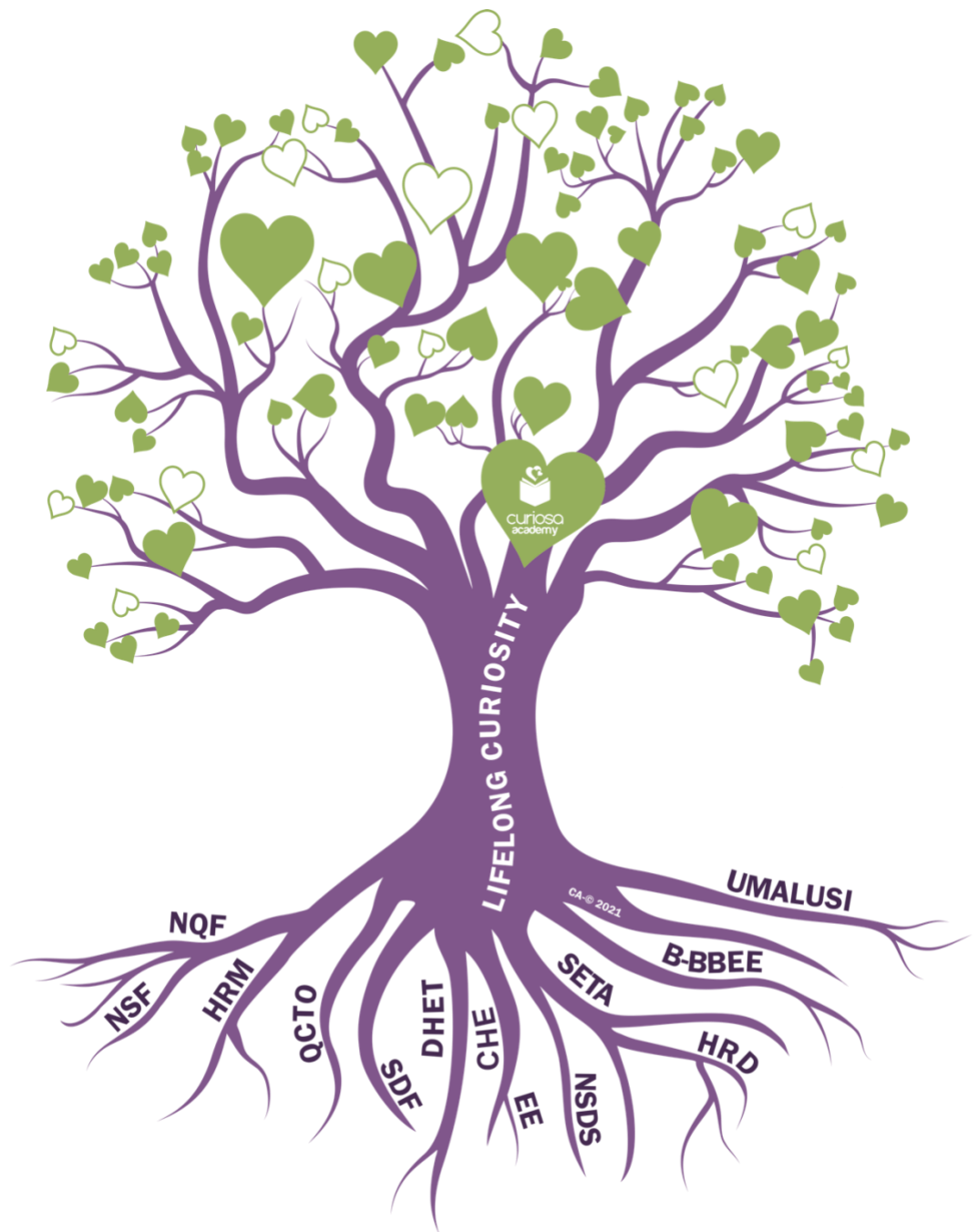


Prospectus

Curiosa Academy (PTY) Ltd



“Welcome, ngiyakwemukela, dumelang, welkom, willkommen, fàilte, bem vinda, la bienvenida, tere tulemast

Graduate Attributes

- ♥ Function in a complex world by exerting discipline and ethically sound judgements when making decisions.
- ♥ Manage own professional development and learning processes in a manner that ensures original output with a keen appreciation for substance over form.
- ♥ Exercise your right to lifelong learning and foster a love of learning and a quest for knowledge in your own circle and your own community.
- ♥ Manage risks in your profession through a thorough understanding of the foundational theories and standards that apply to your chosen discipline and your sector.
- ♥ Exhibit enthusiasm for knowledge transfer in order to contribute to the learning of others.
- ♥ Understand the importance of digital and information literacy and use this knowledge to act as a catalyst for ethical use of information in your field of practice.
- ♥ Use the depth and breadth of knowledge you acquired in your studies to recognise the value of quality in everything you do.

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Introduction

Curiosa Academy Pty Ltd is a privately owned Skills Development Provider (SDP) operating in the Occupational Qualifications Sub-Framework (OQSF), under the National Qualifications Framework (NQF).

This Prospectus contains information about Occupational Qualifications, Occupational Part-Qualifications, Occupational Skills Programmes and Short Courses for which Curiosa is accredited with the Quality Council for Trades and Occupations (QCTO).

Accreditation

Curiosa Academy is accredited with the QCTO as a Skills Development Provider and an Assessment Centre.

Quality Council for Trades & Occupations (QCTO) Occupational Certificates:

QCTO/SDP220922070304 + QCTO/SDP060223072451 + QCTO/SDP271123061751
 QCTO/SDP140423122010 + QCTO/SDP291023060212 + QCTO/SDP150124023706

Quality Council for Trades & Occupations (QCTO) Occupational Skills Programmes:

QCTO/SDP050922110509 + QCTO/SDP160823235338
 QCTO/SDP070523122834 + QCTO/SDP220823063620

Quality Council for Trades & Occupations (QCTO) Assessment Centre:

QCTO/AC-TTC130123100221 + QCTO/AC-TTC310823153733
 QCTO/AC-TTC070424113833 + QCTO/AC-TTC070424113951

Registration

Department of Employment & Labour (DEL):

Private Employment Agency (PEA) Certificate Number PEA3009579/3

B-BBEE

Exempt – level 4

Contact Details

Office Address	Website	Postal Address
2 Bruton Road, Block C Nicol Main Office Park Bryanston, Johannesburg 2191, South Africa	www.curiosa.ac	Postnet Suite # 236 Private Bag 9976 Sandton, Johannesburg 2146, South Africa
registration@curiosa.ac – hello@curiosa.ac – recruitment@curiosa.ac		

Learning Programme Information

School of Business

Occupational Certificate: Recruitment Manager SAQA ID 118251	Level 5 186 credits	15-months	Virtual or InPerson	
Occupational Certificate: Marketing Coordinator SAQA ID 118706	Level 5 175 credits	15-months	Virtual or InPerson	
Occupational Certificate: Office Supervisor SAQA ID 118740	Level 5 240 credits	18-months	Virtual or InPerson	
Occupational Diploma: Quality Manager SAQA ID 118768	Level 6 270 credits	24-months	Virtual or InPerson	
Occupational Certificate: Part-Qualification Quality Assurer SAQA ID 118769	Level 5 106 credits	9-months	Virtual or InPerson	
Short Courses: Consumer Protection Act POPI / PAIA	Employment Equity B-BBEE	No credits	2-days	Virtual or InPerson
Occupational Skills Programmes: New Venture Creation	ID – SP-210401	Level 5 30 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Workplace Essential Skills	ID - SP-251009	Level 5 34 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Workplace Preparation	ID - SP-201201	Level 5 34 credits	30-days	Virtual or InPerson

School of Governance

Occupational Certificate: Compliance Officer SAQA ID 91671	Level 6 240 credits	18-months	Virtual or InPerson
Occupational Certificate: Governance Practitioner SAQA ID 104991	Level 7 376 credits	36-months	Virtual or InPerson
Occupational Certificate: Part-Qualification Governance Professional SAQA ID 118115	Level 8 156 credits	15-months	Virtual or InPerson
Occupational Certificate: Company Secretary SAQA ID 104989	Level 8 544 credits	48-months	Virtual or InPerson
Occupational Certificate: General Manager Public Service SAQA ID 118791	Level 6 150 credits	12-months	Virtual or InPerson
Occupational Certificate: Part-Qualification Legislation Administrative Assistant SAQA ID 120743	Level 5 36 credits	2-months	Virtual or InPerson
Short Course: Skills Development Law	No credits	2-days	Virtual or InPerson

School of Social Responsibility

Short Courses: Human Rights is your business Ethics is your business The Environment is your business GBV is your business	No credits	1-day	Virtual or InPerson
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School of Training

Occupational Certificate: Occupational Trainer SAQA ID 97154	Level 4 124 credits	9-months	Virtual or InPerson
Occupational Certificate: Training and Development Practitioner SAQA ID 101321	Level 5 190 credits	15-months	Virtual or InPerson
Occupational Certificate: Learning and Development Advisor SAQA ID 118774	Level 7 195 credits	15-months	Virtual or InPerson
Short Courses: Exam Amanuensis Invigilator	No credits	1/2-day	Virtual or InPerson
Occupational Skills Programmes: Work-based Learning & Development Practitioner (Train-the-Trainer) ID – SP-220322	Level 5 30 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Occupational Qualifications and Skills Programme Development Facilitator (QDF) ID - SP-251005	Level 5 34 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Assessment Practitioner ID - SP-220320	Level 5 34 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Learning & Development Facilitator ID - SP-220319	Level 5 36 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Learning Support Facilitator ID - SP-211007	Level 5 20 credits	30-days	Virtual or InPerson
Occupational Skills Programme: Skills Development Facilitation Practitioner ID - SP-220321	Level 5 40 credits	51-days	Virtual or InPerson

InPerson = Facilitated at your preferred venue by a Facilitator
Virtual Learning = Learning delivery via a virtual platform

Recognition of Prior Learning

- RPL is available for Occupational Certificates, Occupational Part-Qualifications & Occupational Skills Programmes - requires compilation of Portfolio of Evidence.
 - This type of assessment is available for entry to the qualification *and*
 - Access to the External Integrated Summative Assessment (EISA).

Learner Support

- Support available between 07:00 and 19:00 Monday to Saturday – not on Sundays and Public Holidays.

Our Facilitators, Assessors & Moderators

- All our Facilitator, Assessors and Moderators are registered at Professional Bodies that represent their areas of professional expertise. The Facilitator is also the Assessor.
- All learning programmes are facilitated / assessed and moderated by Practitioners with more than 15-years experience under the NQF.

Intake Dates

- Occupational Qualifications: first and second Tuesday in every month – January to November.
- Occupational Part-Qualifications: first and second Tuesday in every month – January to November.
- Occupational Skills Programmes: second and third Tuesday of every month – January to December.
- Short Courses: second Tuesday of every month – January to December.

