SKILLS DEVELOPMENT

TRAINING MATRIX

2025

INDEX

LEARNERSHIPS

SAQA ID	TITLE	NQF LEVEL	Authorising Body	PG
23833	NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION SERVICES	2	SERVICES SETA	7
20813	NATIONAL CERTIFICATE: CONSTRUCTION CONTRACTING	2	CETA	8
61591 LP 49077	NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING	3	MICTSETA	9
67465	NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION SERVICES	3	SERVICES SETA	10
57712 LP 74630	FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: GENERAL MANAGEMENT	4	SERVICES SETA	11
65949	FURTHER EDUCATION AND TRAINING CERTIFICATE: SUPERVISION OF CONSTRUCTION PROCESSES	4	CETA	12
59201 LP 60269	NATIONAL CERTIFICATE: GENERIC MANAGEMENT: GENERAL MANAGEMENT	5	SERVICES SETA	13
49648	NATIONAL CERTIFICATE: NEW VENTURE CREATION (SMME)	2	SERVICES SETA	14
66249	FURTHER EDUCATION AND TRAINING CERTIFICATE: NEW VENTURE CREATION	4	SERVICES SETA	15

OUTSOURCED LEARNERSHIPS

SAQA ID	TITLE	NQF LEVEL	Authorising Body	PG
48971	NATIONAL CERTIFICATE: MIXED FARMING SYSTEMS	1	AGRISETA	16
48977	NATIONAL CERTIFICATE: MIXED FARMING SYSTEMS	2	AGRISETA	17
49579	NATIONAL CERTIFICATE: POULTRY PROCESSING	3	AGRISETA	18
49011	NATIONAL DIPLOMA: ANIMAL PRODUCTION	5	AGRISETA	19
49010	NATIONAL DIPLOMA: PLANT PRODUCTION	5	AGRISETA	20

YOUR STRATEGIC TRAINING PARTNER

QCTO ACCREDITED COURSES

QUAL. CODE	TITLE	NQF LEVEL	SETA	PG
99703	OCCUPATIONAL CERTIFICATE: STORE PERSON	NQF 2	QCTO / W&RSETA	21
99573	OCCUPATIONAL CERTIFICATE: RETAIL SUPERVISOR	NQF 4	QCTO / W&RSETA	22
99708	OCCUPATIONAL CERTIFICATE: SERVICE STATION ATTENDANT	NQF 2	QCTO / W&RSETA	23
99446	OCCUPATIONAL CERTIFICATE: DISPATCH AND RECEIVING CLERK	NQF 3	QCTO / W&RSETA	23
93793	OCCUPATIONAL CERTIFICATE: TRUCK DRIVER	NQF 3	QCTO / TETA	24
99669	OCCUPATIONAL CERTIFICATE: SALES ASSISTANT (GENERAL)(RETAIL SALES ADVISOR)	NQF 3	QCTO / W&RSETA	25
SP-191222	COMPUTER AND DIGITAL SUPPORT ASSISTANT	NQF 4	QCTO / W&RSETA	26
91994	OCCUPATIONAL CERTIFICATE: OFFICE ADMINISTRATOR: PUBLIC SERVICE ADMINISTRATOR	NQF 5	QCTO / PSETA	30
102161	OCCUPATIONAL CERTIFICATE: OFFICE ADMINISTRATOR	NQF 5	QCTO	31
101869	OCCUPATIONAL CERTIFICATE: PROJECT MANAGER	NQF 5	QCTO / ServicesSETA	32
99111	OCCUPATIONAL CERTIFICATE: SUPPLY CHAIN PRACTITIONER	NQF 5	QCTO / TETA	39
91789	OCCUPATIONAL CERTIFICATE: RETAIL MANAGER: RETAIL STORE MANAGER	NQF 6	QCTO / W&RSETA	40

YOUR STRATEGIC TRAINING PARTNER

OUTSOURCED QCTO ACCREDITED COURSES

QUAL. CODE	TITLE	NQF LEVEL	SETA	PG
118699	OCCUPATIONAL CERTIFICATE: CLOUD ADMINISTRATOR	NQF 4	QCTO / MICT	27
119262	OCCUPATIONAL CERTIFICATE: INTERNET-OF-THINGS DEVELOPER	NQF 4	QCTO / MICT	28
97542	OCCUPATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT PRACTITIONER	NQF 4	QCTO / ETDP SETA	29
101408	OCCUPATIONAL CERTIFICATE: COMPUTER TECHNICIAN	NQF 5	QCTO / MICT	33
118707	OCCUPATIONAL CERTIFICATE: SOFTWARE DEVELOPER	NQF 5	QCTO / MICT	34
119242	OCCUPATIONAL CERTIFICATE: ROBOTIC PROCESSING AUTOMATION (RPA) DEVELOPER	NQF 5	QCTO / MICT	35
118986	OCCUPATIONAL CERTIFICATE: CYBERSECURITY ANALYST	NQF 5	QCTO / MICT	36
118708	OCCUPATIONAL CERTIFICATE: DATA SCIENCE PRACTITIONER	NQF 5	QCTO / MICT	37
118792	OCCUPATIONAL CERTIFICATE: ARTIFICIAL INTELLIGENCE SOFTWARE DEVELOPER	NQF 5	QCTO / MICT	38
119458	OCCUPATIONAL CERTIFICATE: SOFTWARE ENGINEER	NQF 6	QCTO / MICT	41

