



SKILLS PROGRAMMES

PROGRAMME OVERVIEW

Studying a certificate in municipal finance is crucial for those aspiring to contribute to the effective management of public funds within municipalities. This qualification equips individuals with the necessary skills and knowledge to navigate the complexities of municipal financial management, ensuring compliance with the Municipal Finance Management Act (MFMA) and other relevant legislation. By understanding budgeting, financial reporting, and risk management, graduates can help municipalities achieve financial sustainability and accountability. Moreover, this certification fosters transparency and enhances the ability to make informed decisions that benefit the community, ultimately supporting the broader goals of good governance and service delivery.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 48965
- NQF Level: 6
- Credits: 166
- Duration: 18 Months
- Accreditation Body: LGSETA

ENTRY LEVEL REQUIREMENTS

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Economics at NQF Level 4
- Accounting at NQF Level 4

OCCUPATION FUNCTION

A Municipal Finance Manager in South Africa has a crucial role in ensuring the financial health and accountability of a municipality.

PROGRAMME STRUCTURE

The programme is divided into eight modules covering the following:

- Legacy Environment and Policy
- Municipal Strategy Planning
- Municipal Performance Management
- Municipal Supply Chain Management
- Municipal Risk Management
- Municipal Budgeting and Implementation
- Municipal Operations and Costing
- Municipal Finance and Reporting

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Bachelor of Commerce Degree
- Any qualification in Administration or Public Administration at NQF Level

PROGRAMME OVERVIEW

Studying a certificate in end user computing is essential for anyone looking to enhance their proficiency with everyday computer applications and technology. This qualification provides practical skills in using software tools such as word processors, spreadsheets, databases, and presentation software, which are crucial in today's digital workplace. By mastering these applications, individuals can improve their productivity, efficiency, and ability to handle various tasks with ease. Additionally, this certification helps build a solid foundation in IT literacy, empowering learners to adapt to new technologies and contribute more effectively to their organisations. Ultimately, a certificate in end user computing opens up numerous opportunities for career advancement and personal growth in an increasingly tech-driven world.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 61591
- NQF Level: 3
- Credits: 131
- Duration: 12 Months
- Accreditation Body: MICT SETA

ENTRY LEVEL REQUIREMENTS

- Further education and training band up to NQF Level 2
- End User Computing at NQF Level 1

OCCUPATION FUNCTION

The skills applied from this qualification is critical for any professional.

PROGRAMME STRUCTURE

The programme is divided into nine modules covering the following:

- Effective Communication
- Mathematical Literacy
- Introduction to ICT

- Word Processing Application Skills in the Workplace
- Spreadsheet Application Skills in the Workplace
- Presentation Application Skills in the Workplace
- Web Browser Application Skills in the Workplace
- Electronic Mail Application Skills in the Workplace
- Advanced Computer Applications and Technology

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- The qualification at this level is foundational and generic, allowing maximum mobility between qualifications

PROGRAMME OVERVIEW

For new managers, studying a generic management qualification is crucial to building a strong foundation in leadership and organisational skills. This qualification equips them with essential knowledge in areas such as strategic planning, human resources, financial management, marketing management and effective communication. By understanding these core principles, new managers can navigate the complexities of their roles more effectively, make informed decisions, and lead their teams with confidence. Additionally, this qualification fosters a holistic view of business operations, enabling managers to contribute to their organisation's success and drive continuous improvement. Ultimately, a generic management qualification empowers new managers to excel in their careers and support their teams in achieving collective goals.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 59201
- NQF Level: 5
- Credits: 166
- Duration: 12 Months
- Accreditation Body: Services SETA

ENTRY LEVEL REQUIREMENTS

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4

OCCUPATION FUNCTION

This qualification is aimed at new managers within any sector.