Certificates

- Occupational Certificates
 - A Statement of Results is emailed to learners at the end of Knowledge / Practical / Workplace Experience modules – valid for 2-years.
 - The QCTO issues a Certificate of Competence to a learner once the External Integrated Summative Assessment (EISA) has been completed.
- Occupational Skills Programmes
 - The QCTO issues a Certificate of Competence at the end of a Skills Programme after the Final Integrated Supervised Assessment (FISA) has been completed..
- Short Courses
 - Certificate of Achievement is emailed to learners at the end of a Short Course.

Admission Requirements

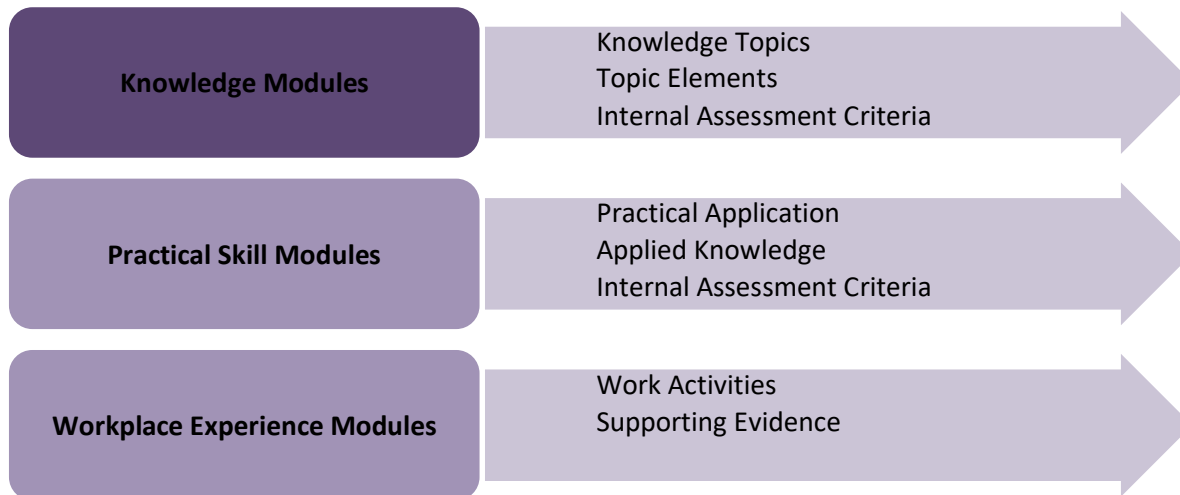
- All learners must satisfy the entry requirements as stipulated in each qualification.

Learner Registration

- All learners will be registered with the Quality Council for Trades and Occupations (QCTO), the statutory body responsible for ensuring that learners are registered on the National Learner Records Database (NLRD).

Programme Composition

- All qualifications and part-qualifications contain Knowledge Modules (KMs), Practical Skill Modules (PMs) and Workplace Experience Modules (WEMs).
- All Modules are compulsory.
- All programmes comprise study units – KMs, PMs and WEMs are aligned in the study units subject according to subject matter.



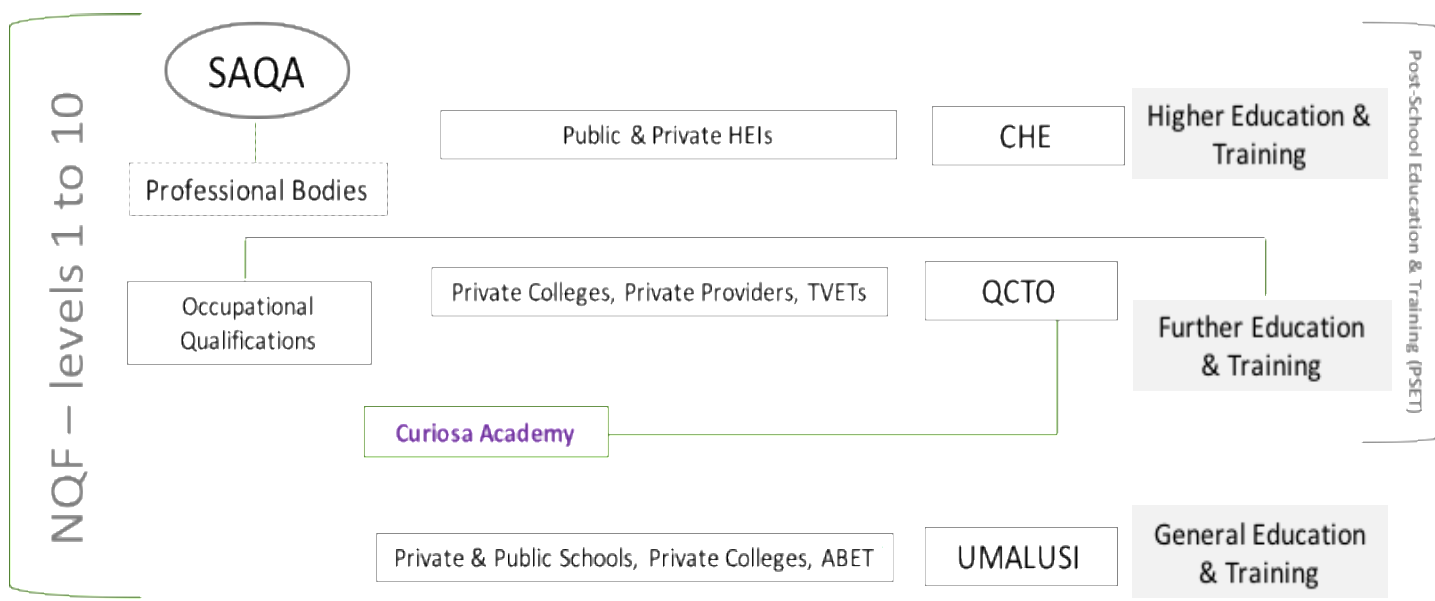
Assessment

- Accredited Learning Programmes
 - The formative assessments and internal summative assessments associated with the knowledge, practical and work experience components of occupational qualifications are assessed by Curiosa Academy.
 - We provide a Statement of Results (SoR) to prove a learner's readiness to participate in the External Integrated Summative Assessment (EISA).
 - The EISA can be written at any Assessment Centre that is accredited for the qualification undertaken by the learner OR at Curiosa's Assessment Centre.
 - The EISA is a national exam – a half or full day in duration depending on the subject matter.

Learner Resources

- Each learner receives a full set of learning materials in digital format.
- Learners have access to the Curiosa Library in which resources for learning programmes are stored.

Curiosa Academy in the NQF



B-BBEE Points for Employers

Under the B-BBEE Codes of Good Practice code series 300 our learning programmes can add points to the employer’s scorecard. ***** Conditions apply *****

Curiosa Learning Programmes	B-BBEE Learning Programme Matrix	B-BBEE Skills Development Element in the Codes of Good Practice
Occupational Certificates	Category B / D	<ul style="list-style-type: none"> Number of black people participating in Learnerships, Apprenticeships and Internships as a percentage of total employees. Number of black unemployed people participating in Learnerships, Apprenticeships and Internships as a percentage of number of employees.
Occupational Skills Programmes	Category E	<ul style="list-style-type: none"> Skills Development expenditure on Learning Programmes specified in the Learning Programme Matrix for black people as a percentage of Leivable Amount. Skills Development expenditure on Learning Programmes specified in the Learning Programme Matrix for black employees with disabilities as a percentage of leivable amount.
Short Courses	Category F / G	<ul style="list-style-type: none"> Skills Development expenditure on Learning Programmes specified in the Learning Programme Matrix for black people as a percentage of Leivable Amount. Skills Development expenditure on Learning Programmes specified in the Learning Programme Matrix for black employees with disabilities as a percentage of leivable amount.

Occupational Qualifications

“An Occupational qualification is a qualification associated with a trade, occupation or profession resulting from work based learning”

Source: The QCTO

“Occupational Qualifications help us to make sense of the world of work – undertaking a course of study on an occupational qualification or part-qualification is a wonderful way to augment your workplace capabilities – whether you are a university graduate or not”

Source: Heidi D Edwards



Occupational Trainer

Qualification Title: Occupational Certificate: Occupational Trainer

Originator: merSETA

NQF Level: 04

SAQA ID: 97154

Credits: 124

Assessment Quality Partner: SABPP

Purpose: Prepares a learner to plan, prepare for, coordinate, implement and evaluate learning programmes to achieve occupational trainee competence.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

Entry Requirements:

NQF Level 4, with technical or occupational expertise.

Exit Level Outcomes:

- Establish the profile, special needs and barriers to learning of learners within the specified requirements of the training programme.
- Prepare, adapt and align learning materials and resources for a training intervention in the workplace.
- Deliver training, evaluate and report on a learning intervention in the workplace.
- Gather evidence and make assessment decisions using given assessment tools.

International Comparability: Germany

Knowledge Modules: (48-credits)

- Introduction to Occupational Training, 4 Credits.
- Learning theories, concepts and principles, 12 Credits.
- Training needs concepts, 4 Credits.
- Training methods, techniques and resources, 10 Credits.
- Training delivery, 10 Credits.
- Evaluation of competence, 8 Credits.

TextBook:

Practising Learning and Development in South African Organisations, Coetzee, M
ISBN 9781485132608, JUTA, 2022

Practical Skill Modules: (36-credits)

- Align learning intervention to the needs of participating learners, 8 Credits.
- Evaluate available learning resources and aids, and adapt for specified training scenarios, 8 Credits.
- Plan, conduct, evaluate and report on learning interventions, 12 Credits.
- Use given assessment instruments to conduct and record competence evaluations, 8 Credits.

Work Experience Modules: (40-credits)

- Learner training needs establishment processes, 8 Credits.
- Pre-programme delivery planning and scheduling processes, 8 Credits.
- Workplace learning intervention delivery, evaluation and reporting processes, 12 Credits.
- Learner competence evaluation and workplace evaluation administration processes, 12 Credits.

Training & Development Practitioner

Qualification Title: Occupational Certificate: Training & Development Practitioner

Level: 05

SAQA ID: 101321

Credits: 190

Modules: All are compulsory

Originator: ETDP SETA

Purpose: The purpose of this qualification is to prepare a learner to operate as a Learning and Development Practitioner. 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.

Learning assumed to be in place and Recognition of Prior Learning (RPL): RPL for access to the external integrated summative assessment:

- Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning, and confirm prior learning by issuing a statement of result or certifying a work experience record.

Entry Requirements: NQF Level 4 with Communication.

Exit Level Outcomes:

- Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
- Schedule, coordinate implement, evaluate an occupationally relevant learning and development intervention.
- Coordinate and manage learning and development within an occupational context.
- Facilitate learning in an occupational context utilising adult learning principles and techniques.
- Plan, implement and evaluate work based learning interventions in an occupational context.
- Plan and conduct assessments in a variety of occupational contexts.

Knowledge Modules: (50-credits)

- The statutory learning and development environment, 8 Credits.
- Learning and development management functions, 8 Credits.
- Organisational learning and development needs analysis, 8 Credits.
- Facilitation of learning in an occupational context, 8 Credits.
- Assessment principles and practices, 4 Credits.
- Workplace learning and development planning, evaluation and reporting, 8 Credits.
- Work based learning, 6 Credits.