YOUR STRATEGIC TRAINING PARTNER

ACCREDITED SKILLS PROGRAMMES

QUAL. CODE	TITLE	NQF LEVEL	SETA	PG
SP01/61755	BASICS OF COMPUTERS	NQF 1	ServicesSETA	42
SP03/61755	BASIC LIFE SKILLS	NQF 1	ServicesSETA	42
(SP01/23833)	BASIC OFFICE ADMINISTRATION	NQF 2	ServicesSETA	43
SP02/23833	PERSONAL DEVELOPMENT SKILLS	NQF 2	ServicesSETA	43
SP01/67465	OFFICE ADMINISTRATION SKILLS	NQF3	ServicesSETA	44
SP02/67465	TEAM LEADERSHIP SKILLS	NQF3	ServicesSETA	44
SP01/57712	ROLE OF A MANAGER	NQF 4	ServicesSETA	44
SP01/59201	TEAM MANAGEMENT	NQF 5	ServicesSETA	45
SP01/59201	OPERATIONAL MANAGEMENT	NQF 5	ServicesSETA	45
SP01/48967	ORGANISATIONAL DEVELOPMENT	NQF6	ServicesSETA	46
SP02/48967	OPERATIONAL MANAGEMENT	NQF6	ServicesSETA	46

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CODE	TITLE	NQF LEVEL	DHET LEVEL	PG
66871	BUSINESS MANAGEMENT	NQF 5	N4	48
66929	BUSINESS MANAGEMENT	NQF 5	N5	48
58206	BUSINESS MANAGEMENT	NQF 5	N6	48
66874	FINANCIAL MANAGEMENT	NQF 5	N4	48
66954	FINANCIAL MANAGEMENT	NQF 5	N5	48
66998	FINANCIAL MANAGEMENT	NQF 5	N6	48
66872	MARKETING MANAGEMENT	NQF 5	N4	48
66952	MARKETING MANAGEMENT	NQF 5	N5	48
66996	MARKETING MANAGEMENT	NQF 5	N6	48
66873	HUMAN RESOURCE MANAGEMENT	NQF 5	N4	49
66953	HUMAN RESOURCE MANAGEMENT	NQF 5	N5	49
66997	HUMAN RESOURCE MANAGEMENT	NQF 5	N6	49
66881	CIVIL ENGINEERING	NQF 5	N4	49
66960	CIVIL ENGINEERING	NQF 5	N5	49
67005	CIVIL ENGINEERING	NQF 5	N6	49
66881	ELECTRICAL ENGINEERING	NQF 5	N4	49
66960	ELECTRICAL ENGINEERING	NQF 5	N5	49
67005	ELECTRICAL ENGINEERING	NQF 5	N6	49
66881	MECHANICAL ENGINEERING	NQF 5	N4	49
66960	MECHANICAL ENGINEERING	NQF 5	N5	49
67005	MECHANICAL ENGINEERING	NQF 5	N6	49

TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
	23833	ServiceSETA	NQF 2	
Core	7547	Operate a personal computer system	2	6
Core	7566	Operate personal computer peripherals	2	3
Core	7568	Demonstrate knowledge of and produce word processing documents using basic functions	2	3
Core	7571	Demonstrate the ability to use electronic mail software to send and receive messages	2	3
Core	8104	Operate and take care of equipment in an office environment	2	2
Core	8420	Operate in a team	2	4
Core	8618	Organise oneself in the workplace	2	3
Core	11235	Maintain effective working relationships with other members of staff	2	1
Core	14338	Attend to customer enquiries in an office setting	2	2
Core	14339	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	2	5
Core	14340	Maintain an existing information system in a business environment	2	4
Core	14341	Keep informed about current affairs related to one`s own industry	2	4
Core	14342	Manage time and work processes within a business environment	2	4
Core	14343	Investigate the structure of an organisation as a workplace	2	8
Core	14344	Demonstrate an understanding of a selected business environment	2	10
Core	14346	Process numerical and text data in a business environment	2	2
Core	14348	Process incoming and outgoing telephone calls	2	3
Core	14349	Receive and execute instructions	2	2
Core	14353	Conduct basic financial transactions	2	3
Core	14359	Behave in a professional manner in a business environment	2	5
Core	110064	Contribute to the health, safety and security of the workplace	2	4
Fund	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Fund	7480	Demonstrate understanding of rational & irrational numbers & number systems	2	3
Fund	8962	Maintain and adapt oral communication	2	5
Fund	8963	Access and use information from texts	2	5
Fund	8964	Write for a defined context	2	5
Fund	8965	Respond to literary texts	2	5
Fund	9007	Work with a range of patterns and functions and solve problems	2	5
Fund	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
Fund	12444	Measure, estimate & calculate physical quantities & explore, describe & represent geometrical relationships in 2-dimensions in different life or workplace contexts	2	3
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation & a specific workplace	3	4
Elective	14352	Manage a diary for self and others	2	4
Elective	120308	Apply knowledge of self in order to make a personal decision	2	3
Elective	244608	Demonstrate ability to lead a team or group	2	3
				131