PROGRAMME STRUCTURE

The programme is divided into six modules covering the following:

- Business Planning
- Team Effectiveness
- Leadership and Team Management
- Stakeholder Management
- Finance and Risk Management
- Organisational Culture

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- A National Diploma at NQF Level 6

PROGRAMME OVERVIEW

Studying a qualification in new venture creation is vital for aspiring entrepreneurs who aim to drive economic growth and innovation. This qualification provides the foundational knowledge and practical skills needed to successfully launch and manage new business ventures. It covers essential aspects such as business planning, financial management, marketing, and strategic decision-making. By equipping individuals with the tools to navigate the challenges of entrepreneurship, this qualification fosters a culture of innovation and resilience, empowering graduates to create sustainable businesses that contribute to job creation and economic development in South Africa.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 66249
- NQF Level: 4
- Credits: 152
- Duration: 12 Months
- Accreditation Body: Services SETA

ENTRY LEVEL REQUIREMENTS

- Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3

OCCUPATION FUNCTION

An entrepreneur plays a multifaceted role in the business world, characterised by creativity, innovation, and risk-taking.

PROGRAMME STRUCTURE

The programme is divided into five modules covering the following:

- Establish a New Venture
- Entrepreneurial Skills
- New Venture Finance
- New Venture Planning and Management
- Manage a Team

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- ID 48886: National Certificate: Business Advising, NQF Level 5
- ID 48874: National Certificate: Business Consulting Practice (Enterprise Resource Planning), NQF Level 5
- ID 59201: National Certificate: Generic Management, NQF Level 5

PROGRAMME OVERVIEW

Studying project management is a strategic investment that can yield significant benefits, both personally and professionally. It equips individuals with a structured approach to planning, executing, and closing projects, which is a highly sought-after skill in many industries. By mastering project management, one can effectively manage resources, mitigate risks, and ensure the successful completion of projects on time and within budget. This not only enhances productivity and efficiency but also opens up new career opportunities and advancements. Therefore, studying project management is an essential step towards becoming an effective leader in today's fast-paced and dynamic work environment.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 101869
- NQF Level: 5
- Credits: 240
- Duration: 24 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- Level 4 with Mathematical Literacy and Communication

OCCUPATION FUNCTION

A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application.

PROGRAMME STRUCTURE

The programme is divided into ten modules covering the following:

- Introduction to Project Management
- Project Scope Management
- Project Time Management

- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (75 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Advanced Certificate in Project Management, Level 6, SAQA Qual ID: 83546
- Advanced Certificate: Management, Level 6 SAQA Qual ID: 90665
- Diploma in Operations Management, Level 6, SAQA Qual ID: 59509

OCCUPATIONAL CERTIFICATE: FAMILY LAW PRACTITIONER

PROGRAMME OVERVIEW

Pursuing a qualification as a family law practitioner in South Africa offers students a chance to make a profound impact on individuals and families during some of their most challenging times. Family law practitioners play a vital role in navigating complex issues such as divorce, child custody, and adoption, providing essential support and guidance. With the increasing demand for skilled professionals in this field, students can look forward to a rewarding career that combines legal expertise with compassionate client care. Additionally, this specialisation offers diverse opportunities within law firms, non-profit organisations, and government agencies, ensuring a stable and fulfilling career path. By studying family law, students can contribute to the well-being of society while building a meaningful and impactful profession.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 119432
- NQF Level: 5
- Credits: 205
- Duration: 18 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 4, **or**
- 2 years of experience within the legal sector, **or**
- 2 years of experience within any related environment

OCCUPATION FUNCTION

The primary purpose of a family law practitioner in South Africa is to provide legal assistance and support in matters related to family relationships.

PROGRAMME STRUCTURE

The programme is divided into seven modules covering the following:

- General Principles of Law
- General Principles of Family Law
- Professionalism and Ethical Compliance in Family Law
- Child Related Matters in a Family Law Context
- Domestic Violence within the Context of Family Law
- Basic Theory on Dispute Resolutions
- Communication within The Family Law Context

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (56 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Diploma in Paralegal Studies, NQF Level 6

