

Further Education and Training Certificate: Environmental Practice

SAQA ID: 50309

NQF Level: 4

Credits: 140

Duration: 1 Year

Purpose

This qualification is the fourth in a series for practitioners in the field of environmental science, environmental management and waste management. This series of qualifications will equip practitioners with the skills, knowledge and values to contribute towards the wise and effective use and management of our natural resources and ecological systems.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
1	13941	Apply the budget function in a business unit	4	5	<ul style="list-style-type: none"> Explaining the concept of budgeting in a business unit. Analysing the budget needs of a business unit. Presenting and justifying a proposed budget for a business unit. Monitoring and controlling actual expenses and revenue against projected expenses and revenue.
2	123369	Implement environmental improvements to a site, facility, operation or process	4	16	<ul style="list-style-type: none"> Identify opportunities for environmental improvements to a site, facility, operation or process. Plan, implement and evaluate improvements. Contribute to the maintenance of standards and the general upkeep and protection of the facility or site. Apply sound technical knowledge relevant to own site, facility, operation or process. Apply sound understanding of relevant environmental practice within own sphere of responsibility. Explain and discuss the importance of using information in the work situation Collect information from a variety of sources by recognising/reading and/or using sensory cues Organise, summarise and respond to information collected during the course of work activities Enter data into retrieval systems

No.	SAQA ID	SAQA Title	NQF Level	Credits	• Learning Outcomes (Concepts/Content Covered)
3	13235	Maintain the quality assurance system.	4	5	<ul style="list-style-type: none"> • Monitor quality assurance in area of responsibility • Monitor the adherence to quality assurance standards and procedures by team members • Maintain quality documentation and instruments • Evaluate quality procedures, identifying areas of concern and suggest improvements • Develop and adapt quality procedures to address quality problems and/or meet changing requirements • Compile reports on quality assurance issues in area of responsibility
4	114589	Manage time productively	4	4	<ul style="list-style-type: none"> • Identify, explain and describe the purpose and process of scheduling activities in own business. • Organise and prepare business activities and estimate their duration. • Develop strategies to deal with interruptions • Develop an effective business schedule condition, incidents that may occur
5	13224	Monitor the application of safety, health and environmental protection procedures.	4	4	<ul style="list-style-type: none"> • Monitor adherence to safe and environmentally friendly work practices by work team. • Coach work team in their statutory rights & responsibilities & in safety indicators. • Promote and maintain preventive measures in area of responsibility • Evaluate and suggest changes to the system. • Compile reports on safety, health and environmental issues in area of responsibility.
6	12368	Process environmental data and organisational information	4	10	<ul style="list-style-type: none"> • Determine data requirements and collect and process data. • Organise and monitor the collection, processing and storage of data within my own area of responsibility. • Monitor the accuracy and validity of data. • Verify data collection processes. • Contribute data and information to environmental and organisational management processes. • Communicate environmental and organisational information
7	14427	Select and supervise the use and maintenance of plant, equipment and tools	4	10	<ul style="list-style-type: none"> • Identify and select plant, equipment and tools. • Supervise the safekeeping of plant, equipment and tools. • Supervise the use of plant, equipment and tools. • Supervise the maintenance of plant, equipment and tools.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
8	118028	Supervise customer service standards	4	8	<ul style="list-style-type: none"> Implement customer service standards in accordance with the prescribed organisational requirements. Improve customer service standards. Oversee the handling of customer queries and complaints.
9	116380	Supervise workers at levels 2 and 3	4	6	<ul style="list-style-type: none"> Plan the work methods and organize resources with individuals and teams. Update and achieve work objectives, delegate, control and organize individuals and teams. Supervise and manage production, work and services of individuals and teams. Evaluate performance of individuals and teams.
10	123372	Use appropriate tools and information systems to manage own information and communication	4	4	<ul style="list-style-type: none"> Use a range of information managing and processing tools effectively. Develop and process personal office documents and reports. Develop and deliver presentations.
11	8968	Accommodate audience and context needs in oral communication	3	5	<ul style="list-style-type: none"> Interact successfully with audience in oral communication Use strategies that capture and retain the interest of an audience Identify and respond to manipulative use of language
12	8969	Interpret and use information from texts	3	5	<ul style="list-style-type: none"> Use a range of reading and viewing strategies to understand the literal meaning of specific texts Use strategies for extracting implicit messages in texts Respond to selected texts in a manner appropriate to the context Explore and explain how language structures and features may influence a reader.
13	8973	Use language and communication in occupational learning programmes	3	5	<ul style="list-style-type: none"> Access and use suitable learning resources Use learning strategies Manage occupational learning programme materials Conduct basic research and analyse and present findings Function in a team Reflect on how characteristics of the workplace and occupational context affect learning
14	8970	Write texts for a range of communicative contexts	3	5	<ul style="list-style-type: none"> Write for a specified audience and purpose Use language structures and features to produce coherent and cohesive texts for a wide range of contexts Draft own writing and edit to improve clarity and correctness