TextBook:

Practising Learning and Development in South African Organisations, Coetzee, M ISBN 9781485132608, JUTA, 2022

Practical Skill Modules: (76-credits)

- Manage and coordinate logistics, facilities and financial resources, 8 Credits.
- Plan, conduct and report on a learning and development needs analysis, 16 Credits.
- Plan the delivery of an occupational learning intervention, 16 Credits.
- Facilitate different methodologies, training styles and techniques within an occupational learning context, 12 Credits.
- Facilitate experiential work based learning, 8 Credits.
- Plan and conduct the assessment of learner competencies, 8 Credits.
- Evaluate the impact of learning within an occupational context, 8 Credits.

Work Experience Modules: (64-credits)

- Conduct learning and development management practices, 12 Credits.
- Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, 8 Credits.
- Conduct learning and development planning and implementation processes, 12 Credits.
- Facilitate an occupational learning session, 8 Credits.
- Facilitate a work based learning and development process, 8 Credits.
- Conduct assessments of learner competence, 8 Credits.
- Conduct an evaluation of the impact of learning within an occupational context, 8 Credits

Learning & Development Advisor

Qualification Title: Occupational Certificate: Learning and Development Advisor

Level: 07

SAQA ID: 118774

Credits: 195

Originator: ETDP SETA

Purpose: The purpose of this qualification is to prepare a learner to function as a Learning and Development Advisor. A Learning and Development Advisor researches, plans, designs, develops, implements, monitors, evaluates, verifies and manages the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organisational strategic objectives.

Learning assumed to be in place and Recognition of Prior Learning (RPL): RPL for access to the external integrated summative assessment:

- Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

Entry Requirements: National Certificate: Occupationally Directed Education, Training and Development Practices, NQF Level 6

Exit Level Outcomes:

- Analyse, interpret, and apply the skills development legislation, strategy and policies to ensure organisational learning and development compliance.
- Evaluate the effectiveness of leadership and management of learning and development practices.
- Investigate and validate learning and development processes, provider and stakeholder engagement.
- Contribute to the organisation's branding, imaging and promotional materials for L & D marketing.

Knowledge Modules: (39-credits)

- Learning and Development in a Knowledge Economy, Level 7, 5 Credits.
- Impact of Organisational Development and Change on Learning and Development, Level 7, 6 Credits.
- Leading and Managing Skills Development Function, Level 8, 10 Credits.
- Managing Learning and Development Suppliers, Level 7, 10 Credits.
- Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management, Level 6, 8 Credits.

Practical Skill Modules: (84-credits)

- Promote Best Practices in Learning and Development Interventions, Level 8, 24 Credits.
- Evaluate and Report on the Efficiency and Effectiveness of Learning and Development Interventions in an Organisation, Level 7, 25 Credits.
- Perform Quality Assurance on Learning Provision, Assessment and Moderation Practices, Level 7, 15 Credits.
- Consult, Validate, And Recommend the Appointment of Skills Development Providers For Learning And Development Provisioning And Of Accreditation, Level 7, 10 Credits.
- Promote Career and Succession Planning, Talent Development and Management in an Organisation, Level 6, 10 Credits.

Work Experience Modules: (72-credits)

- Learning and Development Improvement Processes, Level 8, 15 Credits.
- Learning and Development Effectiveness and Efficiency Monitoring Processes, Level 7, 16 Credits.
- Validation of Learning and Development Practices and Processes, Level 7, 8 Credits.
- Skills Development Providers' Accreditation and Appointment Processes, Level 7, 25 Credits.
- RPL Processes and Practices, Level 7, 8 Credits.

Compliance Officer

Qualification Title: Occupational Certificate: Compliance Officer

Level: 06

SAQA ID: 91671

Originator: Compliance Institute of South Africa

Curriculum Code: 242207

Credits: 240

Purpose: This qualification aims to prepare a learner to provide compliance services to assist management to discharge their responsibilities to comply with applicable regulatory requirements.

Entry Requirements to the Occupational Certificate:

A recognised NQF Level 4 qualification granting access to tertiary studies at NQF Level 6.

Entry Requirements to the External Integrated Summative Assessment (EISA):

If the learner is assessed as Competent after completing the Knowledge Modules, the Practical Modules and the Workplace Modules - the Provider must issue a Statement of Results and a Readiness Report to allow the Learner to apply for the EISA.

Exit Level Outcomes:

1. Design and implement compliance risk management frameworks.
2. Define, maintain and advise on the regulatory universe.
3. Develop, facilitate compilation of and review compliance risk management plans.
4. Conduct compliance monitoring.
5. Compile and submit compliance reports.
6. Interact with industry regulators, supervisors and stakeholders.

International Comparability:

United Kingdom and United States of America

Knowledge Standards: (39 credits)

- KM-01: Enterprise Risk Management NQF Level 6 (6 Credits)
- KM-02: Compliance Principles NQF Level 6 (12 Credits)
- KM-03: Compliance Practice NQF Level 6 (30 Credits)
- KM-04: Change management NQF Level 6 (6 Credits)
- KM-05: Project Management NQF Level 6 (3 Credits)
- KM-06: Generic Management Principles NQF Level 6 (3 Credits)

TextBook:
The A-Z of GRC, Gibson, G
ISBN 9781485118411
JUTA, 2022 Reprint

Practical Skill Standards: (60 credits)

- Design and Implement Compliance Risk Management Frameworks, 9 Credits.
- Define, Maintain and Advise on the Regulatory Universe, 12 Credits.
- Develop, Facilitate Compilation of and Review Compliance Risk Management Plans, 12 Credits.
- Conduct Compliance Monitoring. 12 Credits.
- Compile and submit internal and external compliance reports, 12 Credits.
- Interact with Industry Regulators, Supervisors and Stakeholders, 3 Credits.

Work Experience Standards: (120 credits)

- Compliance Risk Management Design and Implementation Processes, 18 Credits.
- Regulatory Universe Definition and Maintenance Processes. 24 Credits.
- Compliance Risk Management Plan Development Processes, 24 Credits.
- Compliance monitoring Processes, 24 Credits.
- Compliance Reporting Processes, 24 Credits.
- Industry Regulator, Supervisor and Stakeholder Interactions, 6 Credits.

Recruitment Manager

Occupational Certificate: Recruitment Manager **DQP:** Services SETA **SAQA ID:** 118251 **Level:** 05

Field 03: Business, Commerce & Management Studies **SubField:** HR **Credits:** 186 **Curriculum:** 121907

Purpose: The purpose of this qualification is to prepare a learner to operate as the Recruitment Manager. The Recruitment Manager manages people and resources to ensure compliance and operational delivery of recruitment services.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record. Learners who have been certified competent in some or similar modules through a statement of results from an accredited provider may be granted access to the EISA and credited for those modules after verification through Integrated Formative Assessment.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements. Learners who are competent in some modules after an integrated RPL assessment shall be awarded credits towards relevant modules by issuing a statement of results and granted access to the qualification for learning.

Entry Requirements: The minimum entry requirement for this qualification is - NQF Level 4 qualification.

Duration: 18-Months (36 Classroom Days) – includes formative assessment & workplace experience

Exit Level Outcomes:

1. Manage and control operational planning and the achievement of operational targets.
2. Lead, manage and develop staff to ensure smooth business operations.
3. Manage the implementation of compliance with legal procedures and industry standards.
4. Establish and manage budgets, control expenditure and ensure the efficient use of resources.
5. Oversee the maintenance of an effective and efficient recruitment service.

International Comparability: United Kingdom, Australia, United States.

Qualification Rules

This qualification is made up of the following compulsory modules.

Knowledge Modules: (48-credits)

- KM-01, Introductory Studies for Private Employment Agency Managers, Level 4, 4 Credits.
- KM-02, Communication, Level 4, 4 Credits.
- KM-03, Operational Management, Level 5, 4 Credits.
- KM-04, Private Employment Agency Systems and Processes, Level 5, 8 Credits
- KM-05, Human Resource Management, Level 5, 4 Credits.
- KM-06, Industrial Relations Management, Level 5, 4 Credits.
- KM-07, Compliance to Industry Standards and Risk management, Level 6, 6 Credits.
- KM-08, Client Relationship Management, Level 6, 8 Credits.
- KM-09, Financial Management Concepts, Level 5, 6 Credits.

Practical Skill Modules: (84-credits)

- PM-01, Maintain Productive and Effective Work Teams, Level 4, 4 Credits.
- PM-02, Develop, Review and Report on Operational Plans and Targets, Level 5, 8 Credits.
- PM-03, Manage Service Level Agreements, Level 5, 4 Credits.
- PM-04, Manage, Implement and Review a Client Relationship Management Strategy, Level 5, 6 Credits.
- PM-05, Supervise Internal Personnel, Level 4, 6 Credits.
- PM-06, Manage Workforce Discipline and Relationships, Level 5, 6 Credits.
- PM-07, Manage Personnel Performance and Capacity, Level 4, 6 Credits.
- PM-08, Administer Human Resources Processes, Level 4, 6 Credits.
- PM-09, Monitor Compliance with the Recruitment Process, Level 6, 10 Credits.
- PM-10, Attend to Financial Control Practices, Level 6, 12 Credits.
- PM-11, Set and Monitor the Achievement of Operational Recruitment Targets, Level 6, 8 Credits.
- PM-12, Establish, Grow and Maintain Recruitment Agency Services, Level, 8 Credits.

Work Experience Modules: (54-credits)

- WM-01, Operational Planning, Review and Management Processes in a Private Employment Agency Environment, Level 6, 10 Credits.
- WM-02, Lead, Manage and Develop Staff to Ensure Productive Business Operations in a Private Employment Agency Environment, Level 4, 12 Credits.
- WM-03, Manage Legal Compliance in a Private Employment Agency Environment, Level 5, 8 Credits.
- WM-04, Manage Budgets and Control Expenditure in a Private Employment Agency, Level 5, 8 Credits.
- WM-05, Deliver Effective and Efficient Recruitment Services in a Private Employment agency, Level 5, 16 Credits.

Articulation Options

Horizontal Articulation:

- Higher Certificate: Operations Management, NQF Level 5.
- National Certificate: N4 Human Resource Management, NQF Level 5.

Vertical Articulation:

- Advanced Certificate in Operations Management, NQF Level 6.
- Diploma in Human Resource Development, NQF Level 6.

Additional Information

- Statement of Results after training.
- Practical experience obtained in the workplace.
- External Integrated Summative Assessment (EISA) after training and workplace experience.
- Certificate of Competence after successful EISA.