PROGRAMME OVERVIEW

Studying for a paralegal qualification in South Africa offers students a unique opportunity to enter a dynamic and rewarding field. With the country's evolving legal landscape, paralegals play a crucial role in supporting attorneys and ensuring the smooth operation of legal processes. This qualification not only opens doors to various career paths within law firms, corporate legal departments, and government agencies but also provides a solid foundation for those considering further legal studies. Additionally, the demand for skilled paralegals is on the rise, making it a promising career choice with competitive salaries and opportunities for growth. By pursuing this qualification, students can make a meaningful impact in the legal system while enjoying a fulfilling and stable career.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 117325
- NQF Level: 5
- Credits: 330
- Duration: 24 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 4, or
- 3 years of experience within the legal sector

OCCUPATION FUNCTION

A Paralegal consults, refers, advises and communicates with clients within the paralegal contexts and performs administrative services to communities within the legal framework.

PROGRAMME STRUCTURE

The programme is divided into ten modules covering the following:

- Fundamentals of Law
- Basic Theory on Wills and Estates

- Introduction to Labour Law
- Basic Theory on Dispute Resolutions
- Legal Writing
- Basic Criminal Law and Procedure
- Basic Civil Law and Procedure
- Fundamentals of Customer Law, Common Law and Family Law
- Law of Evidence
- Introduction to Property Law and Conveyancing

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (106 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Diploma in Paralegal Studies, NQF Level 6
- Access to LLB

PROGRAMME OVERVIEW

Studying a disability assistant qualification is crucial for fostering an inclusive society where individuals with disabilities can thrive. This qualification equips professionals with the necessary skills and knowledge to provide effective support and care, ensuring that people with disabilities have equal opportunities to participate in all aspects of life. By understanding the unique challenges faced by individuals with disabilities, graduates can advocate for their rights, promote accessibility, and contribute to a more equitable and compassionate community. Moreover, this qualification addresses the growing demand for skilled disability assistants in various sectors, including healthcare, education, and social services, ultimately enhancing the quality of life for many South Africans.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 104908
- NQF Level: 3
- Credits: 102
- Duration: 9 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 2 qualification

OCCUPATION FUNCTION

To facilitate the safe and dignified use of service and environments by persons with disabilities.

PROGRAMME STRUCTURE

The programme is divided into three modules covering the following:

- Fundamentals of Access to Services for Persons with Disabilities
- Personal Development and Care
- Service Excellence

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (40 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Further Education and Training Certificate: Institutionally-based Care, NQF Level 4
- Further Education and Training Certificate: Community Health Work, NQF Level 4

OCCUPATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT PRACTITIONER

PROGRAMME OVERVIEW

Studying an early childhood practitioner qualification in South Africa is crucial for fostering the development of young children during their most formative years. This qualification equips practitioners with the skills and knowledge needed to create nurturing, stimulating, and safe learning environments.

Given the diverse cultural and socio-economic landscape of South Africa, trained early childhood practitioners play a vital role in addressing educational inequalities and promoting inclusive education. By investing in this qualification, practitioners can significantly impact children's cognitive, emotional, and social development, laying a strong foundation for their future success.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 97542
- NQF Level: 4
- Credits: 131
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- National Certificate Vocational (NCV) at NQF Level 3, or
- Any other NQF Level 3 qualification

OCCUPATION FUNCTION

An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates and mediates learning, observes and assesses the progress of children, and reflects on learning in an inclusive, play-based environment to support holistic development of children (from conception - school going) in different centre-based or non-centre-based settings.

PROGRAMME STRUCTURE

The programme is divided into five modules covering the following:

- Introduction to Early Childhood Development
- Plan and Prepare Inclusive Activities
- Facilitate Early Childhood Development
- Observe and Assess Progress
- ECD Centre Management

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (56 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Higher Certificate in Early Childhood Development, NQF Level 5