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
15	12155	Apply comprehension skills to engage written texts in a business environment	4	5	<ul style="list-style-type: none"> Identifying and responding to textual features specific to texts. Recognising information explicitly stated in a text. Recalling from memory ideas and information explicitly stated in a text. Analysing, synthesising and organising information explicitly stated in a text. Using information explicitly stated in a text as well as his/her industry or sector knowledge, intuition and personal experience as a basis for conjectures and hypotheses. Making an evaluative judgment by comparing ideas presented in a text with external criteria from other written or oral sources and own experience and knowledge of the business sector.
16	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	<ul style="list-style-type: none"> Critique and use techniques for collecting, organising and representing data. Use theoretical and experimental probability to develop models, make predictions and study problems. Critically interrogate and use probability and statistical models in problem solving and decision making in real-world situations.
17	8974	Engage in sustained oral communication and evaluate spoken texts	4	5	<ul style="list-style-type: none"> Respond critically yet sensitively as a listener Analyse own responses to spoken texts and adjust as required Use strategies to be an effective speaker in sustained oral interactions. Evaluate spoken discourse.
18	9016	Maintain and adapt oral communication	4	4	<ul style="list-style-type: none"> Measure, estimate, and calculate physical quantities in practical situations relevant to the adult with increasing responsibilities in life or the workplace Explore analyse and critique, describe and represent, interpret and justify geometrical relationships and conjectures to solve problems in two- and three-dimensional geometrical situations.
19	8979	Use language and communication in occupational learning programmes	4	5	<ul style="list-style-type: none"> access, use and manage suitable learning resources formulate and use learning strategies manage occupational learning materials conduct basic research and analyse and present findings lead and function in a team reflect on how characteristics of the workplace and occupational context affect learning

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
20	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.	4	6	<ul style="list-style-type: none"> Use mathematics to plan and control financial instruments including insurance and assurance, unit trusts, stock exchange dealings, futures and bonds Use simple and compound interest to make sense of and define a variety of situations including mortgage loans, present values, annuities and sinking funds. Investigate various aspects of costs and revenue including marginal costs, marginal revenue and optimisation of profit. Use mathematics to debate aspects of the national and global economy, including tax, productivity and the equitable distribution of resources.
21	12153	Use the writing process to compose texts required in the business environment	4	5	<ul style="list-style-type: none"> using textual features and conventions specific to texts. identifying the intended audience for the communication. identifying the purpose of a text. selecting the appropriate text type, format and layout for the purpose. organising and structuring a technical text appropriately. using appropriate grammar conventions. drafting and editing a technical text. recognising errors and checking for accuracy. presenting the same information in different ways. using plain language in business.
22	376981	Perform the role of a safety, health and environmental protection representative	3	4	<ul style="list-style-type: none"> Identify and explain the legal and workplace operational framework for the health, safety and environmental protection representative. Identify and explain the role and responsibilities of a safety, health and environmental protection representative. Identify other role players for safety, health and environmental protection representative and their roles. Explain the consequences of non-compliance in respect of safety, health and environmental protection and the representative's role
23	14035	Promote environmental health to community members	4	5	<ul style="list-style-type: none"> Explain factors that impact on environmental health Explain environmental health control systems relating to own community Explain problems related to environmental health in own community Promote environmental health amongst community members using participatory methodologies Implement the action plan

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
24	13661	Participate actively in a local environmental action project	4	8	<ul style="list-style-type: none"> • People credited with this unit standard will be able to work with more experienced and/or qualified colleagues to identify, analyse and take action to address a local environmental issue or risk and will have achieved the following specific outcomes: • Work with others to identify and understand a local environmental issue or risk • Participate in developing an action plan • Work with others to address an aspect of a local environmental issue or risk • Critically reflect on the experience with others, identifying opportunities for improvement