

SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04

Accreditation
SA Board for People Practices (SABPP)
Accreditation No: 58116L125EC

Module 5: HIV/AIDS in the Workplace

(4 Credits)
1 Day

SAQA. 244574 (114941) Apply knowledge of HIV/AIDS to a specific business sector and a workplace.
NQF Level 3, 4 Credits

Overview

This module introduces knowledge about *HIV/AIDS in the Workplace* that will enable learners to be informed and caring workers in an industry and managers to develop appropriate policies to deal with the pandemic. Skills acquired will allow the learner to explain HIV/AIDS, interpret current trends in the HIV/AIDS pandemic in order to explain the potential impact on the organisation or business sector, investigate the guidelines and assistance that are available to support workers affected by HIV/AIDS and to explain the implications of the HIV/AIDS pandemic for the community, the economy, an organisation and a specific workplace. This module forms part of SAQA Qualification 67463: Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04.

Who should attend the training?

- Those working towards the SABPP Level 4 HR Qualification.
- Those wishing to improve their oral and written communication skills.
- All employees.
- Skills Development Facilitators (SDF)
- Line Managers, Supervisors and Managers
- Human Resource Practitioners and Managers
- Care Workers
- All those who require knowledge on this subject

What are the benefits?

For the Individual	For the Company
- Gains a formal qualification in HIV/AIDS awareness. - Credits towards a full qualification. - Enables learners to be informed and caring. - Improves employability.	- Allows the company to create a caring environment in the workplace and the community. - Alleviate fears relating to misconceptions of HIV/AIDS. - Skilled and competent HR Staff. - Improved BEE scorecard. - Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one obtain the HIV/AIDS in the Workplace Module?

- Enrol for the *HIV/AIDS in the Workplace* Module
- Complete the module either through class attendance or distance learning.

ENJO Consultants (Pty) Ltd

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HRM L4 Mod 05 HIV AIDS
v2

Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



- Compile and submit a portfolio of evidence for assessment.
- Qualify in the *HIV/AIDS in the Workplace Module*.

What are the entry requirements?

- Proficiency in English, on an NQF level 2.
- Mathematical literacy NQF level 2.

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

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance HIV/AIDS in the Workplace Module entail?

- A 1-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 5-day training programme and will be granted 3 months to do so.

What does the distance learning HIV/AIDS in the Workplace Module entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

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.

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.
- On successful completion of the programme, ENJO will upload the learner's results onto the SABPP database.
- Results need to be verified by SABPP before the Statement of Results (SoR) and certificate are issued.

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- The SABPP 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.

This programme is accredited for the following unit standard:

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
114941 244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	4	1. Explaining HIV/AIDS. 2. Interpreting current trends in the HIV/AIDS pandemic in order to explain the potential impact on an organisation or business sector. 3. Investigating the guidelines and assistance that are available to support workers affected by HIV/AIDS. 4. Explaining the implications of the HIV/AIDS pandemic for the community, the economy, an organisation and a specific workplace.

How do I know that ENJO Consultants HRM: HIV/AIDS in the Workplace training is recognised?

- ENJO Consultants are accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC. Those who are completing this programme as part as the HR Qualification will be certified through SABPP
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP 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 training 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 and Enquiries

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

Email: training@enjoconsultants.co.za

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Training Programme Outline

Overview

Study Unit 1: Apply knowledge of HIV/AIDS to a specific business sector and a workplace

- 1.1. Explain HIV/AIDS
- 1.2. Interpret current trends in the HIV/AIDS pandemic in order to explain the potential impact on an organisation or business sector.
- 1.3. Investigate the guidelines and assistance that are available to support workers affected by HIV/AIDS.
- 1.4. Explain the implications of the HIV/AIDS pandemic for the community, the economy, an organisation and a specific workplace.

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