National Certificate: Business Administration Services

National Certificate: Construction Contracting				
20813		CETA	NQF 2	
TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	1	7
Core	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	1	2
Core	10007	Identify, analyse and select business opportunities	1	3
Core	10009	Demonstrate the ability to start and run a business and adapt to a changing business environment	1	3
Core	9976	Apply basic business concepts	2	8
Core	9980	Apply construction contract documentation	2	15
Core	9964	Apply health and safety to a work area	2	3
Core	9986	Apply quality principles on a construction site	2	12
Core	9982	Comply with legal requirements for a construction contract	2	8
Core	9978	Describe the construction industry composition its work systems and communication techniques	2	3
Core	9985	Implement construction site management procedures	2	18
Core	9987	Implement site administration procedures on a construction project	2	10
Core	9984	Manage construction resources	2	20
Core	11553	Setup and manage a construction contracting business	2	12
Core	9981	Tender for construction contrcts	2	20
Fund	9973	Apply basic business concepts	3	8
Fund	8962	Maintain and adapt oral communication	2	5
Fund	8963	Access and use information from texts	2	5
Fund	8964	Write for a defined context	2	5
Fund	8965	Respond to literary texts	2	5
Fund	7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
Fund	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	2	3
Fund	9007	Work with a range of patterns and functions and solve problems	2	5
Fund	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Fund	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
Fund	8975	Read analyse and respond to a variety of texts	4	5
Elective	9988	Apply surveying techniques on a construction contract	2	10
Elective	9989	Understand and apply business finances	2	2
				205

National Certificate: Information Technology: End User Computing				
61591 LP 49077		MICT		NQF 3
TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	117924	Graphical User Interface (GUI)-based processor format documents	2	5
Core	116942	Use a GUI-based word processor to create merged documents	3	3
Core	119078	Use GUI-based enhance a document through use of tables columns	3	5
Core	117923	GUI-based presentation application to prepare and produce a presentation according to a given brief	2	5
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
Core	116943	GUI-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
Core	116935	Edit, organise electronic messages using GUI, messaging application	2	2
Core	116945	Use electronic mail to send and receive messages	2	2
Core	116931	GUI-based web-browser to search the Internet	2	4
Core	115391	understanding of principles of the internet and the world-wide-web	4	3
Core	114076	Use computer technology to research a computer topic	4	3
Core	117925	ICT components in a healthy and safe manner	2	3
Core	116936	GUI-based database application to work with simple databases	3	3
Fund	8968	Accommodate audience and context needs in oral communication	3	5
Fund	13915	HIV/AIDS in a workplace, and its effects on a business	3	4
Fund	8973	Use language, communication in occupational learning programmes	3	5
Fund	8970	Write texts for a range of communicative contexts	3	5
Fund	110023	Present information in report format	4	6
Fund	9010	number & measurement units, error in context of relevant calculations	3	2
Fund	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fund	9012	Investigate life and work related problems using data probabilities	3	5
Fund	11241	Perform Basic Business Calculations	3	6
Fund	7456	investigate and monitor financial aspects personal, business issues	3	5
Elective	114636	preventative maintenance, safety issues computer environment	3	6
Elective	14947	Describe data communications	3	4
Elective	7785	Function in a business environment	3	4
Elective	14912	Investigate the use of computer technology in an organisation	3	6
Elective	13931	Monitor and control the maintenance of office equipment	3	4
Elective	117928	Describe the application and effect of ICT on society	4	5
				132

National Certificate: Business Administration Services				
\multicolumn{2}{c}{67465 LP 23655}	ServiceSETA	\multicolumn{2}{c}{NQF 3}	
TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	7567	Produce and use spreadsheets for business	3	5
Core	7570	Produce word processing documents for business	3	5
Core	7573	Demonstrate ability to use the World Wide Web	2	3
Core	7706	Maintain a Booking System	3	3
Core	7785	Function in a business environment	3	4
Core	7796	Maintain a secure working environment	3	1
Core	7860	Introduce new staff to the workplace	3	1
Core	8420	Operate in a team	2	4
Core	9533	Use communication skills to handle and resolve conflict in the workplace	3	3
Core	10170	Demonstrate understanding of employment relations in an organisation	3	3
Core	13929	Co-ordinate meetings, minor events and travel arrangements	3	3
Core	13931	Monitor and control the maintenance of office equipment	3	4
Core	13933	Plan, monitor and control an information system in a business environment	3	3
Core	13934	Plan and prepare meeting communications	3	4
Core	13935	Plan and conduct basic research in an office environment	3	6
Core	13937	Monitor and control office supplies	3	2
Core	14357	Demonstrate an understanding of a selected business environment	4	10
Fund	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fund	8968	Accommodate audience and context needs in oral communication	3	5
Fund	8969	Interpret and use information from texts	3	5
Fund	8970	Write texts for a range of communicative contexts	3	5
Fund	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fund	9012	Investigate life and work related problems using data and probabilities	3	5
Fund	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fund	9960	Communicate verbally and non-verbally in the workplace	3	8
Fund	11241	Perform Basic Business Calculations	3	6
Elective	7790	Process incoming and outgoing telephone calls	3	3
Elective	13928	Monitor and control reception area	3	4
Elective	117111	Apply knowledge of basic accounting principles to financial services	3	4
				120