OCCUPATIONAL CERTIFICATE: HOME BASED CARE ASSISTANT

PROGRAMME OVERVIEW

With an aging population and a high prevalence of chronic illnesses, there is an increasing demand for home-based care to support frail and elderly individuals. This programme equips caregivers with essential skills to provide holistic care, including physical, emotional, and social support, directly in patients' homes. By reducing the burden on overcrowded hospitals and healthcare facilities, home-based care allows for more efficient use of medical resources and ensures that patients receive personalised, dignified care in a familiar environment. Additionally, trained home-based care assistants can help manage daily activities, medication, and health monitoring, significantly improving the quality of life for patients and their families. Investing in this training not only enhances the caregivers' professional development but also strengthens the overall healthcare system, making it more resilient and responsive to the needs of the community. Therefore, the importance of studying this programme cannot be overstated, as it plays a vital role in promoting health and well-being across South Africa.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 104779
- NQF Level: 2
- Credits: 70
- Duration: 6 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- A qualification at Abet Level 4 or Grade 9 Schooling

OCCUPATION FUNCTION

A Home-Based Carer will be able to provide supervised care and support to patients and household members in the home, in order to promote, restore and maintain a person's comfort, function, spiritual wellbeing and physical health including care towards a dignified death. The work of a Home-Based Carer focusses on therapeutic work (to make better), rehabilitative work (to restore to health), long-term maintenance (to care for over a long time) and palliative care (for those with

life-limiting conditions). All these tasks require time and commitment and imply a longer-term relationship with clients/patients.

PROGRAMME STRUCTURE

The programme is divided into two modules covering the following:

- Fundamentals of Home Based Care
- Implement a Home Based Care Plan

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (37 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Occupational Certificate: Health Promotions Officer (Community Health Worker), Level 3
- Occupational Certificate: Home Based Personal Care Assistant, Level 3

PROGRAMME OVERVIEW

Pursuing a qualification in retail store management is essential for those looking to excel in the dynamic and competitive retail industry. This qualification provides individuals with the skills and knowledge needed to effectively manage retail operations, from inventory control and customer service to sales strategies and staff management. By understanding the intricacies of retail management, graduates can enhance store performance, drive sales growth, and improve customer satisfaction. Additionally, this qualification addresses the growing demand for skilled retail managers who can adapt to market trends and consumer behaviours, ultimately contributing to the economic development and job creation within the country.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 103150
- NQF Level: 5
- Credits: 106
- Duration: 9 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- National Senior Certificate (NSC), **or**
- National Vocational (Certificate) (NC (V)) at Level 4

OCCUPATION FUNCTION

A Retail Chain Store Manager manages the functions of a branch of a retail chain organisation.

PROGRAMME STRUCTURE

The programme is divided into seven modules covering the following:

- Communication in Retail
- Retail Operations Management
- Human Resource Management

- Customer Management
- Stock Control
- Retail Marketing
- Financial Management

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (74 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Occupational Certificate: Facilities Manager; Level 6

OCCUPATIONAL CERTIFICATE: RETAIL MANAGER GENERAL

PROGRAMME OVERVIEW

Studying a retail manager qualification in South Africa offers a unique opportunity to thrive in a dynamic and rapidly growing retail sector. With the country's diverse consumer base and evolving market trends, acquiring specialised skills in retail management can significantly enhance your career prospects. This programme equips you with essential knowledge in areas such as customer service, inventory management, and sales strategies, preparing you to excel in various retail environments.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 91789
- NQF Level: 6
- Credits: 507
- Duration: 18 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- A NQF Level 4 qualification

OCCUPATION FUNCTION

A Retail Manager General (Retail Store Manager) determines strategies and policies and reports directly to the owner or owners. A chain store manager implements and manages strategies and policies which are determined by a head office and reports to a regional manager.

PROGRAMME STRUCTURE

The programme is divided into nine modules covering the following:

- Retailing
- Customer Service in Retail
- Asset and Risk Management in Retail
- Retail Marketing
- Retail Management
- Human Resource Management in Retail
- Retail Financial Management
- Communication in Retail
- Logistics and the Supply Chain in Retail

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules
(268 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

