

SAQA ID	Qualification Title	NQF Level	Credits	Duration
SP210409	Workplace Preparation	2	30	35 days

### A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

### B. Assessment Quality Partner

Service Sector Education & Training Authority (SSETA)

### C. Qualification Overview

#### Purpose:

The purpose of the programme is to prepare the young and unemployed for work (environment) placement. The learner will be able 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 work place

### D. Exit Level Outcomes

1. Conduct self-evaluation and analysis of personal attributes and skills.
2. Prepare and search for a suitable job.
3. Manage interview interactions effectively.
4. Manage change in work environment.
5. Work and communicate effectively in and outside a team.
6. Make effective and informed decisions.
7. Solve work place problem effectively and systematically.
8. Conduct one professionally and ethically.
9. Plan and manage time effectively.
10. Budget and manage personal money.

### E. Entry Requirements

The minimum entry requirement for this qualification is:

- Grade 9/NQF 1 with Mathematical Literacy.

### F. Qualification Modules

#### 1. Knowledge Modules

1. Why work and Why You matter
2. Job search and Growth mindset
3. Know yourself to grow yourself

4. Expectations
5. Professionalism
6. On boarding – Getting it Right
7. Succeeding in the workplace
8. Money Management I
9. Money Management II
10. Time Management
11. Interview and Communication
12. Teamwork
13. Problem solving and critical thinking
14. Beat COVID-19

## **2. Practical Modules**

1. Selection and induction of staff
2. Interview Preparation

### **NB**

All modules are compulsory

No requirement for workplace exposure.

### **G. Delivery Methodology**

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

### **H. Assessment**

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- Learner reporting to the QCTO
- Preparing learners for the Final Integrated Summative Assessment (FISA)
- Completion of a QCTO an approved FISA which will be conducted by VB Skills Development Institute

### **I. Certification**

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence