



SKILLS PROGRAMME DOCUMENT					
Skills Programme Title		Workplace Essential Skills			
NQF Level	4	Credits	20	Duration in days	25 Days
Skills Programme ID Number		SP-211009			
Skills Programme Status	Approved		Start Date	End Date	
			25/10/2021	25/10/2026	
Last date for enrolment		25/10/2027	Last date for achievement		25/10/2030



SKILLS PROGRAMME DETAILS

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



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



	Concepts related to the employee's performance of work	TOPIC 5 Analyse a workplace policy and guideline
	TOPIC 5 Employer organisations	TOPIC 6 The workplace environment and responsibilities of an employer and employee
	TOPIC 6 External environments in which organisations operate	TOPIC 7 Apply and accept a internship at a Workplace Experience provider.
	TOPIC 7 Employer-Employee relationships	TOPIC 8 Demonstrate understanding of Occupational Health and Safety legislation in the workplace
	TOPIC 8 Workplace health and safety	TOPIC 9 Induction at a Workplace Experience provider, covering general work place policies, procedures and standards
	TOPIC 9 Understand and apply work ethics, norms and values	TOPIC 10 Observe and undertake general task/s within Workplace Experience provider workplace WM-01-WE05 Rate Workplace Experience Provider
	TOPIC 10 Ethics at work	TOPIC 11 Understand and apply work ethics, norms and values
	TOPIC 11 Communication	TOPIC 12 Current trends influencing work
	TOPIC 12 Current trends influencing work	TOPIC 11 Understand and apply work ethics, norms and values



		<p>TOPIC 12 Work as a team member</p> <p>TOPIC 13 Participate in and contribute to workplace meetings</p> <p>TOPIC 14 Contribute to maintaining a safe and productive Work Environment</p>
Minimum entry requirements	LEVEL 1	
Exit Level Outcomes	<p>EXIT LEVEL OUTCOME 1 Identify responsibilities in the workplace environment of an employer and employee</p> <p>EXIT LEVEL OUTCOME 2 Understand and apply work ethics, norms and values</p> <p>EXIT LEVEL OUTCOME 3 Identify safety and legal provisions relating to the work and responsibilities of an employer and employee</p> <p>EXIT LEVEL OUTCOME 4 Perform tasks in a number of critical workplace competencies.</p>	
Assessment	<p>Continuous Assessment</p> <p>Practical Test</p> <ul style="list-style-type: none">Identify responsibilities in the workplace environment of an employer and employeeUnderstand and apply work ethics, norms and valuesIdentify safety and legal provisions relating to the work and responsibilities of an employer and employee <p>Written Test</p> <ul style="list-style-type: none">Define and describe responsibilities in the workplace environment of an employer and employeeDiscuss work ethics, norms and values	



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



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