

Course Name: Occupational Skills Programme: Workplace Essential Skills

SAQA ID: 211009

NQF: 4

Credits: 20

Duration: 2 – 6 months

Course Outline:

Knowledge Component	Explanation	Credits	NQF
<i>The Workplace environment and responsibilities of an employer and employee</i>	You will learn about how a workplace operates and the rights and responsibilities of employers and employees.	8	4
<i>Employment</i>	You will learn about employment contracts, working conditions, benefits, and how employment starts and ends.		
<i>The Organization of work</i>	You will learn how work is structured, how departments function, and how teamwork improves productivity.		
<i>Concepts related to the employee's performance of work</i>	You will learn about performance standards, time management, discipline, and improving work quality.		
<i>Employer Organizations</i>	You will learn about different types of businesses and how employer groups operate.		
<i>External Environments in which Organizations operate</i>	You will learn how economic, legal, social, and technological factors affect organizations.		
<i>Employer-Employee relationships</i>	You will learn about labour relations, dispute resolution, and workplace communication between employers and employees.		
<i>Workplace health and safety</i>	You will learn how to maintain a safe and healthy working environment.		
<i>Understand and apply work ethics, norms and values</i>	You will learn about professional behavior, responsibility, and workplace values.		
<i>Ethics at work</i>	You will learn about honesty, integrity, and ethical decision-making in the workplace.		
<i>Communication</i>	You will learn effective verbal, written, and interpersonal communication skills.		

<i>Current trends influencing work</i>	You will learn about modern workplace changes like technology and remote work.		
Practical Component	Explanation	Credits	NQF
<i>The workplace environment and responsibilities of an employer and employee</i>	You will practically demonstrate your understanding of employer and employee roles in a real workplace.	12	4
<i>Apply for a career opportunity</i>	you will learn how to search for jobs and complete job applications correctly.		
<i>Prepare and undertake an interview</i>	You will practice interview skills, including preparation, answering questions, and professional behavior.		
<i>Analyse an employment contract</i>	You will examine an employment contract to understand terms, conditions, rights, and responsibilities.		
<i>Analyse a workplace policy and guideline</i>	You will review workplace policies to understand rules, procedures, and standards.		
<i>The workplace environment and responsibilities of an employer and employee</i>	You will apply your knowledge of workplace duties in a practical setting.		
<i>Apply and accept an internship at a Workplace Experience Provider</i>	You will go through the process of applying for and accepting a workplace internship or practical placement.		
<i>Demonstrate understanding of OHS legislation in the workplace</i>	You will show how workplace health and safety laws apply in practice.		
<i>Induction at a Workplace Experience Provider, covering general workplace policies, procedures and standards</i>	You will attend an induction session and learn about company policies, procedures, and standards.		
<i>Observe and undertake general task/s within a Workplace Experience Provider</i>	You will observe and carry out basic tasks within the workplace experience provider.		
<i>Understand and apply work ethics, norms and values</i>	You will demonstrate professionalism, responsibility, and ethical behavior at work.		

<i>Work as a team member</i>	You will participate effectively as part of a team.		
<i>Participate in and contribute to workplace meetings</i>	You will contribute appropriately during workplace discussions and meetings.		
<i>Contribute to maintaining a safe and productive Work Environment</i>	You will help ensure safety, cleanliness, and productivity in the workplace.		