

Skills Programme	<b>SP-211009</b>	<b>NQF Level 04</b>
	<b>Workplace Essential Skills</b>	<b>20 Credits</b>
		<b>Accreditation</b> <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP131124085000</i>

## Entry Requirements

- NQF Level 1

## Who should complete this training?

- To prepare the young and unemployed for work (environment).
- Those who wish to improve their work ethics



The Workplace Essential Skills Programme to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace.

Workplace Essential Skills are used in every industry and at different levels of complexity. They provide the foundation for learning other skills and enable employees adapt to modern working practices and workplace change.

Workplace Essential Skills are the core skills you need to continue learning and to complete daily tasks and activities at work. Workplace Essential Skills are the skills needed for work, learning and life.

## Components Covered

### Knowledge Component

- TOPIC 1 The workplace environment and responsibilities of an employer and employee.
- TOPIC 2 Employment
- TOPIC 3 The organisation of work
- TOPIC 4 Concepts related to the employee's performance of work
- TOPIC 5 Employer organisations
- TOPIC 6 External environments in which organisations operate
- TOPIC 7 Employer-Employee relationships
- TOPIC 8 Workplace health and safety
- TOPIC 9 Understand and apply work ethics, norms and values
- TOPIC 10 Ethics at work
- TOPIC 11 Communication
- TOPIC 12 Current trends influencing work

### Application Component

- TOPIC 1 The workplace environment and responsibilities of an employer and employee
- TOPIC 2 Apply for a career opportunity
- TOPIC 3 Prepare and undertake an interview
- TOPIC 4 Analyse an employment contract

## ENJO Consultants (Pty) Ltd

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- TOPIC 5 Analyse a workplace policy and guideline
- TOPIC 6 The workplace environment and responsibilities of an employer and employee
- TOPIC 7 Apply and accept an internship at a Workplace Experience provider.
- TOPIC 8 Demonstrate understanding of Occupational Health and Safety legislation in the workplace
- TOPIC 9 Induction at a Workplace Experience provider, covering general workplace policies, procedures and standards
- TOPIC 10 Observe and undertake general task/s within Workplace Experience provider workplace WM-01-WE05 Rate Workplace Experience Provider
- TOPIC 11 Understand and apply work ethics, norms and values
- TOPIC 12 Work as a team member
- TOPIC 13 Participate in and contribute to workplace meetings
- TOPIC 14 Contribute to maintaining a safe and productive Work Environment

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

### Workplace Essential Skills in Occupational Contexts

- Identify responsibilities in the workplace environment of an employer and employee
- Understand and apply work ethics, norms and values
- Identify safety and legal provisions relating to the work and responsibilities of an employer and employee
- Perform tasks in a number of critical workplace competencies.

## 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 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 the portfolio can be	<ul style="list-style-type: none"> <li>• Qualifying persons can complete this training programme as RPL.</li> </ul>

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Method	Duration	Comments
	submitted sooner if completed.	<ul style="list-style-type: none"> <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>

## 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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