YOUR STRATEGIC TRAINING PARTNER

	Further Education & Training Certificate: Generic Management: General Management					
57712 LP 74630			ServiceSETA		**NQF 4**	
TYPE	**MODULE**	**US NO**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**	
Elective	LP1: The Role of the Manager	242818	Describe the relationship of junior management to other management roles	4	5	
Core		242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	4	6	
Elective		13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	4	8	
Fund	LP2: Business Communication	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	
Fund		119469	Read/view, analyse and respond to a variety of texts	4	5	
Fund		119459	Write/present/sign for a wide range of contexts	4	5	
Fund		12153	Use the writing process to compose texts required in the business environment	4	5	
Fund	LP3: Occupational Learning and Second Language Communication (AFRIKAANS)	119467	Use language and communication in occupational learning programmes (second language)	3	5	
Fund		119472	Accommodate audience and context needs in oral/signed communication (second language)	3	5	
Fund		119457	Interpret and use information from texts (second language)	3	5	
Fund		119465	Write/present/sign texts for a range of communicative contexts (second language)	3	5	
Core	LP4: Problem Solving	242817	Solve problems, make decisions and implement solutions	4	8	
Fund		9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	
Fund		9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	
Core	LP5: Leading and Motivating a Team	242824	Apply leadership concepts in a work context	4	12	
Core		242819	Motivate and Build a Team	4	10	
Core	LP6: The Code of Conduct and Customer Service Standards	242816	Conduct a structured meeting	4	5	
Core		242815	Apply the organisation's code of conduct in a work environment	4	5	
Core		242829	Monitor the level of service to a range of customers	4	5	
Core	LP7: Time Management	242811	Prioritise time and work for self and team	4	5	
Core		242822	Employ a systematic approach to achieving objectives	4	10	
Elective	LP8: Performance Management	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	4	5	
Elective		242812	Induct a Member into a Team	3	4	
Core	LP9: Budgeting	242810	Manage expenditure against a budget	4	6	
Fund		7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	
					157	

Further Education and Training Certificate: Supervision of Construction Processes				
65949		CETA	NQF 4	
TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	263267	Analyse the nature and scope of the construction industry	4	4
Core	263264	Calculate construction quantities and develop a work plan	4	8
Core	114218	Demonstrate an understanding and implement environmental initiatives on a construction project	4	6
Core	262826	Implement a quality management system on a construction project	4	16
Core	262844	Monitor and control cost and productivity of a construction project	4	12
Core	263265	Perform site administration functions	4	10
Core	262864	Read, interpret and use construction drawings and specifications	4	10
Core	263266	Set out construction work areas	4	10
Core	262845	Supervise construction teams	4	5
Core	262884	Supervise health and safety on a construction project	4	4
Core	263284	Supervise the use and storage of construction materials	4	8
Core	15137	Apply contract documentation	5	10
Fund	119472	Accommodate audience and context needs in oral/signed communication	3	5
Fund	119457	Interpret and use information from texts	3	5
Fund	119467	Use language and communication in occupational learning programmes	3	5
Fund	119465	Write/present/sign texts for a range of communicative contexts	3	5
Fund	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fund	7484	Describe, represent, analyse and explain changes in shape and motion in 2- and 3-dimensional space with justification	4	4
Fund	119461	Make and motivate judgements on selected literary texts	4	5
Fund	119469	Read/view, analyse and respond to a variety of texts	4	5
Fund	119471	Use language and communication in occupational learning programmes	4	5
Fund	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Fund	119459	Write/present/sign for a wide range of contexts	4	5
Elective	8000	Apply basic business principles	3	9
Elective	123259	Convey dangerous goods by road	3	4
Elective	8016	Maintaining occupational health, safety and general housekeeping	3	8
Elective	115876	Monitor, control and co-ordinate the flow of stock	3	4
				184

National Certificate: Generic Management: General Management						
59201 / LP 60269			ServiceSETA		NQF 5	
TYPE	MODULE	US NO	UNIT STANDARD TITLE	NQF	CREDITS	
Fund	LP1: Leadership	120300	Analyse leadership and related theories in a work context	5	8	
Core		252037	Build teams to achieve goals and objectives	5	6	
Elective		15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4	
Core	LP2: Relationship Management	252027	Devise and apply strategies to establish and maintain workplace relationships	5	6	
Elective		252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4	
Fund		12433	Use communication techniques effectively	5	8	
Core	LP3: Diversity and Conflict Management	252043	Manage a diverse work force to add value	5	6	
Elective		117853	Conduct negotiations to deal with conflict situations	5	8	
Elective		114226	Interpret and manage conflicts within the workplace	5	8	
Core	LP4: People Management	252029	Lead people development and talent management	5	8	
Core		252034	Monitor and evaluate team members against performance standards	5	8	
Elective		12140	Recruit and select candidates to fill defined positions	5	6	
Core		252035	Select and coach first line managers	5	8	
Fund	LP5: Financial Management	252036	Apply mathematical analysis to economic and financial information	5	8	
Fund		252040	Manage the finances of a unit	5	8	
Fund	LP6: Best Practice Management	252042	Apply the principles of ethics to improve organisational culture	5	5	
Core		252044	Apply the principles of knowledge management	5	6	
Elective		252024	Evaluate current practices against best practice	5	4	
Core	LP7: Change Management	252021	Formulate recommendations for a change process	5	8	
Fund		252026	Apply a systems approach to decision making	5	6	
Core		252020	Create and manage an environment that promotes innovation	5	6	
Fund	LP8: Result-based Management	252022	Develop, implement and evaluate a project plan	5	8	
Core		252032	Develop, implement and evaluate an operational plan	5	8	
Core		252025	Monitor, assess and manage risk	5	8	
					170	