Marketing Coordinator

Occupational Certificate: Marketing Coordinator

Field 03: Business, Commerce & Management Studies

SubField: Marketing **Credits:** 175 **Curriculum:** 333908-001- **DQP:** Services SETA **SAQA ID:** 118706

Level: 05

Purpose: The purpose of this qualification is to prepare a learner to function as a Marketing Coordinator. A Marketing Coordinator provides a support role to marketing team members and managers by undertaking administrative tasks and coordinating key deliverables to ensure that a company meets its strategic marketing objectives.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements. Learners who are competent in some modules after an integrated RPL assessment shall be awarded credits towards relevant modules by issuing a statement of results and granted access to the qualification for learning.

Entry Requirements: The minimum entry requirement for this qualification is - NQF Level 4 qualification.

Duration: 18-Months – includes formative assessment & workplace experience

Exit Level Outcomes:

1. Demonstrate an understanding of business marketing skills.
2. Demonstrate an understanding of marketing tools.
3. Perform the administrative tasks related to the processing of the marketing financials and compare reports of results against targets.
4. Provide supporting deliverables required for the implementation of a communication strategy.
5. Support the processes required to coordinate the key deliverables of products and services to target markets.
6. Coordinate initiatives that activate lead generation and responses from customers and prospects with the support of internal operations and external suppliers.

International Comparability: United Kingdom and Australia.

Qualification Rules

All modules are compulsory.

Knowledge Modules: (36-credits)

- KM-01 Marketing Business skills, Level 5, 5 Credits.
- KM-02 Ready for Work Standards, Level 5, 4 Credits.
- KM-03 Campaign /Project Management , Level 5, 4 Credits.
- KM-04 Marketing Business Tools, Level 5, 8 Credits.
- KM-05 Business Calculations, Level 5, 4 Credits.
- KM-06 Customer Relationship Management, Level 5, 3 Credits.
- KM-07 Business Environment, Level 5, 4 Credits.
- KM-08 Digital Tools, Level 5, 4 Credits.

Practical Skill Modules: (36-credits)

- PM-01 Coordinate Key Deliverables of Products and Services to a Target Market(s), Level 5, 7 Credits.
- PM-02 Support the Deliverables Across the Full Spectrum of the Communication Mix, Level 5, 8 Credits.
- PM-03 Coordinate Marketing and Sales Activities, Level 5, 8 Credits.
- PM-04 Coordinate Customer Relationship Management (CRM) activities, Level 5, 7 Credits.
- PM-05 Undertake Administrative Tasks Related to Marketing Metrics and Processing of Payments, Level 6, 6 Credits.

Work Experience Modules: (103-credits)

- WM-01 Processes and Procedures for Coordinating Key Deliverables of Products and Services to a Target Market(s), Level 5, 24 Credits.
- WM-02 Processes and Procedures for Supporting the Deliverables Across the Full Spectrum of the Communication Mix, Level 5, 20 Credits.
- WM-03 Processes and Procedures for Coordinating Marketing and Sales Activities, Level 5, 27 Credits.
- WM-04 Processes and Procedures for Coordinating Customer Relationship Management Activities, Level 5, 17 Credits.
- WM-05 Processes and Procedures within the Scope of Administrative Tasks Related to Marketing Metrics and Processing of Payments, Level 5, 15 Credits.

Articulation Options

Horizontal Articulation:

- National Certificate Advertising, Level TBA: Pre-2009 was L5.

Vertical Articulation:

- National N Diploma: Marketing Management, NQF Level 6.

Additional Information

- Statement of Results after training.
- Practical experience obtained in the workplace.
- External Integrated Summative Assessment (EISA) after training and workplace experience.
- Certificate of Competence after successful EISA.

Office Supervisor

Occupational Certificate: Office Supervisor

Field 03: Business, Commerce & Management Studies

SubField: Generic Management

Credits: 240

Curriculum: 333908-001-

DQP: Services SETA

SAQA ID: 118740

Level: 05

Purpose:

The purpose of this qualification is to prepare a learner to operate as an Office Supervisor. Office Supervisors plan, organise, lead and control office functions in a business environment.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific qualification/part qualification.

Learners who have acquired competencies of the modules of a qualification or part qualification will be credited for modules through RPL.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements. Learners who are competent in some modules after an integrated RPL assessment shall be awarded credits towards relevant modules by issuing a statement of results and granted access to the qualification for learning.

Entry Requirements: The minimum entry requirement for this qualification is - NQF Level 4 qualification.

Duration: 18-Months – includes formative assessment & workplace experience

Exit Level Outcomes:

1. Plan, prepare and provide necessary support during recruitment, selection and disciplinary purposes.
2. Organise and coordinate work activities in an office environment.
3. Coach and mentor others in an office environment.
4. Communicate effectively and manage internal stakeholders in an office environment.
5. Resolve conflicts in an office environment.
6. Identify compliance issues and ensure necessary office compliance.
7. Perform basic financial controls and reporting in an office environment.

International Comparability: United Kingdom and Australia.

Qualification Rules

All modules are compulsory.

Knowledge Modules: (75-credits)

- KM-01, Role, Functions and Fundamentals of Office Supervision, Level 5, 25 Credits.
- KM-02, Communications, Level 5, 25 Credits.
- KM-03, Internal Controls in an Office Environment, Level 5, 25 Credits.

Practical Skill Modules: (75-credits)

- PM-01, Provide Planning Support on Recruitment, Selection and Disciplinary Processes of an Organisation, Level 5, 10 Credits.
- PM-02, Organising and Coordinating Work Activities, Level 5, 10 Credits.
- PM-03, Coaching and Mentoring of Personnel Clerks, Filing Clerks and Data Capturers in an Office Environment, Level 5, 10 Credits.
- PM-04, Handle Internal Communications within an Office Environment, Level 5, 15 Credits.
- PM-05, Handle Conflicts and Solve Problems within an Office Environment, Level 5, 10 Credits.
- PM-06, Handle Compliance to Regulations and Company Procedures, Level 5, 10 Credits.
- PM-07, Perform Financial Controls and Reporting in an Office Environment, Level 5, 10 Credits.

Work Experience Modules: (90-credits)

- WM-01, Recruitment, Selection and Discipline Maintenance Support, Level 5, 10 Credits.
- WM-02, Scheduling and Coordination of Various Activities in and Outside Own Department, Level 5, 15 Credits.
- WM-03, Coaching, Mentoring and Team Building, Level 5, 10 Credits.
- WM-04, Communications, Level 5, 25 Credits.
- WM-05, Conflict Resolution in an Office, Level 5, 10 Credits.
- WM-06, Office Internal Controls, Level 5, 10 Credits.
- WM-07, Office Financial Controls, Level 5, 10 Credits.

Articulation Options

Horizontal Articulation:

- Occupational Certificate: Management Assistant, NQF Level 5.

Vertical Articulation:

- Diploma: Business Management, NQF Level 6.

Additional Information

- Statement of Results after training.
- Practical experience obtained in the workplace.
- External Integrated Summative Assessment (EISA) after training and workplace experience.
- Certificate of Competence after successful EISA.

Governance Professional

Occupational Certificate: Governance Professional

DQP: Chartered Secretaries Southern Africa

SAQA ID: 118115 **Level:** 08

Field 03: Business, Commerce & Management Studies

SubField: Public Administration

Credits: 156 **Curriculum:** 242203

Purpose: The purpose of this qualification is to prepare a learner to operate as a Governance Professional. A governance professional is responsible for leading and advising key stakeholders on best practice in governance, risk management and compliance; championing the compliance framework to safeguard organisational integrity; promoting and acting as a 'sounding board' on standards of ethical corporate behaviour; and balancing the interests of the board (or governing body), management and other stakeholders. Governance professionals have a significant impact on the level and quality of corporate governance and governance culture within an organisation, and play a pivotal role in assisting the board or governing body to achieve the organisation's vision and strategy.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: NQF Level 7 qualification in the area of Governance, Business Management and or Business Administration.

Duration: 15-Months – includes formative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

Exit Level Outcomes:

1. Apply the concepts of corporate governance and best governance practice within a corporate or public-sector environment.
2. Assess factors that create possible barriers within corporate governance structures.
3. Solve corporate governance problems according to best practices.
4. Develop and monitor corporate governance processes and systems with regard to risk management, compliance and financial reporting.
5. Conduct research on corporate governance scenarios to provide stakeholders (including directors, executive management, shareholders and suppliers) solutions and alternatives to inform best practice within the organisation.
6. Mitigate risks in the context of good governance.

International Comparability: United Kingdom, Australia.

Qualification Rules

This qualification is made up of the following compulsory modules:

Knowledge Modules: (89-credits)

- KM01, Corporate Law, Level 8, 4 Credits.
- KM02, Finance for Decision-making, Level 8, 17 Credits.
- KM03, Applied Corporate Governance and Theory of Research Methodology, Level 8, 17 Credits.
- KM04, Risk and Compliance Principles, Level 8, 17 Credits.
- KM05, Enterprise Risk Analysis and Management, Level 8, 17 Credits.
- KM06, Public Sector Governance Analysis, Level 8, 17 Credits.

Practical Skill Modules: (34-credits)

- PM01, Apply the Concepts of Corporate Law, Level 8, 5 Credits.
- PM02, Conduct Research to Provide Solutions and Advice as to how a Corporate Governance Problem might be Resolved According to Best Practice, Level 8, 6 Credits.
- PM03, Participate in Decision-Making and Processes Concerning the Maximisation Of Value in Investment and Finance, Level 8, 6 Credits.
- PM04, Apply Research Process to Conduct Business/Organisational Situation Analysis and Manage Risk and Compliance in a Business Entity, Level 8, 6 Credits.
- PM05, Develop Risk Plans Using Enterprise Risk Management Frameworks, Level 8, 6 Credits.
- PM06, Apply the Concepts of Best Practice Governance in the Public Sector, Level 8, 5 Credits.

Work Experience Modules: (33-credits)

- WM01, Research and Prepare Advice for the Board (Or Governing Body) on Corporate Governance Principles and the Implementation of Governance Programmes, Level 8, 8 Credits.
- WM02, Conduct Research and Respond to Simulated or Real Queries from the Directors of the Company and other Stakeholders (Shareholders, Employees, Suppliers) on Various Corporate Governance Matters and Legislative and other Regulatory Requirements, Level 8, 10 Credits.
- WM03, Ensure Compliance with the Provisions of the Companies Act, 2008, Companies Regulations, 2011, the King Report on Corporate Governance, and other legal and Statutory Requirements, and Report Accordingly to the Board or Governing Body, Level 8, 10 Credits.
- WM04, Develop, Communicate and Maintain Governance, Risk and Compliance Policies, Processes and Procedures as Appropriate to the Governance Professional's Role, Level 8, 5 Credits.

Articulation Options

This qualification articulates horizontally with the following qualification:

- Postgraduate Diploma in Corporate Governance, NQF Level 8.

This qualification articulates horizontally with the following qualifications:

- Master of Public Management and Governance, NQF Level 9.
- Master of Arts in Public Management and Governance, NQF Level 9.



