)-based word processor	3	7	
Module 4: Microsoft Word: Advanced (7 Credits)					
Core	116942	Use a GUI-based word processor to create merged documents	3	3	2 Days Portfolio completed in class.
Elective	258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	4	4	
Module 5: Microsoft Excel: Basic (7 Credits)					
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4	2 Days Portfolio completed in class.
Elective	258879	Change the appearance of a spreadsheet	3	3	
Module 6: Microsoft Excel: Intermediate (9 Credits)					
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6	2 Days Portfolio completed in class.
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet.	4	3	
Module 7: Microsoft Excel: Advanced (6 Credits)					
Elective	258876	Work with spreadsheets	4	3	2 Days Portfolio completed in class.
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases.	3	3	
Module 8: Microsoft PowerPoint: Beginners (5 Credits)					
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5	2 Days Portfolio completed in class.
Module 9: Microsoft PowerPoint: Intermediate (8 Credits)					
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5	2 Days Portfolio completed in class.
Core	258880	Utilise special features to enhance presentations	3	3	
Module 10: Emails (Outlook) (8 Credits)					
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2	2 Day Portfolio completed in class.
Core	116945	Use electronic mail to send and receive messages	2	2	
Elective	258897	Apply electronic messaging and calendar application	2	2	
Elective	114984	Manage electronic mail in a business environment	3	2	
Module 11: Using the Internet (10 Credits)					
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4	2 Day

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Type	ID	Title	NQF Level	Credits	Class Attendance
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3	Portfolio completed in class.
Core	114076	Use computer technology to research a computer topic	4	3	
Module 12: Business Communication & Report Writing (21 Credits)					
Fundamental	8970	Write texts for a range of communicative contexts	3	5	5 Days Plus, a portfolio of evidence is to be completed at home.
Fundamental	110023	Present information in report format	4	6	
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5	
Fundamental	8973	Use language and communication in occupational learning programmes	3	5	
Module 13: Numerical Skills (11 Credits)					
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2	5 Days Plus, a portfolio of evidence is to be completed at home.
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5	
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4	
Module 14: Life Skills (15 Credits)					
Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.	3	4	4 Days Plus, a portfolio of evidence is to be completed at home.
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5	
Fundamental	11241	Perform Basic Business Calculations	3	6	

Does one need to write exams?

No, one does not need to write exams, the portfolio of evidence (PoE) will be assessed to determine competence.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.
- Portfolios will be completed for each module and submitted for assessment.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- A Not Yet Competent learner will have the opportunity to be re-assessed (standard terms and conditions apply).
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.

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- The ETDP SETA will capture the learner’s results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

How do I know that ENJO Consultants’ National Certificate: Information Technology: End User Computing is recognised?

- ENJO Consultants is accredited with Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA). Accreditation No: ACC/2015/07/0048.
- On successful completion of the programme, ENJO Consultants will upload your results onto the MICT SETA database and you will receive a certificate.
- The MICT SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SOR) that will reflect the credits you have earned.
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings & Enquiries

Please contact us for further information, quotes or to make a booking.

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