

# Occupational Skills Programme

## Workplace Preparation



### Programme Details

PROGRAMME ID	SP - 201201
PROGRAMME TYPE	Accredited Skills Programme
PROGRAMME TITLE	Workplace Preparation
NQF LEVEL	2
DURATION	30 Days
MINIMUM CREDITS	30

### Entry Requirements

The curriculum specifies an "Open access" policy, meaning there are no rigid formal educational prerequisites listed for enrolment.

The fundamental purpose of this programme is to **prepare the young and unemployed demographic for formal work environment placement**. The training goes beyond theoretical knowledge, focusing on applied competency to ensure learners are ready to contribute effectively from their first day of employment.

### Upon successful completion of this programme, the learner will be able to:

- **Gain comprehensive insight** into employment expectations and workplace dynamics;
- **Present themselves with confidence** and professionalism during interviews;
- **Create a lasting positive** impression on prospective employers through appropriate conduct and preparation;
- **Manage work activities efficiently**, demonstrating good time management and task prioritization;
- **Communicate and collaborate** effectively within a team structure;
- **Manage themselves holistically**, including personal financial management; and
- **Protect the well-being** of themselves and others by adhering to workplace safety and health protocols.

# 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 (12 Credits)**

Learners demonstrate a theoretical understanding of the "world of work," including growth mindsets, professionalism, and workplace ethics. They prove their grasp of essential life skills such as basic money management, time management, and the principles of effective teamwork and problem-solving through integrated tests at the end of each topic.

## **Practical Skill Modules (10 Credits)**

This component focuses on the physical production of job-seeking tools. Learners demonstrate their ability to draft a professional CV and cover letter, develop a viable personal budget, and apply teamwork principles in simulated settings. It bridges the gap between knowing "what" to do and physically "how" to produce the required documentation for the job market.

## **Work Experience Modules (8 Credits)**

This is the "performance" phase where learners demonstrate their readiness for employment through mock interviews and behavioral assessments. They must successfully navigate various workplace scenarios, showing they can manage interview interactions effectively and respond professionally to workplace challenges, ensuring they are prepared for permanent or future job placements.



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