Company Secretary

Occupational Certificate: Company Secretary

DQP: Chartered Secretaries Southern Africa

SAQA ID: 104989 **Level:** 08 **Credits:** 544

Field 03: Business, Commerce & Management Studies

SubField: Generic Management

Curriculum: 242203

Purpose: The purpose of this qualification is to prepare a learner to operate as a Governance Professional. A governance professional is responsible for leading and advising key stakeholders on best practice in governance, risk management and compliance; championing the compliance framework to safeguard organisational integrity; promoting and acting as a 'sounding board' on standards of ethical corporate behaviour; and balancing the interests of the board (or governing body), management and other stakeholders. Governance professionals have a significant impact on the level and quality of corporate governance and governance culture within an organisation, and play a pivotal role in assisting the board or governing body to achieve the organisation's vision and strategy.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: NQF Level 7 qualification in the area of Governance, Business Management and or Business Administration.

Duration: 48-Months – includes formative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

International Comparability: United Kingdom, Australia.

Exit Level Outcomes:

1. Manage functions within an organisation to achieve the objectives of the organisation while addressing the expectations of its stakeholders.
2. Apply relevant corporate and business legislation and case law to organisational contexts.
3. Prepare financial information for the board or governing body for strategic decision-making.
4. Advise on and apply corporate governance principles and best practices in various organisational contexts.
5. Communicate with peers, superiors, subordinates, customers and service providers in a work environment.
6. Complete a range of tasks required of the company secretary to ensure compliance of a corporate entity with statutory and regulatory requirements.
7. Apply the concepts and principles of strategic management to organisations in order to protect their reputation and promote good governance and accountability to stakeholders.
8. Apply the concepts of risk and compliance management in the context of good governance.
9. Interpret financial and accounting information in order to provide advice to the board or governing body in strategy development and/or decision-making.
10. Ensure compliance with corporate law across the various structures, management and performance areas of organisations.

11. Act as chief adviser to the board or governing body and other stakeholders on best practice in corporate governance, and as the catalyst for systematic application of governance principles across a wide range of organisations.

International Comparability: United Kingdom, Australia.

Qualification Rules

All knowledge, practical and workplace modules are compulsory.

Knowledge Modules: (298 credits)

- KM-01, Introduction to Financial Accounting, Level 5, 18 Credits.
- KM-02, Communication, Level 5, 12 Credits.
- KM-03, Introduction to Law, Level 5, 12 Credits.
- KM-04, Introduction to Corporate Governance, Level 5, 12 Credits.
- KM-05, Advanced Financial Accounting, Level 6, 18 Credits.
- KM-06, Principles of Business Law, Level 6, 18 Credits.
- KM-07, Managing Information Systems, Level 6, 12 Credits.
- KM-08, Principles of Corporate Governance, Level 6, 18 Credits.
- KM-09, Advanced Business Law, Level 7, 20 Credits.
- KM-10, Advanced Corporate Governance, Level 7, 36 Credits.
- KM-11, Principles of Management, Level 7, 20 Credits.
- KM-12, Corporate Law, Level 8, 17 Credits.
- KM-13, Finance for Decision-making, Level 8, 17 Credits.
- KM-14, Applied Governance, Level 8, 17 Credits.
- KM-15, Risk and Compliance, Level 8, 17 Credits.
- KM-16, Development of Strategy, Level 8, 17 Credits.
- KM-17, Company Secretarial Practice, Level 8, 17 Credits.

Practical Modules : (131 credits)

- PM-01, Communicate with peers, superiors, subordinates, customers and service providers in a work environment, Level 5, 9 Credits.
- PM-02, Investigate the structure of the South African courts and how court cases are conducted, Level 5, 9 Credits.
- PM-03, Prepare financial statements and reports for sole traders, partnerships, clubs and associations, Level 5, 9 Credits.
- PM-04, Apply the concepts of corporate governance and best governance practice in small business entities, Level 5, 9 Credits.
- PM-05, Use information technology for a range of business purposes, Level 6, 9 Credits.
- PM-06, Prepare financial statements and reports for close corporations and companies, Level 6, 9 Credits.
- PM-07, Use standardised contract templates and adapt them for a variety of contexts, Level 6, 9 Credits.
- PM-08, Apply corporate governance principles according to best governance practice within a corporate or public-sector environment, Level 6, 9 Credits.
- PM-09, Complete a range of management tasks, Level 7, 9 Credits.
- PM-10, Explain and interpret corporate governance scenarios for various role players in terms of best practice, Level 7, 9 Credits.
- PM-11, Apply aspects of business law in a variety of contexts, Level 7, 9 Credits.
- PM-12, Provide solutions and advice as to how a corporate governance problem might be resolved according to best practice, Level 8, 6 Credits.
- PM-13, Participate in decision-making and processes concerning the maximisation of value in investment and finance, Level 8, 6 Credits.

- PM-14, Manage risk and compliance in a business entity, Level 8, 6 Credits.
- PM-15, Report on organisational problems at a strategic level that need to be solved and suggest solutions in report format to be considered by the board or governing body, Level 8, 6 Credits.
- PM-16, Complete a range of tasks required of the company secretary, Level 8, 8 Credits.

Work Experience Modules: (115-credits)

- WM-01, Complete procedures relating to the registration of small companies, Level 5, 8 Credits.
- WM-02, Communicate with peers, superiors, subordinates, customers and service providers using a range of business communication methods, Level 5, 10 Credits.
- WM-03, Prepare financial statements of a range of business entities, Level 6, 10 Credits.
- WM-04, Apply the concepts of corporate governance with regard to risk management, compliance and financial reporting, Level 6, 8 Credits.
- WM-05, Adapt standardised contracts for a variety of contexts including sales, leases, insurance and credit agreements, Level 7, 10 Credits.
- WM-06, Evaluate company business practices to determine compliance with legislation relating to intellectual property, insolvency, competition, consumer protection, banking, trusts, and dispute resolution, Level 7, 15 Credits.
- WM-07, Provide stakeholders with an analysis of corporate governance problems and suggest solutions and advice as to how the problems might be resolved according to best practice, Level 7, 10 Credits.
- WM-08, Carry out various management activities, such as planning, organising, leading and controlling, within a business organisation, Level 7, 10 Credits.
- WM-09, File statutory returns, and complete and lodge forms with the Companies and Intellectual Property Commission (CIPC), Level 8, 6 Credits.
- WM-10, Prepare advice for directors and officers regarding director duties, the Companies Act 71 of 2008 (Companies Act), the organisation's memorandum of incorporation (MOI), stock exchange and other regulatory and statutory requirements, Level 8, 5 Credits.
- WM-11, Prepare for, attend and report on the processes and content of any three of the following company meetings: board or governing body, annual general or shareholder meetings and committee meetings such as: risk, audit, social, ethics etc., where permitted, Level 8, 6 Credits.
- WM-12, Draft correspondence in response to simulated or real queries from the directors of the company and other stakeholders (shareholders, employees, suppliers) on various corporate governance matters and legislative and other regulatory requirements, Level 8, 6 Credits.
- WM-13, Assist with preparation and dissemination of company meeting documentation: notices, agendas, minutes, board or governing body packs, Level 8, 6 Credits.
- WM-14, Ensure compliance with the provisions of the Companies Act, 2008, Companies Regulations, 2011, the King Report on Corporate Governance, and other legal and statutory requirements, and report accordingly to the board or governing body, Level 8, 5 Credits.

Articulation Options

This qualification articulates horizontally with the following qualification:

- Postgraduate Diploma in Corporate Governance, NQF Level 8.

This qualification articulates horizontally with the following qualifications:

- Master of Public Management and Governance, NQF Level 9.
- Master of Arts in Public Management and Governance, NQF Level 9.

General Manager Public Service

Occupational Certificate: GM Public Service

DQP: PSETA

SAQA ID: 118791

Level: 06

Credits: 150

Field 03: Business, Commerce & Management Studies

SubField: Public Administration

Curriculum: 111202

Purpose: The purpose of this qualification is to prepare a learner to function as a General Manager Public Service. A General Manager Public Service promotes administrative efficiency within government departments by rendering managerial services and support aligned to government policies. Typical attributes envisaged upon achievement of the qualification include leadership, strategist and analyst.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: NQF Level 5 qualification.

Duration: 12-Months – includes formative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

International Comparability: New Zealand, Australia.

Exit Level Outcomes:

1. Develop an operational plan to achieve set objectives in accordance with the prescribed templates.
2. Develop a unit Annual Performance Plan (APP) in accordance with the prescribed templates.
3. Demonstrate an understanding of the management of human resources and financial processes at unit level.
4. Demonstrate an understanding and application of Information and Communications Technology (ICT) at unit level.

International Comparability: United Kingdom, Australia.

Qualification Rules

All knowledge, practical and workplace modules are compulsory.

Knowledge Modules: (56 credits)

- KM-01, Business Communication, Level 5, 7 Credits.
- KM-02, Human Resource Management, Level 6, 8 Credits.
- KM-03, Principles of Maintaining Interpersonal Relations, Level 5, 12 Credits.
- KM-04, Benefits and Conditions of Service, Level 6, 8 Credits.
- KM-05, Promote Occupational Health and Safety in the Workplace, Level 5, 9 Credits.

Practical Modules : (30 credits)

- PM-01, Implement a Departmental Strategic Plan at Unit Level, Level 7, 16 Credits.
- PM-02, Manage the Resources at Unit Level, Level 5, 4 Credits.
- PM-03, Manage Information, Communication and Technology (ICT) at Unit Level, Level 6, 10 Credits.

Work Experience Modules: (64-credits)

- WM-01, Operational Plan Processes and Procedures at Unit Level, Level 6, 25 Credits.
- WM-02, Resource Processes and Procedures at Unit Level, Level 6, 21 Credits.
- WM-03, ICT Processes and Procedures at Unit Level, Level 6, 18 Credits.

Articulation Options

This qualification articulates horizontally with the following qualification:

- Diploma in Public Administration, NQF Level 6.

This qualification articulates horizontally with the following qualifications:

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

Quality Manager

Occupational Certificate: Quality Manager

DQP: ServicesSETA

SAQA ID: 118768

Level: 06

Credits: 270

Field 03: Business, Commerce & Management Studies

SubField: Generic Management

Curriculum: 132107

Purpose: The purpose of this qualification is to prepare a learner to operate as a Quality Manager. Quality Managers plan, organise, direct, control and coordinate quality activities to ensure stated quality requirements and objectives are met within an organisation.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: Occupational Certificate: Quality Controller, NQF Level 4.

Duration: 24-Months – includes internal formative and summative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

International Comparability: New Zealand, America, Canada.

Exit Level Outcomes:

1. Coordinate the implementation of quality assurance processes and activities to enhance an organisation's efficiency and profitability.
1. Coordinate quality assurance functions to support operations and implement improvements.
2. Control performance of the quality management system and staff to optimise product conformance and reduce waste.
3. Plan and control the achievement of the quality business unit targets and performance standards.
4. Plan for, monitor and control funds allocated to the quality business unit.
5. Manage the quality management functions of the organisation.
6. Improve the quality management function by implementing projects or change processes to optimise quality systems and processes.
7. Analyse, evaluate, and build a case based on various types of collected data or information, taking into account legal, technological and ethical considerations.

