



FACULTY OF COMMERCE

Occupational Skills Programme:
Workplace Essential Skills

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.

Workplace Essential Skills are the skills needed for work, learning and life. 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.

Course code:

SP-211009

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- QCTO ID: SP-211009
- NQF Level 4
- 20 Credits

Duration:

3-4 months

Entry requirements:

- Any NQF Level 4 qualification.

Topics covered:

- The workplace environment and responsibilities of an employer and employee
- Employment
- The organisation of work
- Concepts related to the employee's performance of work
- Employer organisations
- External environments in which organisations operate
- Employer-Employee relationships
- Workplace health and safety
- Understand and apply work ethics, norms and values
- Ethics at work
- Communication
- Current trends influencing work

Assessments:

Students are required to complete the following:

- 1 Formative assessment per Knowledge Module
- 1 Internal summative assessment per Knowledge Module
- 1 Practical assessment per Practical Skill Module
- 1 Final Integrated Summative Assessment

Type of certificate awarded:

Upon successful completion of this course, students will be awarded an **Occupational Skills Programme: Workplace Essential Skills certificate from the QCTO.**

CONTACT DETAILS

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