

SAQA ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS	DURATION
118790	Occupational Certificate: Trade Unionist	04	190	1 Year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Education, Training and Development Practitioners Sector Education & Training Authority (ETDPSETA)

C. Qualification Overview

The purpose of this qualification is to prepare a learner to function as a Trade Unionist. A Trade Unionist develops, formulates, and directs the implementation of the trade union and industry policies as well as represent members' rights and interests.

A qualified learner will be able to:

- Participate in the development, formulation, and implementation of trade union documentation, policies, and procedures.
- Build and strengthen the structures and membership of the trade union.
- Act on behalf of members and the union in compliance to the trade union constitutional requirements

D. Exit Level Outcomes

1. Participate in the development, formulation, and implementation of documentation to establish formal policy positions and operational procedures for the trade union.
2. Build and strengthen structures and membership for organised and sustainable trade union.
3. Act on behalf of members and the union to maximise member security, strong organisation, and member representation.

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 3 qualification/certificate with three years' membership experience of a trade union

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
111402-001-00-KM-01	History and Theories of Trade Unionism.	4	10
111402-001-00-KM-02	Trade Union Organisation	4	8
111402-001-00-KM-03	Fundamentals of Labour Law for Trade Unions	5	15
111402-001-00-KM-04	Fundamentals of Economics for Trade Unions	5	13
111402-001-00-KM-05	Basic Principles of Financial Management	4	6

111402-001-00-KM-06	Information Technology for Trade Unions	4	3
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2. Practical Modules

Module Code	Module Title	NQF Level	Credits
111402-001-00-PM-01	Develop a Policy Position for the Union	4	10
111402-001-00-PM-02	Build the Capacity for a Strong Trade Union	3	25
111402-001-00-PM-03	Participate in Societal Policy Initiatives on Behalf of the Trade Union	4	25
111402-001-00-PM-04	Participate in Different Legislated Structures to Advance the Interest of the Trade Unions' Members	4	30

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
111402-001-00-WM-01	Participate in Union Meetings	4	10
111402-001-00-WM-02	Participate in Statutory Workplace Committees	4	9
111402-001-00-WM-03	Participate in Membership Recruitment and Servicing Processes	3	8
111402-001-00-WM-04	Participate in Bargaining Processes	5	10
111402-001-00-WM-05	Participate in Disciplinary Processes	5	8

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

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
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with;

- Statement of Results
- Certificate of Competence