International Comparability: United Kingdom, Australia.

Qualification Rules

All knowledge, practical and workplace modules are compulsory.

Knowledge Modules: (84 credits)

- KM-01, Quality Management and Quality Management Systems, Level 5, 11 Credits.
- KM-02, Quality Management and the 4th Industrial Revolution, Level 5, 3 Credits.
- KM-03, Process Management, Level 5, 6 Credits.
- KM-04, Fundamental Management Principles, Level 5, 4 Credits.
- KM-05, Managing Quality Assurance Department or Business Unit, Level 5, 8 Credits.
- KM-06, Risk Profiling, Level 5, 4 Credits.
- KM-07, Internal and External Stakeholders, Level 5, 2 Credits.
- KM-08, Quality Management, Level 6, 8 Credits.
- KM-09, System Management and Leadership, Level 6, 6 Credits.
- KM-10, Management of Resources, Level 6, 6 Credits.
- KM-11, Standards and Statutory and Regulatory Requirements, Level 6, 10 Credits
- KM-12, Design of Quality Measurement, Level 6, 10 Credits.

Practical Modules : (74 credits)

- PM-01, Implement and Maintain Quality Assurance Processes in Compliance with Regulatory and Customer Requirements, Level 5, 4 Credits.
- PM-02, Conduct Quality Assurance to Ensure Product/Service Conforms to Standards and Regulatory Requirements, Level 5, 4 Credits.
- PM-03, Manage Documentation and Records within Quality Assurance Processes, Level 5, 2 Credits.
- M-04, Improve the Effectiveness and Efficiency of Quality Assurance Processes, Level 5, 2 Credits.
- PM-05, Introduce new Products/Service, Level 5, 2 Credits.
- PM-06, Critically Analyse Qualitative and Quantitative Data and Use Information for Improvements, Level 5, 2 Credits.
- PM-07, Lead and Manage Wellbeing and Performance of Staff and Effectiveness of Teams, Level 5, 2 Credits.
- PM-08, Apply Principles of Business ethics and Accountability, 5, 2
- PM-09, Conduct Internal Audits of the Quality Management System Policies and Procedures, Level 5, 4 Credits.
- PM-10, Plan the Quality Management Function and Activities, Level 6, 4 Credits.
- PM-11, Develop Quality Business Unit Plans and Control the Achievement of Targets, Level 6, 4 Credits.
- PM-12, Manage Human Capital of the Quality Management Business Unit, Leve 6, 4 Credits.
- PM-13, Compile a Budget for Operational Expenses for the Quality Business Unit, Level 6, 4 Credits.
- PM-14, Identify, Acquire and Manage Necessary Resources for Execution of the Quality Function, Level 6, 4 Credits.
- PM-15, Manage Quality Management Systems, Level 6, 6 Credits.
- PM-16, Execute Continuous Improvement and New Product/Service Implementation, Level 6, 6 Credits.
- PM-17, Analyse and Evaluate Information and Report on Quality Management Functions, Level 6, 4 Credits.
- PM-18, Apply Business Ethics, Accountability and Liability to Uphold Company Reputation, Level 6, 6 Credits.
- PM-19, Manage Quality Assurance Activities, Level 6, 8 Credits.

Work Experience Modules: (74-credits)

- WM-01, Conduct Quality Assurance at Various Stages of the Process, Level 5, 28 Credits.
- WM-02, Maintain Productive and Effective Work Teams for a Quality Business Unit, Level 5, 16 Credits.
- WM-03, Render Quality Planning, Monitoring and Communication Services, Level 6, 24 Credits.
- WM-04, Attend to Standard Financial Planning, Monitoring and Controlling Procedures of the Quality Business Unit, Level 6, 20 Credits.
- WM-05, Plan and Control Targets and Performance Standards in Accordance with Workplace Processes and Procedures, Level 6, 24 Credits.

Articulation Options

This qualification articulates horizontally with the following qualification:

Diploma: Accommodation Operations and Services, NQF Level 6.

This qualification articulates vertically with the following qualifications:

Advanced Diploma in Quality, NQF Level 7.

Advanced Diploma in Quality Management, NQF Level 7.

Occupational Part Qualifications

“Occupational Part-Qualifications are derived from full qualifications and present an opportunity to complete a qualification in phases, whilst accumulating competencies and credits.”

Source: Heidi D Edwards



Governance Practitioner

Occupational Certificate: Governance Practitioner

DQP: Chartered Secretaries Southern Africa

SAQA ID: 104991 **Level:** 07

Field 03: Business, Commerce & Management Studies

SubField: Generic Management

Credits: 376

Curriculum: 242203

Purpose: The combination of modules that make up this part-qualification provides entry into the field of corporate governance and prepares a learner for positions in the divisions of public and private sector organisations that deal with corporate governance. After completion of this qualification, learners can choose to complete the second part of the qualification and qualify as company secretaries or they can enter into the Occupational Certificate: Governance Professional.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: NQF Level 4 qualification with Mathematical Literacy and English.

Duration: 36-Months – includes formative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

Exit Level Outcomes:

1. Mitigate functions within an organisation to achieve the objectives of the organisation while addressing the expectations of its stakeholders.
2. Critically assess concerns and issues creating possible barriers within corporate governance structures.
3. Collate and distribute the company's annual financial statements to every person entitled to them for strategic decision-making purposes.
4. Advise directors of any laws relevant to or affecting the company to ensure sound corporate governance principles and best practices in various organisational contexts.
5. Communicate with peers, superiors, subordinates, customers and service providers in a work environment.

International Comparability: United Kingdom, Australia.

Qualification Rules

This qualification is made up of the following compulsory modules:

Knowledge Modules: (196-credits)

- KM-01, Introduction to Financial Accounting, Level 5, 18 Credits.
- KM-02, Communication, Level 5, 12 Credits.
- KM-03, Introduction to Law, Level 5, 12 Credits.
- KM-04, Introduction to Corporate Governance, Level 5, 12 Credits.
- KM-05, Advanced Financial Accounting, Level 6, 18 Credits.
- KM-06, Principles of Business Law, Level 6, 18 Credits.
- KM-07, Managing Information Systems, Level 6, 12 Credits.
- KM-08, Principles of Corporate Governance, Level 6, 18 Credits.
- KM-09, Advanced Business Law, Level 7, 20 Credits.
- KM-10, Advanced Corporate Governance, Level 7, 36 Credits.
- KM-11, Principles of Management, Level 7, 20 Credits.

Practical Skill Modules: (99-credits)

- PM-01, Communicate with peers, superiors, subordinates, customers and service providers in a work environment, Level 5, 9 Credits.
- PM-02, Investigate the structure of the South African courts and how court cases are conducted, Level 5, 9 Credits.
- PM-03, Prepare financial statements and reports for sole traders, partnerships, clubs and associations, Level 5, 9 Credits.
- PM-04, Apply the concepts of corporate governance and best governance practice in small business entities, Level 5, 9 Credits.
- PM-05, Use information technology for a range of business purposes, Level 6, 9 Credits.
- PM-06, Prepare financial statements and reports for close corporations and companies, Level 6, 9 Credits.
- PM-07, Use standardised contract templates and adapt them for a variety of contexts, Level 6, 9 Credits.
- PM-08, Apply corporate governance principles according to best governance practice within a corporate or public-sector environment, Level 6, 9 Credits.
- PM-09, Complete a range of management tasks, Level 7, 9 Credits.
- PM-10, Explain and interpret corporate governance scenarios for various role players in terms of best practice, Level 7, 9 Credits.
- PM-11, Apply aspects of business law in a variety of contexts, Level 7, 9 Credits.

Work Experience Modules: (81-credits)

- WM-01, Complete procedures relating to the registration of small companies, Level 5, 8 Credits.
- WM-02, Communicate with peers, superiors, subordinates, customers and service providers using a range of business communication methods, Level 5, 10 Credits.
- WM-03, Prepare financial statements of a range of business entities, Level 6, 10 Credits.
- WM-04, Apply the concepts of corporate governance with regard to risk management, compliance and financial reporting, Level 6, 8 Credits.
- WM-05, Adapt standardised contracts for a variety of contexts including sales, leases, insurance and credit agreements, Level 7, 10 Credits.
- WM-06, Evaluate company business practices to determine compliance with legislation relating to intellectual property, insolvency, competition, consumer protection, banking, trusts, and dispute resolution, Level 7, 15 Credits.
- WM-07, Provide stakeholders with an analysis of corporate governance problems and suggest solutions and advice as to how the problems might be resolved according to best practice, Level 7, 10 Credits.
- WM-08, Carry out various management activities, such as planning, organising, leading and controlling, within a business organisation, Level 7, 10 Credits.

Articulation Options

This qualification articulates horizontally with the following qualifications:

- Occupational Certificate: Professional Principal Executive Officer, Level 7.
- Advanced Certificate in Corporate Governance and Administration, Level 7.

This qualification articulates vertically with the following qualifications

- Occupational Certificate: Company Secretary, Level 8.

Occupational Certificate: Governance Professional, Level 8.

Quality Assurer

Occupational Certificate: Quality Assurer **DQP:** Services SETA **SAQA ID:** 118769 **Level:** 05 **Credits:** 106

Field 03: Business, Commerce & Management Studies **SubField:** Generic Management **Curriculum:** 132107-000-00-01

Purpose: The purpose of this part-qualification is to prepare a learner to operate as a Quality Assurer. Quality Assurers assure incoming, in-process and outgoing quality standards of products and services in terms of planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements: Occupational Certificate: Quality Controller, NQF Level 4.

Duration: 9-months – includes internal formative and summative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

Exit Level Outcomes:

1. Coordinate the implementation of quality assurance processes and activities to enhance an organisation's efficiency and profitability.
2. Coordinate quality assurance functions to support operations and implement improvements.

International Comparability: New Zealand, America, Australia.

Qualification Rules

This qualification is made up of the following compulsory modules:

Knowledge Modules: (38 credits)

- KM-01, Quality Management and Quality Management Systems, Level 5, 11 Credits.
- KM-02, Quality Management and the 4th Industrial Revolution, Level 5, 3 Credits.
- KM-03, Process Management, Level 5, 6 Credits.
- KM-04, Fundamental Management Principles, Level 5, 4 Credits.
- KM-05, Managing Quality Assurance Department or Business Unit, Level 5, 8 Credits.
- KM-06, Risk Profiling, Level 5, 4 Credits.
- KM-07, Internal and External Stakeholders, Level 5, 2 Credits.

Practical Modules : (24 credits)

- PM-01, Implement and Maintain Quality Assurance Processes in Compliance with Regulatory and Customer Requirements, Level 5, 4 Credits.
- PM-02, Conduct Quality Assurance to Ensure Product/Service Conforms to Standards and Regulatory Requirements, Level 5, 4 Credits.
- PM-03, Manage Documentation and Records within Quality Assurance Processes, Level 5, 2 Credits.
- M-04, Improve the Effectiveness and Efficiency of Quality Assurance Processes, Level 5, 2 Credits.
- PM-05, Introduce new Products/Service, Level 5, 2 Credits.
- PM-06, Critically Analyse Qualitative and Quantitative Data and Use Information for Improvements, Level 5, 2 Credits.
- PM-07, Lead and Manage Wellbeing and Performance of Staff and Effectiveness of Teams, Level 5, 2 Credits.
- PM-08, Apply Principles of Business ethics and Accountability, 5, 2
- PM-09, Conduct Internal Audits of the Quality Management System Policies and Procedures, Level 5, 4 Credits.