National Certificate: New Venture Creation (SMME)

49648		ServiceSETA			NQF 2
TYPE	**MODULE**	**US NO**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
Fund	Module 1: Language Skills For Business	8963	Access and use information from texts	2	5
Fund		8967	Use language & communication in occupational learning programmes	2	5
Fund		8964	Write for a defined context	2	5
Elective		13934	Plan and prepare meeting communications	3	4
Core	Module 2: The Idea	119673	Identify & demonstrate entrepreneurial ideas and opportunities	2	7
Core		119669	Match new venture opportunity to market needs	2	6
Fund	Module 3: Number Skills For Business	9009	Apply basic knowledge of statistics & probability to influence the use of data & procedures in order to investigate life related problems	2	3
Fund		7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
Fund		9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	2	3
Fund		7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Fund		9007	Work with a range of patterns and functions and solve problems	2	5
Core	Module 4: The Business Plan	119666	Determine financial requirements of a new venture	2	8
Core		119670	Produce a business plan for a new venture	2	8
Core	Module 5: Put The Plan Into Action	119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	2	8
Core		119668	Manage business operations	2	8
Elective		9964	Apply health and safety to a work area	2	3
Core	Module 6: Sales And Marketing	114974	Apply the basic skills of customer service	2	2
Core		119672	Manage marketing and selling processes of a new venture	2	7
Fund		8962	Maintain and adapt oral communication	2	5
Core	Module 7: Manage Finances	119674	Manage finances for a new venture	2	10
Elective		13932	Prepare & process documents for financial & banking processes	3	5
Elective	Module 8: Organisation Skills	13933	Plan, monitor & control an information system in a business environment	3	3
Elective		119671	Administer contracts for a selected new venture	3	10
Core	Module 9: Manage Yourself	113924	Apply basic business ethics in a work environment	2	2
Core		114959	Behave in a professional manner in a business environment	2	4
Elective	Module 10: Manage Others	119713	Apply basic HR principles in a new venture	3	4
Elective		13912	Apply knowledge of self & team in order to develop a plan to enhance team performance	3	5
					140

YOUR STRATEGIC TRAINING PARTNER

Further Education and Training Certificate: New Venture Creation

66249		ServiceSETA		NQF 4	
TYPE	**MODULE**	**US NO**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
Core	Module 1: Demonstrate an ability to identify and create a new venture.	114600	Apply innovative thinking to the development of a small business	4	4
Core		263356	Demonstrate an understanding of an entrepreneurial profile	4	5
Core		114596	Research the viability of new venture ideas/opportunities	4	5
Core		114592	Produce business plans for a new venture	4	8
Core		114584	Finance a new venture	4	5
Fund		9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Fund	Module 2: Demonstrate knowledge of interpersonal skills required in a business environment.	119469	Read/view, analyse and respond to a variety of texts	4	5
Fund		119472	Accommodate audience and context needs in oral/signed communication	3	5
Fund		119467	Use language and communication in occupational learning programmes	3	5
Fund		119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
Core		13948	Negotiate an agreement or deal in an authentic work situation	4	5
Fund		119471	Use language and communication in occupational learning programmes	4	5
Core	Module 3: Demonstrate an understanding of basic economics within a market economy.	263455	Apply the principles of costing and pricing to a business venture	4	6
Core		263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	4	5
Core		263474	Manage finances of a new venture	4	6
Fund		7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Fund		117156	Interpret basic financial statements	4	4
Fund	Module 4: Manage a new venture by applying business principles and techniques.	119465	Write/present/sign texts for a range of communicative contexts	3	5
Core		114805	Manage general administration	4	4
Core		263434	Plan and manage production/operations in a new venture	4	6
Fund		119459	Write/present/sign for a wide range of contexts	4	5
Core		263456	Plan strategically to improve new venture performance	4	4
Elective		13915	Demonstrate knowledge & understanding of HIV/AIDS in a workplace, & its effects on a business sub-sector, own organisation & a specific workplace	3	4
Elective		13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	3	8
Fund		119457	Interpret and use information from texts	3	5
Fund		9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Core		263534	Implement an action plan for a new venture	4	4
Core	Module 5: Demonstrate an understanding of the role of leadership and management.	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6
Core		116394	Implement and manage human resource and labour relations policies and acts	4	9
					154