OCCUPATIONAL CERTIFICATE: SOCIAL COUNSELLING WORKER

PROGRAMME OVERVIEW

With high rates of depression, anxiety, and trauma, there is a critical need for trained professionals who can provide effective mental health support and interventions. Social counselling workers are pivotal in addressing these issues at the community level, offering support for substance abuse, domestic violence, and poverty, which are prevalent in many South African communities. Moreover, the programme equips individuals with the necessary skills and cultural competence to understand and address the unique social dynamics of the country. This not only enhances the quality of care provided but also ensures that interventions are culturally relevant and empathetic. Additionally, the growing demand for qualified social counselling workers opens up numerous career opportunities in various sectors, including schools, hospitals, NGOs, and private practice. Therefore, investing in this programme is not only beneficial for individual career growth but also crucial for building healthier, more resilient communities in South Africa.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 111142
- NQF Level: 5
- Credits: 142
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- A NQF Level 4 qualification, or
- At least 2 years' assessed experience in counselling

OCCUPATION FUNCTION

A Social Counselling Support Worker offers supportive counselling functions to individuals, raise awareness and refer to appropriate services within various context.

PROGRAMME STRUCTURE

The programme is divided into four modules covering the following:

- Counselling Fundamentals: Scope, Screening and Assessment
- Basic Counselling Skills
- Professional and Ethical Compliance
- Referral Procedures

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (81 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Advanced Certificate: Counselling and Communication Skills, Level 6
- Diploma: Counselling and Communication, Level 6

OCCUPATIONAL CERTIFICATE: SUPPLY CHAIN PRACTITIONER

PROGRAMME OVERVIEW

Studying supply chain management is crucial due to the country's unique economic landscape and strategic position as a gateway to the African continent. South Africa's diverse economy, which includes mining, manufacturing, and agriculture, relies heavily on efficient supply chain operations to remain competitive globally. Additionally, the country's infrastructure, while advanced compared to many other African nations, faces challenges that require innovative supply chain solutions. By understanding and improving supply chain processes, professionals can help reduce costs, enhance efficiency, and drive economic growth, ultimately contributing to the nation's development and its role in regional and global markets.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 99111
- NQF Level: 5
- Credits: 145
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- The minimum entry requirement into this qualification is a NQF Level 4

OCCUPATION FUNCTION

A supply chain practitioner plays a crucial role in managing and optimising the flow of goods and services from raw materials to finished products.

PROGRAMME STRUCTURE

The programme is divided into five modules covering the following:

- Supply Chain Environments
- Supply Chain Operations
- Supply Chain Workflow
- Inventory and Logistics Operations
- Optimising Supply Chain Relationships

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (59 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Occupational Certificate: Purchasing Officer, Level 6 (ID 91788)
- Diploma in Supply Chain Technologies, Level 6 (ID: 91876)

FETC: INFORMATION TECHNOLOGY – TECHNICAL SUPPORT

PROGRAMME OVERVIEW

Studying a certificate in Information Technology - Technical Support at an entry level is a crucial step for anyone looking to start a career in the IT industry. This qualification provides foundational knowledge and practical skills in troubleshooting, maintaining, and supporting computer systems and networks. It covers essential topics such as hardware and software installation, network configuration, and customer service techniques. By gaining these competencies, individuals can effectively address technical issues, support end-users, and ensure smooth IT operations within an organisation. This certificate not only opens doors to various entry-level IT roles but also lays the groundwork for further professional development and specialisation in the ever-evolving field of information technology.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 78964
- NQF Level: 4
- Credits: 163
- Duration: 12 Months
- Accreditation body: MICT SETA

ENTRY LEVEL REQUIREMENTS

- English and Mathematics at NQF level 3.
- The ability to use a personal computer competently

OCCUPATION FUNCTION

Someone who has studied Information Technology - Technical Support at an entry level typically takes on roles that involve maintaining and troubleshooting computer systems and networks.