Work Experience Modules: (44-credits)

- WM-01, Conduct Quality Assurance at Various Stages of the Process, Level 5, 28 Credits.
- WM-02, Maintain Productive and Effective Work Teams for a Quality Business Unit, Level 5, 16 Credits.

Articulation Options

This qualification articulates horizontally with the following qualifications:

- Occupational Certificate: Project Manager, NQF Level 05.

This qualification articulates vertically with the following qualifications

- Occupational Certificate: Quality Manager, NQF level 06

Legislation Administrative Assistant

Occupational Certificate: Legislation Administrative Assistant **DQP:** PSETA **SAQA ID:** 120743 **Level:** 05

Credits: 36 **Field 03:** Law, Military Science and Security **SubField:** Justice in Society **Curriculum:** 132107-000-00-01

Purpose: The purpose of this part-qualification is to prepare a learner to function as a Legislation Administrative Assistant.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment

Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of results or certifying a work experience record.

RPL for access to the qualification

Learners will gain access to the qualification through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institutions, skills development providers or workplaces accredited to offer that specific qualification/part qualification.

Entry Requirements: Any NQF Level 4 qualification.

Duration: 2-months – includes internal formative and summative assessment & workplace experience

Qualifying for the External Integrated Summative Assessment: Learners must provide proof of completion of all required modules by means of statements of results and work experience.

Exit Level Outcomes:

1. Plan, analyse and facilitate public participation processes.
2. Coordinate administrative support to facilitate legislature committee procedures.

International Comparability: New Zealand, Botswana.

Qualification Rules

This qualification is made up of the following compulsory modules:

Knowledge Modules: (20 credits)

- Historical, Political, Social, and Economic Conditions Impacting on The Legislative, Level 5, 8 Credits.
- Legislative Framework for Parliament, Level 5, 4 Credits.
- Purpose and Functioning of Oversight Committees, Level 5, 8 Credits.

Practical Modules : (8 credits)

- Coordinate Institutional Events for Parliament and Legislatures, Level 5, 2 Credits.
- Provide Administrative Support, Level 5, 2 Credits.
- Plan Facilitation of Stakeholder Processes, Level 5, 4 Credits.

Work Experience Modules: (8-credits)

- Parliamentary Administrative Support Processes and Procedures, level 5, 8 Credits.

Articulation Options

This qualification articulates horizontally with the following qualifications:

- Occupational Certificate: Office Administrator: Public Service Administrator, NQF Level 5.

This qualification articulates vertically with the following qualifications

- Advanced Occupational Certificate: Legislation Facilitator, NQF Level 6. (Upon registration).

Occupational Skills Programmes

“ Skills Programmes are occupationally directed – they focus on practical simulation and / or work experience – the objective is for certified learners to be more likely to secure employment or be more employable – these skills programmes can be provided at entry, intermediate or advanced levels.”

“Our Occupational Skills Programmes contain tips for the working professional (because much has changed in the world of work since COVID) – these skills programmes offer you a foot in the door of the 21st century.”

Source: Heidi D Edwards



WorkBased L&D Practitioner

Skills Programme Title: Work Based Learning and Development Practitioner **Level:** 5 **Credits:** 30

SAQA ID: Skills Programme derived from SAQA 101321 **Part Qualification in:** Training & Development Professional

Curriculum Code: 242401001 **Originator:** ETDP SETA **Assessment Quality Partner:** ETDP SETA **SP220322**

Purpose: A Work Based Learning and Development Practitioner plans for, conduct and administer work based learning interventions.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record

Entry Requirements: NQF Level 4 with Communication.

Outcomes:

- Principles and models for facilitation planning and preparation
- Facilitation principles, techniques and tools
- Evaluating, reviewing and reporting on facilitation
- Delivery models (Learnerships, internships, experiential learning, apprenticeships)
- Planning and scheduling work based learning
- Facilitation of work based learning
- Evaluation of Learner progression

International Comparability: UK, Australia and Singapore.

Qualification Rules of Combination (Compulsory – NQF Level 5)

- Knowledge Module KM-04 – Facilitation of learning in an occupational context, 8 Credits
- Knowledge Module KM-07 – Work-based learning, 6 Credits
- Practical Skill Module PM-05 – Facilitate experiential work-based learning, 8 Credits
- Work Experience Module WM-05 –Facilitate a work-based learning and development process, 8 Credits



Assessment Practitioner

Skills Programme Title: Assessment Practitioner **Level:** 5 **Credits:** 20 **Curriculum Code:** 242401001

SAQA ID: Skills Programme derived from SAQA 101321 **Part Qualification in:** Training & Development Professional

Originator: ETDP SETA **Assessment Quality Partner:** ETDP SETA **ID:** SP220320

Purpose: An Assessment Practitioner plans for, conducts and administers assessment of learner competence in an occupational context.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record
- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme. Learners who have acquired competencies in skills programme will be credited for such topics through RPL.

Entry Requirements: NQF Level 4 with Communication.

Outcomes:

- Plan and conduct assessments in a variety of occupational contexts. Delivery models (Learnerships, internships, experiential learning, apprenticeships)

Qualification Rules: (Compulsory – NQF Level 5)

- KM-05, Assessment principles and practices, Credits 4
- PM-06, Plan and conduct the assessment of learner competencies, Credits 8
- WM-06, Conduct assessments of learner competence, Credits 8

Learning & Development Facilitator

Skills Programme Title: Learning & Development Facilitator **Level:** 5 **Credits:** 36 **Curriculum Code:** 242401

SAQA ID: Skills Programme derived from SAQA 101321 **Part Qualification in:** Training & Development Professional

Originator: ETDP SETA **Assessment Quality Partner:** ETDP SETA ID: SP220319

Purpose:

A learner who achieves competencies for this skills programme will be able to plan, select and adapt learning resources required for the delivery of learning interventions in an occupational context.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in skills programme will be credited for such topics through RPL.
- RPL for access to the FISA: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

Entry Requirements: NQF Level 4 with Communication.

Outcomes:

- Facilitate learning in an occupational context utilising adult learning principles and techniques.

Qualification Rules of Combination (Compulsory – NQF Level 5):

- KM-01, The statutory learning and development environment, Credits 8.
- KM-04, Facilitation of learning in occupational contexts, Credits 8.
- PM-04, Facilitate different methodologies, training styles and techniques within an occupational learning context, Credits 12.
- WM-04, Facilitate an occupational learning session, Credits 8.

Workplace Preparation

Skills Programme Title: Workplace Preparation **Level:** 2 **Credits:** 30 **Originator:** QCTO **ID:** SP220319

Purpose: The purpose of the programme is to prepare the young and unemployed for work (environment) placement.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in other skills programmes will be credited for such topics through RPL.
- 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

Entry Requirements: Open access

Outcomes:

- Conduct self-evaluation and analysis of personal attributes and skills.
- Prepare and search for a suitable job.
- Manage interview interactions effectively.
- Manage change in work environment.
- Work and communicate effectively in and outside a team.
- Make effective and informed decisions.
- Solve work place problem effectively and systematically.
- Conduct one professionally and ethically.
- Plan and manage time effectively.
- Budget and manage personal money.
- Maintain work place safety and health.

Qualification Rules of Combination (Compulsory – NQF Level 2):

Knowledge Topics	Practical Application Topics
Topic 1: Why work and Why You matter	Topic 1: CV preparation & cover letter
Topic 2: Job search and growth mindset	Topic 2: Interviews role-play
Topic 3: Know yourself to grow yourself	Topic 3: Personal budget development
Topic 4: Expectations	Topic 4: Team work
Topic 5: Professionalism	
Topic 6: Onboarding –Getting it Right	
Topic 7: Succeeding in the workplace	
Topic 8: Money Management I	
Topic 9: Money Management II	
Topic 10: Time Management	
Topic 11: Interview and Communication	
Topic 12: Teamwork	
Topic 13: Problem solving and critical thinking	
Topic 14: Beat COVID-19	

New Venture Creation

Skills Programme Title: New Venture Creation **Level:** 2 **Credits:** 32 **Originator:** QCTO **ID:** SP210401

Purpose: The purpose of the skills programme is to prepare candidates to operate small business.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in other skills programmes will be credited for such topics through RPL.
- 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

Entry Requirements: Grade 9

Outcomes:

- Gather and analyse information for an industry.
- Determine market requirements relevant for marketing and selling goods and services.
- Determine financial, human and infrastructure requirements
- Manage financial, human and infrastructure resources of a business.
- Plan for the establishment of business.
- Organise and conduct business activities.

Qualification Rules of Combination (Compulsory – NQF Level 2):

Knowledge Topics	Practical Application Topics
Topic 1: Being an entrepreneur.	Topic 1: Calculations and Pricing
Topic 2: Know yourself.	Topic 2: Basic book keeping
Topic 3: Know your industry	Topic 3: Marketing project.
Topic 4: Identifying Market opportunities	Topic 4: Customer service
Topic 5: Innovation	
Topic 6: Customer Service	
Topic 7: Financial and Cash flow management	
Topic 8: Basic business financial statements	
Topic 9: Pricing of goods and services	
Topic 10: Marketing	
Topic 11: SMART goals	
Topic 12: Business planning	

Workplace Essentials

Skills Programme Title: Workplace Essential Skills **Level:** 4 **Credits:** 20 **Originator:** QCTO **ID:** SP211009

Purpose: 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

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in other skills programmes will be credited for such topics through RPL.
- 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

Entry Requirements: NQF Level 01, the equivalent of Grade 9

Outcomes:

- Identify responsibilities in the workplace environment of an employer and employee
- Understand and apply work ethics, norms and values
- Identify safety and legal provisions relating to the work and responsibilities of an employer and employee
- Perform tasks in a number of critical workplace competencies.