YOUR STRATEGIC TRAINING PARTNER

National Certificate: Mixed Farming Systems
\multicolumn{2}{c}{48974}	\multicolumn{3}{c}{AgriSETA}	NQF 1
TYPE	MODULE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	Cluster 1: Orientation to the Agriculture Business	116166	Apply basic food safety practices	1	1
Core		116158	Apply basic agricultural enterprise selection principles	1	2
Fund		12470	Write for a variety of different purposes	1	6
Fund		12471	Explore and use a variety of strategies to learn (revised)	1	5
Fund		12462	Engage in a range of speaking and listening interactions for a variety of purposes	1	6
Fund		12469	Read and respond to a range of text types	1	6
Core	Cluster 2: Apply quality standards and procedures in Agricultural Practices	116159	Identify the need for capital and understand the need for the recording of the income and different costs in an agri-business	1	2
Core		116164	Demonstrate an understanding of the importance of marketing	1	2
Core		116168	Maintain basic water quality	1	1
Core		116167	Select, use and care for hand tools and basic equipment and infrastructure	1	4
Core		116169	Understand how sustainable farming systems conserve natural resources	1	4
Elective		116149	Understand organic market requirements	1	3
Fund		7451	Collect, analyse, use and communicate numerical data	1	2
Core	Cluster 3: Production process in Agriculture	116191	Apply standard animal feeding procedures	1	6
Core		116165	Define production and understand the basic activities of production / conversion in the agri-business environment	1	2
Core		116172	Apply elementary farm layout and infrastructure	1	2
Elective		116209	Demonstrate an understanding of agri/ecotourism as a system at micro level	1	5
Fund		116157	Demonstrate an understanding of the basic concepts of sustainable farming systems	1	4
Fund		7463	Describe and represent objects and the environment in terms of shape, space, time and motion	1	2
Core	Cluster 4: Manage resources and activities for production in Agricultural Environment	116160	Apply basic human resource management principles and practices applicable in an agricultural environment	1	2
Core		116206	Fertilise soil and attend to basic plant nutrition	1	5
Core		116163	Handle inputs and stock in agri-business	1	2
Core		116201	Harvest agricultural crops	1	5
Core		116204	Recognise pests, diseases and weeds on crops	1	5
Core		116200	Plant the crop under supervision	1	4
Core		116203	Manipulate plants	1	5
Fund		7461	Use maps to access and communicate information concerning routes, location and direction	1	1
Fund		116156	Collect agricultural data	1	2
Fund		7447	Working with numbers in various contexts	1	6
Core	Cluster 5: Manage resources and activities for animal production in Agriculture	116198	Harvest animal products	1	5
Core		116197	Observe and handle animals	1	5
Elective		116643	Administer livestock processing treatments	2	8
Fund		7449	Critically analyse how mathematics is used in social, political & economic relations	1	2
Fund		7464	Analyse cultural products and processes as representations of shape, space and time	1	2
Fund		14084	Demonstrate an understanding of and use the numbering system	1	1
					125

	National Certificate: Mixed Farming Systems			
48977		AgriSETA		**NQF 2**
TYPE	**US NO**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
Core	116125	Apply crop protection and animal health products effectively and responsibly	2	4
Core	116127	Apply layout principles for conservation and infrastructure	2	5
Core	116126	Apply marketing principles in agriculture	2	2
Core	116128	Apply plant manipulation methods	2	4
Core	116121	Apply sustainable farming practices to conserve the ecological environment	2	5
Core	116122	Control inputs and stock in agribusiness	2	2
Core	116124	Control pests, diseases and weeds on all crops effectively and responsibly	2	2
Core	116115	Define and understand production systems and production management	2	2
Core	116113	Explain principles of human resources management and practices in agriculture	2	2
Core	116081	Identify and recognise factors influencing agricultural enterprise selection	2	2
Core	116083	Illustrate and understand the basic layout of financial statements	2	2
Core	116079	Monitor the establishment of a crop	2	4
Core	116077	Monitor water quality	2	3
Core	116070	Operate and support a food safety and quality management system in the agricultural supply chain	2	2
Core	116063	Respond correctly to control defensive behaviour in animals	2	4
Core	116055	Understand animal nutrition	2	7
Core	116053	Understand basic soil fertility and plant nutrition	2	5
Core	116060	Utilise and perform minor repair and maintenance tasks on implements, equipment and infrastructure	2	5
Fund	8963	Access and use information from texts	2	5
Fund	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
Fund	7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
Fund	8962	Maintain and adapt oral communication	2	5
Fund	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	2	3
Fund	116080	Monitor, collect and collate agricultural data	2	2
Fund	116064	Recognise and identify the basic functions of the ecological environment	2	4
Fund	8967	Use language and communication in occupational learning programmes	2	5
Fund	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Fund	9007	Work with a range of patterns and functions and solve problems	2	5
Fund	8964	Write for a defined context	2	5
Elective	116114	Harvest natural flora	2	4
Elective	116123	Consider plant botany during the placement of bee hives	2	2
Elective	116645	Control feedbunker and water trough quality	2	6
Elective	116643	Administer livestock processing treatments	2	8
Elective	116120	Explain basic pig husbandry practices	2	4
Elective	116638	Mix and deliver feedlot feed to bunker	2	4
Elective	116069	Participate in agri/ecotourism practices at both micro and meso levels to tourists	2	4
				136

YOUR STRATEGIC TRAINING PARTNER

National Certificate: Poultry Processing				
49579		AgriSETA		**NQF 3**
TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
Core	119386	Demonstrate basic understanding of the poultry processing industry	2	1
Core	119452	Show an understanding of the anatomy and physiology of poultry	2	5
Core	119399	Utilise abattoir hygiene in poultry processing	2	15
Core	119413	Utilise cold chain management in poultry processing	2	3
Core	14063	Apply Self Management through the Concepts of Positive Self-esteem and Resiliency	3	2
Core	119419	Implement administration and record keeping in poultry processing	3	5
Core	119436	Implement health and safety principles in a poultry abattoir	3	10
Core	119393	Implement personal hygiene principles in a poultry abattoir	3	15
Core	119407	Implement water management in poultry processing	3	2
Core	116714	Lead a team, plan, allocate and assess their work	3	4
Core	119380	Monitor the quality assurance in a poultry abattoir	3	15
Fund	8968	Accommodate audience and context needs in oral communication	3	5
Fund	8971	Analyse and respond to a variety of literary texts	3	5
Fund	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fund	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fund	8969	Interpret and use information from texts	3	5
Fund	9012	Investigate life and work related problems using data and probabilities	3	5
Fund	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fund	8970	Write texts for a range of communicative contexts	3	5
Elective	119445	Defeather poultry	2	8
Elective	119432	Operate a portion cutting machine in a poultry abattoir	2	12
				133