PROGRAMME STRUCTURE

The programme is divided into six modules covering the following:

- Effective Communication and Problem Solving Skills
- Computer Systems and the use of Computer Technology in Business
- Computer Technology Principles
- Effective Team Work
- Materials and Equipment for Technology Purposes
- Hardware and Infrastructure Support for Office Products

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- This qualification will allow the qualified learner to progress to further qualifications either in Systems Support or other IT domains, or in other related industries where IT is a key component

OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER

PROGRAMME OVERVIEW

Pursuing a qualification in training and development is vital for driving economic growth and enhancing workforce capabilities. This qualification empowers individuals to design and implement effective training programmes that address the specific needs of various industries, thereby improving employee performance and productivity. By fostering a culture of continuous learning and professional development, graduates can help bridge skills gaps, promote innovation, and support the country's broader goals of social and economic transformation. Additionally, skilled training and development professionals play a crucial role in ensuring that organisations remain competitive in a rapidly evolving global market, ultimately contributing to a more prosperous and resilient South African economy.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 101321
- NQF Level: 5
- Credits: 190
- Duration: 18 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- Level 4 with Communication

OCCUPATION FUNCTION

A Learning and Development Practitioner plans, writes learning objectives, selects and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context.

PROGRAMME STRUCTURE

The programme is divided into six modules covering the following:

- Learning and Development Facilitator
- Assessment Practitioner

- Skills Development Facilitation Practitioner
- Work Based Learning and Development Practitioner
- Training and Development Coordinator
- Training and Development Planner

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (80 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Advanced Certificate in Education, Level 6, ID 20473
- National First Degree in Occupationally Directed Education, Training and Development Practices, Level 6, ID 48871
- National First Degree in ABET Practice, Level 6, ID 20485

OCCUPATIONAL CERTIFICATE: GENERAL MANAGER – PUBLIC SERVICE

PROGRAMME OVERVIEW

Studying to become a public service general manager in South Africa offers numerous advantages. This career path allows individuals to make a significant impact on public service delivery and community welfare by implementing and managing government policies and programs. There is a high demand for skilled public sector managers, providing excellent job security and career advancement opportunities. Additionally, public sector roles often come with benefits such as pensions, medical aid, and housing schemes. For those passionate about governance, social justice, and public administration, this career is both rewarding and impactful.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 118791
- NQF Level: 6
- Credits: 150
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 5

OCCUPATION FUNCTION

A public sector general manager is responsible for strategic planning, resource management, and policy implementation to achieve organisational goals and improve public service delivery. They monitor and evaluate the performance of public sector programs, ensuring they meet objectives and standards. Additionally, they engage with stakeholders, including government officials and the public, to address concerns and enhance service delivery. Their role is crucial in ensuring efficient and effective government operations.

PROGRAMME STRUCTURE

The programme is divided into four modules covering the following:

- Plan government operations
- Interpersonal management - people and resources
- Human resource management
- Manage information and systems

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (192 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Advanced Diploma in Public Administration and Management, NQF Level 7

OCCUPATIONAL CERTIFICATE: GENERAL MANAGER – PUBLIC SERVICE ADMINISTRATION

PROGRAMME OVERVIEW

Studying to become a public service administrator in South Africa offers numerous benefits and opportunities. Firstly, it allows you to play a significant role in implementing government policies and improving public services, directly impacting the community's well-being. Public service administrators often enjoy better job security compared to the private sector, along with benefits such as pensions, medical aid, and housing schemes. Additionally, this career path provides opportunities for professional growth and advancement into managerial roles, making it a rewarding choice for those interested in governance, social justice, and public ethics.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 118766
- NQF Level: 5
- Credits: 120
- Duration: 12 Months
- Accreditation body: Quality Council for Trade and Occupation (QCTO)

ENTRY LEVEL REQUIREMENTS

- NQF Level 4

OCCUPATION FUNCTION

A public sector administrator in South Africa is vital for implementing government policies and managing public resources and services. Their key functions include ensuring effective policy implementation at various levels, overseeing resource allocation for efficient service delivery, coordinating projects to meet governmental objectives, managing essential services like health and education, and upholding accountability and transparency to maintain public trust. These roles are crucial for the smooth functioning of government operations and meeting community needs.

PROGRAMME STRUCTURE

The programme is divided into four modules covering the following:

- Introduction to the South African Public Sector
- Public Sector Administration
- Public sector communication
- Public sector finance, supply chain and project management

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Workplace based learning modules (90 compulsory workplace based days)
- External Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- Diploma in Public Administration, NQF Level 6
- National N Diploma: Public Management, NQF Level 6