Qualification Rules of Combination (Compulsory – NQF Level 2):

Knowledge Topics	Practical Application Topics
TOPIC 1: The workplace environment and responsibilities of an employer and employee	TOPIC 1: The workplace environment and responsibilities of an employer and employee
TOPIC 2: Employment	TOPIC 2: Apply for a career opportunity
TOPIC 3: The organisation of work	TOPIC 3: Prepare and undertake an interview
TOPIC 4: The workplace environment	TOPIC 4: Analyse an employment contract
TOPIC 5: Employer organisations	TOPIC 5: Analyse a workplace policy and guideline
TOPIC 6: External environments in which organisations operate	TOPIC 6: The workplace environment and responsibilities of an employer and employee
TOPIC 7: Employer / Employee relationships	TOPIC 7: Apply and accept an internship at a workplace experience provider
TOPIC 8: Workplace health and safety	TOPIC 8: Demonstrate understanding of Occupational Health and Safety legislation in the workplace
TOPIC 9: Understand and apply work ethics, norms and values	TOPIC 9: Induction at a workplace experience provider, covering general work place policies and standards
TOPIC 10: Ethics at work	TOPIC 10: Observe and undertake general tasks in a workplace experience provider
TOPIC 11: Communication	TOPIC 11: Understand and apply work ethics, norms and values
TOPIC 12: Current trends influencing work	TOPIC 12: Work as a team member
	TOPIC 13: Participate in and contribute to workplace meetings
	TOPIC 14: Contribute to maintaining a safe and productive work environment

Learning Support Facilitator

Skills Programme Title: Learning Support Facilitator **Level:** 4 **Credits:** 20 **Originator:** QCTO **ID:** SP211007

Purpose: Prepare a learner to function as a Learning Support Facilitator. A Learning Support Facilitator profiles, evaluates, prepares, facilitates, supports and evaluates learning of learners after teaching.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in other skills programmes will be credited for such topics through RPL.
- RPL for access to the Final Integrated Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

Entry Requirements: NQF Level 04, the equivalent of Grade 12

Outcomes:

- Support teaching and learning processes
- Identify, analyse and remedy learning barriers
- Implement and evaluate learning support methods
- Conduct formative assessments.
- Facilitate learner support

Qualification Rules of Combination (Compulsory – NQF Level 5):

- KM-01, Barriers to learning, Credits 2.
- KM-02, Learning support methods and interventions, Credits 2.
- KM-03, Techniques for language and learning remediation, Credits 2.
- KM-04, Methods of formative assessment, Credits 2.
- PM-01, Profiling and identifying learning barriers, Credits 2.
- PM-02, Facilitating learner support, Credits 8.
- PM-03, Conduct formative assessment, Credits 2.

SDF Practitioner

Skills Programme Title: Skills Development Facilitation Practitioner

Level: 4**Credits:** 40**Originator:** QCTO**ID:** SP220321

Purpose: A Skills Development Facilitation Practitioner plans for, conducts and administers skills development planning in an occupational context.

Learning assumed to be in place and Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment:

- 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 accredited education institution, skills development provider or workplace accredited to offer that specific skills programme.
- Learners who have acquired competencies in other skills programmes will be credited for such topics through RPL.
- RPL for access to the Final Integrated Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

Entry Requirements: NQF Level 04 with Communications

Outcomes:

Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.

Qualification Rules of Combination (Compulsory – NQF Level 5):

- KM-01, The statutory learning and development environment, Credits 8.
- KM-06, Workplace learning and development planning, evaluation and reporting, Credits 8.
- PM-02, Plan, conduct and report on a learning and development needs analysis, Credits 16.
- WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, Credits 8.

Short Courses

“The Short Courses in our Prospectus do not carry credits, yet they quickly bring you up-to-speed with essential knowledge if you are a working professional.”
Source: Heidi D Edwards



Protection of Personal Information Act (POPI)

Short Course

Purpose:

- This short course is based on current legislation in South Africa and the European Union, related to privacy of information – individuals and organisations.
- It will equip you to know your own rights in terms of data privacy and unauthorised use, and allow you to guide your organisation (public or private) in relation to correct procedures for processing personal information.

Scope:

- *South Africa* - The Constitution of South Africa, Promotion of Access to Information Act 2 of 2000, Promotion of Access to Information Amendment Act 54 of 2002, PAIA Regulations, PAIA Amendment to Regulations, POPI Act 4 of 2013, POPI Regulations, Presidential Proclamation 21 of 2020.
- *European Union* - General Data Protection Regulations (GDPR).

Target audience:

- Information Officers; Deputy Information Officers; Executive Committees; EE / SD Committees; Governing Boards; Management Teams; Company Secretaries; SDFs; Human Resource Professionals; Union Representatives; Shop Stewards; Supervisors; any member of the public.

Learning Mechanisms:

- Facilitated InClass OR OnLine OR via eLearning.
- Practical and hands-on.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.
- Essential - ability to use a computer, familiarity with using a Browser, Microsoft Word and Adobe Acrobat.

Programme Contents

Module 1	Orientation	Module 2	Intro to the Acts	Module 3	Processing information & rights
Module 4	Governance	Module 5	Linking POPI, PAIA & GDPR	Module 6	Final assessment

Outcomes:

- Demonstrate an understanding of the importance of maintaining data privacy.
- Define and explain legislation relating to data privacy laws in South Africa.
- Create an action plan for own organisation to revise policy and procedures in the context of the POPI Act.
- Understand the risks associated with contravention of data privacy laws.



Employment Equity

Short Course

Purpose:

- Explore fundamentals principles of Employment Equity, understand how the history of the country impacts on equity in the workplace; analyse the legislation that relate to equity in the workplace; help you to correctly interpret roles and responsibilities when applying the Act.

Scope:

- Employment Equity Act, Codes of Good Practice & Regulations.
- Skills Development & Skills Development Levies Acts & Regulations.
- Labour Relations Act.
- National Qualifications Framework Act.
- The Constitution of the Republic of South Africa.

Target audience:

- Executive Committees; EE / SD Committees; Management Teams; SDFs; Human Resource Professionals; Union Representatives; Shop Stewards; Organisational Development Consultants; Transformation Managers.

Learning Mechanisms:

- Facilitated InClass OR OnLine or via eLearning.
- Practical and hands-on.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.
- Essential - ability to use a computer, familiarity with using a Browser, Microsoft Word and Adobe Acrobat.

Programme Contents

Module 1	Orientation	Module 2	Intro to the Acts, Codes & Regulations	Module 3	Planning & Reporting
Module 4	Fair remuneration	Module 5	Forums, committees & communication	Module 6	Final assessment

Outcomes:

- Define and describe legislation relating to employee rights and equal opportunity in the workplace.
- Understand how to apply fair and equitable principles to employee selection, recruitment, training, promotion and termination by analysing and revising policy and procedure.
- Demonstrate understanding of fair practice in remuneration, in the context of employment equity.
- Explain the compilation of employment equity plans and procedures for submission of annual reports.
- Understand the purpose and function of employment equity and skills development consultative forums.

Optional Extra:

- Coaching of the Committee for a period of 3 or 6-months after training.

Broad-Based Black Economic Empowerment

Short Course

Purpose:

- For you to gain a basic understanding of the B-BBEE Codes of Good Practice, the purpose of verification agencies, the BEE Scorecard, applicable legislation and your role in the transformation process

Scope:

- Broad-Based Black Economic Empowerment Act & Codes of Good Practice.
- Employment Equity Act, Codes of Good Practice & Regulations.
- Skills Development & Skills Development Levies Acts & Regulations.
- Preferential Procurement Policy Framework Act & Regulations.
- The Constitution of the Republic of South Africa.
- Transformation Charters.
- National BEE Strategy.

Target audience:

- Executive Committees; EE / SD Committees; Management Teams; SDFs; Human Resource Professionals; Union Representatives; Shop Stewards; Organisational Development Consultants; Transformation Managers.

Learning Mechanisms:

- Facilitated InClass OR OnLine OR via eLearning .
- Practical and hands-on.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.
- Essential - ability to use a computer, using a Browser, Microsoft Word and ability to convert documents to PDF.

Programme Contents

Module 1	Orientation	Module 2	Applicable legislation	Module 3	Discounts, fines & penalties
Module 4	Unpacking the elements	Module 5	B-BBEE Scorecard	Module 6	Final Assessment

Outcomes:

- Understand the history of Black Economic Empowerment in South Africa.
- Identify verification agencies that can help with the compilation of the BEE scorecard.
- Identify measures that can be implemented to help the management team and workforce understand BEE.
- Communicate the principles of BEE to the employee base.
- Explain the fundamental principles of each element in the Codes of Good Practice.
- Understand the principle of discounting and the impact of discounting on the organisation.



Transformation

Skills Development Law (FET)

Short Course

Purpose:

- This short course relates to skills development law, particularly in Further Education & Training (FET).
- The aim is to equip Practitioners with knowledge to understand what is required by the regulatory framework.

Scope:

- National Qualifications Framework Act.
- Skills Development & Skills Development Levies Acts & Regulations.
- SAQA Guidelines.
- QCTO Policies.

Target audience:

- Skills Development Facilitators (SDFs); HR Professionals; Learning & Development Practitioners; Trainers; Assessors; Moderators; HR Officers.

Learning Mechanisms:

- Facilitated InClass OR OnLine OR via eLearning.
- Practical and hands-on.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.
- Essential - ability to use a computer, using a Browser, Microsoft Word and convert documents to PDF.

Programme Contents

Module 1	Orientation	Module 2	Statutory framework	Module 3	Workplace skills planning
Module 4	Workplace skills reporting	Module 5	Funding opportunities	Module 6	Final assessment

Outcomes:

- Discuss and explain the laws and policies that guide skills development in Further Education & Training (FET).
- Define the principles that underpin skills development planning and the link with organisational strategy.
- Understand and explain various funding opportunities.
- Fulfil annual planning and reporting functions.

How it works:

- Send an eMail to caryn@curiosa.co.za.
- We send you an enrolment form with an invoice.
- For InClass learning appropriate arrangements will be made.
- For OnLine learning – virtual classroom details will be sent to you.
- For eLearning - you are granted access to the learning portal once we receive proof of payment.
- A Certificate of Achievement will be couriered to you upon successful completion of the course.

Consumer Protection Act

Short Course

Purpose:

- Explore fundamentals principles of consumer protection in order to understand the rights of consumers and suppliers.

Scope:

- Consumer Protection Act 68 of 2008.
- The Constitution of the Republic of South Africa.

Target audience:

- Any person with an interest in consumer rights.

Learning Mechanisms:

- Facilitated InClass OR OnLine.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.

Programme Contents

Module 1	Historic background and introduction to the Act	Module 2	The 9 rights under the Act	Module 3	Complaints
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Outcomes:

- Knowing what is covered under the Act.
- Understanding the nature of an agreement.
- Define and understand consumer / supplier rights.
- Applying the Act in practice.
- How and where to lodge complaints.

Business Ethics

Short Course

Purpose:

- With this course we aim to explain the fundamental principles behind ethics in the workplace, in order to help employees make the right decisions.

Scope:

- Codes of Conduct.
- General standards related to ethics.
- Organisational values.
- Protected Disclosures Act 26 of 2000.

Target audience:

- General staff, Supervisors and Junior Managers.

Learning Mechanisms:

- Facilitated InClass OR OnLine.

Entry Requirements:

- The workshop is delivered in English, therefore a good command of the language is required.

Programme Contents

Module 1	Introduction to ethics in the workplace	Module 2	Ethical standards and the link with quality output	Module 3	Applying ethics in your own work context
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Outcomes:

- Understanding the fundamental principles of ethical behaviour in the workplace.
- Identifying ethical standards.
- Distinguishing between right and wrong in the workplace.
- What to do when you see unethical behaviour.

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