

Workplace Preparation

An accredited skills programme that prepares young and unemployed learners for placement in a formal work environment through applied competency.



**AMALGA
TRAINING**

PROGRAMME ID

SP - 201201

NQF LEVEL

2

MINIMUM CREDITS

30

DURATION

30 Days

▼ Purpose of the Programme

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.

▼ Entry Requirements

The curriculum specifies an open access policy:

- ▲ **Open access** — no rigid formal educational prerequisites are listed for enrolment.
- ▲ Suited to **young and unemployed learners** entering their first formal placement.

▼ Upon successful completion, 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 prioritisation;
- ▲ **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.

COMPLETION PATHWAY ► ALL THREE COMPONENTS, THEN CERTIFICATION

1 COMPONENT

Knowledge

12 Credits

Theory of the world of work, assessed by integrated tests.

2 COMPONENT

Practical Skills

10 Credits

Physical production of the job-seeking tools.

3 COMPONENT

Work Experience

8 Credits

The performance phase: readiness demonstrated under assessment.

★ FINAL

Certification

30 Credits

A learner formally exits the programme on competence 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: a Knowledge Component, a Practical Skills Component and a Work Experience Component.

30
TOTAL CREDITS

Knowledge Modules

12 CREDITS

Learners demonstrate a theoretical understanding of the world of work and prove their grasp of essential life skills, through integrated tests at the end of each topic.

- ▲ Growth mindsets
- ▲ Professionalism and workplace ethics
- ▲ Basic money management
- ▲ Time management
- ▲ Effective teamwork and problem-solving

Practical Skill Modules

10 CREDITS

This component focuses on the physical production of job-seeking tools, bridging the gap between knowing what to do and physically producing what the job market requires.

- ▲ Draft a professional CV
- ▲ Draft a cover letter
- ▲ Develop a viable personal budget
- ▲ Apply teamwork principles in simulated settings

Work Experience Modules

8 CREDITS

The performance phase, where learners demonstrate their readiness for employment and show that they can manage interview interactions and respond professionally to workplace challenges.

- ▲ Mock interviews
- ▲ Behavioural assessments
- ▲ Navigating workplace scenarios
- ▲ Responding to workplace challenges

Programme Completion

A learner formally exits this Skills Programme (SP) upon the successful demonstration of competence across all three integrated components, ensuring they are prepared for permanent or future job placements.

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