



<b>SKILLS PROGRAMME TITLE</b>		<b>WORKPLACE ESSENTIALS SKILLS</b>			
<b>NQF LEVEL</b>	<b>04</b>	<b>CREDITS</b>	<b>20</b>	<b>COURSE DURATION</b>	<b>25</b>
<b>SKILLS PROGRAMME ID</b>		<b>SP-211009</b>			
<b>CERTIFICATION BODY</b>		<b>QCTO</b>			

## SKILLS PROGRAMME DETAILS

<b>Title</b>	Workplace Essential Skills
<b>Sub Title</b>	Learners entering this skills programme will feed into all types of industries
<b>NQF Level</b>	4
<b>Duration</b>	25 Days
<b>Credits</b>	20
<b>Quality Assuring Body</b>	Quality Council for Trades and Occupations (QCTO)
<b>Skills Rationale</b>	<p>Workplace Essential Skills are the skills needed for work, learning and life.</p> <p>WES training is designed to support apprentices who have experienced difficulties within a company working environment.</p> <p>The purpose of this skills programme is to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace.</p> <p>No similar skills programme is not already approved and listed by the QCTO.</p> <p>Workplace Essential Skills are used in every industry and at different levels of complexity. They provide the foundation for learning other skills and enable employees adapt to modern working practices and workplace change. Workplace Essential Skills are the core skills you need to continue learning and to complete daily tasks and activities at work.</p> <p>The benefit to industry sector to address inequalities and to grow the economy, by enabling community reskilling and upliftment of an individual or society with providing employable skills</p> <p>The typical learners for the skills programme is employed and unemployed South Africans, including those employed or previously employed in low-skilled occupations.</p> <p>Workplace Essential Skills is a concept which is growing in importance in training, literacy and skills upgrading in the context of the workplace. "Essential Skills" was developed</p>

	through research and interviews conducted by Human Resources and Skills Development Canada (HRSDC) with over 5000 Canadian workers. Rather than thinking only of a course or certificate needed for a job, Workplace Essential Skills looks at the actual skills used on the job and measures the skill level required.	
<b>Related registered qualification/s</b>	All	
<b>Purpose</b>	<p>The purpose of this skills programme is to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace</p> <p>Workplace Essential Skills are used in every industry and at different levels of complexity. They provide the foundation for learning other skills and enable employees adapt to modern working practices and workplace change. Workplace Essential Skills are the core skills you need to continue learning and to complete daily tasks and activities at work.</p> <p>Workplace Essential Skills are the skills needed for work, learning and life.</p>	
<b>Content</b>	<u>Knowledge component</u> <b>TOPIC 1</b> The workplace environment and responsibilities of an employer and employee NQF Level 4, Credits 8  <b>TOPIC 2</b> Employment  <b>TOPIC 3</b> The organisation of work  <b>TOPIC 4</b>	<u>Application component</u> <b>TOPIC 1</b> The workplace environment and responsibilities of an employer and employee  <b>TOPIC 2</b> Apply for a career opportunity  <b>TOPIC 3</b> Prepare and undertake an interview  <b>TOPIC 4</b> Analyse an employment contract

	<p>Concepts related to the employee's performance of work</p> <p>TOPIC 5 Employer organisations</p> <p>TOPIC 6 External environments in which organisations operate</p> <p>TOPIC 7 Employer-Employee relationships</p> <p>TOPIC 8 Workplace health and safety</p> <p>TOPIC 9 Understand and apply work ethics, norms and values</p> <p>TOPIC 10 Ethics at work</p> <p>TOPIC 11 Communication</p> <p>TOPIC 12 Current trends influencing work</p>	<p>TOPIC 5 Analyse a workplace policy and guideline</p> <p>TOPIC 6 The workplace environment and responsibilities of an employer and employee</p> <p>TOPIC 7 Apply and accept a internship at a Workplace Experience provider.</p> <p>TOPIC 8 Demonstrate understanding of Occupational Health and Safety legislation in the workplace</p> <p>TOPIC 9 Induction at a Workplace Experience provider, covering general work place policies, procedures and standards</p> <p>TOPIC 10 Observe and undertake general task/s within Workplace Experience provider workplace WM-01-WE05 Rate Workplace Experience Provider</p> <p>TOPIC 11 Understand and apply work ethics, norms and values</p>
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<b>Minimum entry requirements</b>	<b>LEVEL 1</b>	
<b>Exit Level Outcomes</b>	<p>EXIT LEVEL OUTCOME 1 Identify responsibilities in the workplace environment of an employer and employee</p> <p>EXIT LEVEL OUTCOME 2 Understand and apply work ethics, norms and values</p> <p>EXIT LEVEL OUTCOME 3 Identify safety and legal provisions relating to the work and responsibilities of an employer and employee</p> <p>EXIT LEVEL OUTCOME 4 Perform tasks in a number of critical workplace competencies.</p>	
<b>Assessment</b>	<p><b>Continuous Assessment</b></p> <p><b>Practical Test</b></p> <ul style="list-style-type: none"> <li>• Identify responsibilities in the workplace environment of an employer and employee</li> <li>• Understand and apply work ethics, norms and values</li> <li>• Identify safety and legal provisions relating to the work and responsibilities of an employer and employee</li> </ul> <p><b>Written Test</b></p> <ul style="list-style-type: none"> <li>• Define and describe responsibilities in the workplace environment of an employer and employee</li> <li>• Discuss work ethics, norms and values</li> </ul>	

	<ul style="list-style-type: none"> <li>• Define and describe safety and legal provisions relating to the work and responsibilities of an employer and employee</li> </ul> <p><b>Supervised Assessment</b></p> <p><b>Workplace</b></p> <ul style="list-style-type: none"> <li>• Perform tasks in a number of critical workplace competencies.</li> <li>• Work as a team member in projects in the workplace</li> </ul>
<p><b>Recognition of Prior Learning (RPL)</b></p>	<ul style="list-style-type: none"> <li>• Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme.</li> <li>• Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme.</li> <li>• Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners</li> </ul>
<p><b>Work Opportunities and further learning</b></p>	<p>Learner completing this Skills Program can be employed in the various industry Sectors as well as access further learning</p>
<p><b>Skills Development Provider Accreditation Requirements</b></p>	<p><b>Human Resource Requirements:</b></p> <ul style="list-style-type: none"> <li>• Trainer to learner ratio of 1:30.</li> <li>• Workshop assistant to learner ratio 1 to 15.</li> <li>• Trainer/Facilitator with relevant Human Resources Management or Post Graduate Diploma in Labour Law qualification.</li> </ul> <p><b>Physical Requirements:</b></p>

	<p>Access to all relevant equipment and materials for the skills programme</p> <p>Training manuals and other relevant documentation, manufacturer's manuals and specifications.</p> <p>A quality management system</p> <p>Adequate area to accommodate the number of learners, as prescribed by the OHS Act, that is well lit and well ventilated.</p> <p><b>Legal Requirements:</b></p> <p>Compliance with relevant occupational health, safety and environmental regulations</p> <p><b>Safety Requirements:</b></p> <p>Compliance with the OHS Act</p>
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