

|                  |                                                  |                                                                                                                 |
|------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Skills Programme | <b>SP-201201</b><br><b>Workplace Preparation</b> | <b>NQF Level 02</b>                                                                                             |
|                  |                                                  | <b>30 Credits</b>                                                                                               |
|                  |                                                  | <b>Accreditation</b><br>Quality Council for Trades and Occupations (QCTO)<br>Accred No: 07-QCTO/SDP131124085000 |

## Entry Requirements

- Open Access

## Who should complete this training?

- To prepare the young and unemployed for work (environment) placement.
- Those who would like to gain better insight about employment and expectations,
- Present themselves well for interviews.
- Make a good impression to prospective employers
- Manage work activities efficiently.
- Communicate effectively within a team
- Manage him/herself, including his/her money.
- Protect one and others at workplace



The Workplace Preparation Skills Programme is ideal for those who would like to develop workplace skills for young and unemployed to capacitate them for employment opportunities available in the market. The workplace skills are normally not taught within professional qualifications. The training is geared to prepare the learners for the job market.

The learner will have skills for searching for employment, preparing and presenting him/herself well when opportunities arise.

## Components Covered

### Knowledge Component

- Topic 1: Why work and Why you Matter
- Topic 2: Job Search and Growth mindset
- Topic 3: Know yourself to grow yourself
- Topic 4: Expectations
- Topic 5: Professionalism
- Topic 6: Onboarding - Getting it Right
- Topic 7: Succeeding in the workplace
- Topic 8: Money Management I
- Topic 9: Money Management II
- Topic 10: Time Management
- Topic 11: Interview and Communication
- Topic 12: Teamwork
- Topic 13: Problem-solving and critical thinking
- Topic 14: Beat COVID-19

### Application Component

- Topic 1: CV Preparation and Cover Letter
- Topic 2: Interviews role-play
- Topic 3: Personal Budget Development
- Topic 4: Teamwork

## ENJO Consultants (Pty) Ltd

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## Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

### Workplace Preparation Contexts

- Conduct self-evaluation and analysis of personal attributes and skills.
- Prepare and search for a suitable job.
- Manage interview interactions effectively.
- Manage change in work environment.
- Work and communicate effectively in and outside a team.
- Make effective and informed decisions.
- Solve workplace problem effectively and systematically.
- Conduct one professionally and ethically.
- Plan and manage time effectively.
- Budget and manage personal money.
- Maintain workplace safety and health

### Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

| Method                                        | Duration                                                       | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <b>Class Attendance</b>                    | 5 Days                                                         | <ul style="list-style-type: none"> <li>• Attendance dates to be selected from the training schedule.</li> <li>• Training can also be presented at the client site for groups (please contact us for a quote for this option).</li> </ul>                                                                                                                                                                                                                                                                                                      |
| 2. <b>Online Virtual Attendance</b>           | 5 Days                                                         | <ul style="list-style-type: none"> <li>• Training is presented live via a platform such as Zoom or MS Teams.</li> <li>• Attendance dates to be selected from the training schedule.</li> <li>• Training can also be presented for groups for a client (please contact us for a quote for this option).</li> </ul>                                                                                                                                                                                                                             |
| 3. <b>Distance Learning (Self-Study)</b>      | 8 Weeks<br>the portfolio can be submitted sooner if completed. | <ul style="list-style-type: none"> <li>• The learning material will be provided to the learner upon enrolment.</li> <li>• Although the distance learning option is offered, class or virtual attendance is highly recommended.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| 4. <b>Recognition of Prior Learning (RPL)</b> | 8 Weeks<br>the portfolio can be submitted sooner if completed. | <ul style="list-style-type: none"> <li>• Qualifying persons can complete this training programme as RPL.</li> <li>• A RPL Portfolio will be completed.</li> <li>• Those who have successfully completed SAQA 115753, Conduct Outcomes-Based Assessments. NQF Level 5, 15 Credits are welcome to apply to be evaluated for the possibility of Recognition of Prior Learning (RPL). It should be noted that they will need to supply additional evidence for the additional 5 credits which are linked to assessing RPL assessments.</li> </ul> |

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## Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Assessment Templates are included in the Learner Guide
- Portfolio of Evidence

## 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 skills programme; compiles a report and if needed, contacts the learner for additional evidence.
- An online Final Integrated Supervised Assessment (FISA) will be written prior to submitting the results to the QCTO to finalise the certification process.
- Once 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, ENJO Consultants will submit the results to the QCTO for finalisation.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

## Bookings & Enquiries

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
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*OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)*

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