National Diploma: Animal Production				
49011		AgriSETA		**NQF 5**
TYPE	**US NO**	**UNIT STANDARD TITLE**	**NQF**	**CREDIT**
Core	116428	Analyse and interpret the financial statements and physical records in an agri-business to generate managerial information	5	11
Core	116430	Apply and plan animal nutrition	5	12
Core	116425	Design a natural resource management plan	5	8
Core	116426	Develop a production and strategic plan for the agricultural business	5	11
Core	116419	Develop and implement a food safety and quality management system in an agricultural supply chain	5	7
Core	116399	Dissect animals	5	5
Core	116388	Evaluate animal anatomy and physiology systems	5	10
Core	116393	Evaluate animal health systems	5	8
Core	116390	Harvest animal products: animal products systems	5	9
Core	116394	Implement and manage human resource and labour relations policies and acts	5	9
Core	10050	Integrate marketing plans with business process	5	6
Core	116385	Integrate sustainable breeding and selection methods	5	10
Core	116381	Investigate life threatening hazards when handling animals	5	8
Core	116382	Manage an input chain	5	6
Core	116384	Manage and control resources in a sustainable manner	5	5
Core	116337	Optimise and integrate various farming systems and trends within related enterprises	5	11
Core	116369	Optimise water quality	5	6
Core	116324	Plan a farm and select a site	5	9
Core	116336	Understand juvinile animal rearing practices	5	8
Fund	8974	Engage in sustained oral communication and evaluate spoken texts	4	5
Fund	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	4	4
Fund	8975	Read analyse and respond to a variety of texts	4	5
Fund	7466	Represent and operate on complex numbers in non-trivial situations	4	2
Fund	7483	Solve problems involving sequences and series in real and simulated situations	4	2
Fund	8979	Use language and communication in occupational learning programmes	4	5
Fund	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Fund	7470	Work with a wide range of patterns and inverses of functions and solve related problems	4	6
Fund	8976	Write for a wide range of contexts	4	5
Fund	116412	Develop and manage a data collection plan to support an agricultural enterprise	5	4
Fund	116387	Integrate sustainable systems into planning and management processes	5	8
Elective	116649	Control feedlot production unit	4	32
Elective	116327	The optimisation of agri / ecotourism strenghts and opportunities and negation of threats and weaknesses	5	6
Elective	116299	Apply advanced pig husbandry practices	4	5
				245

TYPE	US NO	UNIT STANDARD TITLE	NQF	CREDITS
National Diploma: Plant Production
49010 — AgriSETA — NQF 5
Core	116428	Analyse and interpret the financial statements and physical records in an agri-business to generate managerial information	5	11
Core	116429	Apply integrated pest management principles	5	10
Core	116431	Describe biological processes in plant physiology	5	9
Core	116425	Design a natural resource management plan	5	8
Core	116426	Develop a production and strategic plan for the agricultural business	5	11
Core	116427	Develop a propagation plan for any agricultural production system	5	9
Core	116419	Develop and implement a food safety and quality management system in an agricultural supply chain	5	7
Core	116409	Develop and implement plant manipulation methods	5	8
Core	116414	Develop suitable irrigation systems	5	10
Core	116394	Implement and manage human resource and labour relations policies and acts	5	9
Core	10050	Integrate marketing plans with business process	5	6
Core	116382	Manage an input chain	5	6
Core	116384	Manage and control resources in a sustainable manner	5	5
Core	116371	Manage soil systems	5	10
Core	116373	Manage the harvesting process of agricultural crops	5	10
Core	116337	Optimise and integrate various farming systems and trends within related enterprises	5	11
Core	116369	Optimise water quality	5	6
Core	116324	Plan a farm and select a site	5	9
Fund	8974	Engage in sustained oral communication and evaluate spoken texts	4	5
Fund	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	4	4
Fund	8975	Read analyse and respond to a variety of texts	4	5
Fund	7466	Represent and operate on complex numbers in non-trivial situations	4	2
Fund	7483	Solve problems involving sequences and series in real and simulated situations	4	2
Fund	8979	Use language and communication in occupational learning programmes	4	5
Fund	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Fund	7470	Work with a wide range of patterns and inverses of functions and solve related problems	4	6
Fund	8976	Write for a wide range of contexts	4	5
Fund	116412	Develop and manage a data collection plan to support an agricultural enterprise	5	4
Fund	116387	Integrate sustainable systems into planning and management processes	5	8
Elective	116405	Develop, implement and manage a permaculture site design	5	10
Elective	116328	The effective and responsible arial application of agrochemical products	5	14
Elective	116400	Effective and responsible advice, recommendation and sale of agrochemical products	6	12
Elective	116327	The optimisation of agri / ecotourism strenghts and opportunities and negation of threats and weaknesses	5	6
				249

