

Occupational Skills Programme

Workplace Essential Skills



Programme Details

PROGRAMME ID	SP - 211009
PROGRAMME TYPE	Accredited Skills Programme
PROGRAMME TITLE	Workplace Essential Skills
NQF LEVEL	4
DURATION	25 Days
MINIMUM CREDITS	20



Entry Requirements

To enroll in this qualification, a learner must possess one of the following: A Grade 12 National Senior Certificate (NSC) or National Certificate (Vocational) (NCV) at NQF Level 4. An equivalent NQF Level 4 qualification, demonstrating proven proficiency in Communication and Mathematical Literacy.

The Workplace Essential Skills Programme prepares learners to navigate the professional environment by bridging the gap between basic education and the practical demands of employment. It focuses on developing the core ethical, legal, and functional competencies required to function effectively and safely within any modern organisation.

A learner will be able to:

- **Understand rights:** Identify the legal responsibilities of employers and employees.
- **Secure employment:** Navigate job applications, interviews, and contract analysis.
- **Apply ethics:** Demonstrate professional conduct, values, and workplace norms.
- **Ensure safety:** Implement Occupational Health and Safety (OHS) standards.
- **Work collaboratively:** Participate in teams and contribute to workplace meetings.
- **Execute tasks:** Perform fundamental workplace activities and follow organisational policies.

Curriculum and Module Breakdown

The qualification consists of three compulsory components aligned with QCTO standards to ensure comprehensive skills development and the benefits of a structured learnership:

1. Knowledge Component
2. Practical Skills Component
3. Work Experience Component



A learner formally exits this Skills Programme (SP) upon the successful demonstration of competence across all three integrated components (Knowledge, Practical, and Workplace).



Knowledge Modules (8 Credits)

In this module, learners demonstrate a theoretical understanding of the formal workplace structure, including the external factors that influence business operations. They can explain the legal rights and obligations of both employers and employees, the importance of work ethics, and the principles of occupational health and safety.

Practical Skill Modules (6 Credits)

This component focuses on the active application of employment-seeking and administrative skills. Learners can demonstrate the ability to prepare for interviews, draft career documents, and critically analyse employment contracts and internal policies to ensure they are equipped to enter a professional environment.

Work Experience Modules (6 Credits)

During this phase, learners demonstrate their competency within a live work environment under supervision. They can show they are capable of working effectively within a team, participating in professional meetings, and adhering to safety standards while performing general workplace tasks and induction procedures.



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