

Workplace Essential Skills



**AMALGA
TRAINING**

Bridges the gap between basic education and the practical demands of employment, building the ethical, legal and functional competencies every modern organisation requires.

PROGRAMME ID

SP-211009

NQF LEVEL

4

MINIMUM CREDITS

20

DURATION

25 Days

▼ Purpose of the Programme

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.

▼ Entry Requirements

To enrol, a learner must hold **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.

▼ A learner will be able to:

Understand rights **01**

Identify the legal responsibilities of employers and employees.

Secure employment **02**

Navigate job applications, interviews and contract analysis.

Apply ethics **03**

Demonstrate professional conduct, values and workplace norms.

Ensure safety **04**

Implement Occupational Health and Safety (OHS) standards.

Work collaboratively **05**

Participate in teams and contribute to workplace meetings.

Execute tasks **06**

Perform fundamental workplace activities and follow organisational policies.

COMPLETION PATHWAY ► ALL THREE COMPONENTS, THEN CERTIFICATION

1 COMPONENT

Knowledge

8 Credits

Theory of the workplace and the law that governs it.

2 COMPONENT

Practical Skills

6 Credits

Applied employment-seeking and administrative skills.

3 COMPONENT

Work Experience

6 Credits

Supervised practice in a live work environment.

★ FINAL

Certification

Programme SP-211009

Competence demonstrated across all three components.

Three compulsory components

The programme consists of three compulsory components aligned with QCTO standards, ensuring comprehensive skills development and the benefits of a structured learnership.

20
TOTAL CREDITS

Knowledge Modules

8 CREDITS

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 demonstrate the ability to prepare for interviews, draft career documents, and critically analyse employment contracts and internal policies, so that they are equipped to enter a professional environment.

Work Experience Modules

6 CREDITS

Learners demonstrate their competency within a live work environment under supervision.

They show that 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.

Completion & Certification

A learner formally exits this Skills Programme upon the successful demonstration of competence across all three integrated components.

- ✓ All knowledge modules
- ✓ All practical skill modules
- ✓ All work experience modules