QCTO
Quality Council for Trades & Occupations

Occupational Certificate: Store Person					
99703		W&RSETA		NQF 2	
Learnership: 32Q320082110412					
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS	
KNOWLEDGE MODULES	833402000-KM-01	Concepts of Moving and Packing Stock in a Stock Storage Area	2	3	
	833340002-KM-02	Concepts & Methods of Picking & Counting Stock	2	3	
	833402000-KM-03	Maintaining a Stock Storage Area	2	3	
PRACTICAL MODULES	833402000-PM-01	Move Stock in, out Stock Storage Areas	2	3	
	833402000-PM-02	Pack Stock in a Stock Storage Area	2	3	
	833402000-PM-03	Pick Stock from a Stock Storage Area	2	3	
	833402000-PM-04	Count Stock	2	2	
	833402000-PM-05	Maintain the Stock Storage Area	2	2	
WORKPLACE MODULES	833402000-WM-01	Processes and procedures for moving and packing different types of stock	2	9	
	833402000-WM-02	Processes, procedures for picking, counting stock	2	6	
	833402000-WM-03	Processes and procedures for performing housekeeping, maintaining a safe stock storage area	2	4	
				41	

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Retail Supervisor				
99573		W&RSETA		**NQF 4**
Learnership: 32Q320065282405				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	522201000-KM-01	Concepts and principles of supervising Wholesale or Retail staff	4	10
	522201000-KM-02	Concepts and principles of monitoring and improving performance	4	4
	522201000-KM-03	Concepts and principles for the implementation and maintenance of retail or wholesale operations	4	3
	522201000-KM-04	Concepts and principles of enhancing customer service	4	3
PRACTICAL MODULES	522201000-PM-01	Supervise retail or wholesale staff	4	6
	522201000-PM-02	Monitor and control the work performance of a team	4	6
	522201000-PM-03	Supervise operations	4	4
	522201000-PM-04	Supervise service to internal and external retail and wholesale customers	4	2
	522201000-PM-05	Resolve queries and complaints from internal and external retail and wholesale customers	4	2
WORKPLACE MODULES	522201000-WM-01	Processes and procedures for supervising wholesale or retail staff	4	30
	522201000-WM-02	Processes and procedures for supervising, implementing and maintaining processes and procedures in a specific area of responsibility in a wholesale or retail outlet	4	20
	522201000-WM-03	Processes and procedures for enhancing customer service in a wholesale or retail outlet	4	10
				100

Occupational Certificate: Service Station Attendant

99708	W&RSETA	NQF 2

Learnership: 32Q320081060282

TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	524501001-KM-01	Principles of customer service	2	2
	524501001-KM-02	Forecourt operations	2	6
PRACTICAL MODULES	524501001-PM-01	Communicate with customers	2	2
	524501001-PM-02	Perform forecourt services	2	4
WORKPLACE MODULES	524501001-WM-01	Processes and procedures for interacting with customers and team members	2	2
	524501001-WM-02	Processes and procedures for working on a forecourt	2	10
				28

Occupational Certificate: Dispatch and Receiving Clerk

99446	W&RSETA	NQF 3

Learnership: 32Q320079090343

TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	432102000-KM-01	The receiving and dispatch environment	2	4
	432102000-KM-02	Concepts of shrinkage and losses	3	2
	432102000-KM-03	Principles of receiving and checking deliveries	3	4
	432102000-KM-04	Principles of dispatching stock	3	2
PRACTICAL MODULES	432102000-PM-01	Receive stock	3	2
	432102000-PM-02	Prepare items for dispatch	3	2
	432102000-PM-03	Prevent shrinkage and losses	3	3
WORKPLACE MODULES	432102000-WM-01	Processes and procedures for receiving stock	3	8
	432102000-WM-02	Processes and procedures for dispatching stock	3	7
				34

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Truck Driver NQF3				
93793		TETA		**NQF 3**
Learnership: 733201000				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	733201000_KM-01	Health, Safety, Quality and Legislation.	3	8
	733201000_KM-02	Environment, Energy Efficiency and Ethics.	3	8
	733201000_KM-03	Industry Contexts.	3	5
	733201000_KM-04	Business Essentials.	3	9
	733201000_KM-05	Transport Risk.	3	8
	733201000_KM-06	Operating a truck.	3	14
PRACTICAL MODULES	733201000_PM-01	Prepare truck for loading, offloading and transportation.	3	15
	733201000_PM-02	Operate a truck.	3	10
	733201000_PM-03	Inspect vehicles and complete inspection reports.	3	8
WORKPLACE MODULES	733201000_WM-01	Planning for transportation of cargo.	3	15
	733201000_WM-02	Complying with road traffic regulations.	3	15
	733201000_WM-03	Documentation and reporting procedures and processes.	3	15
				130

Occupational Certificate: Sales Assistant (General) (Retail Sales Advisor)				
99669		W&RSETA		**NQF 3**
Learnership: 32Q320088110543				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	522301001-KM-01	Principles of attending to different types of customers and resolving customer queries impacting on sales	2	4
	522301001-KM-02	Principles of service excellence and building customer relationships in retail and wholesale sales	3	3
	522301001-KM-03	Concepts and principles of selling in a full-service retail and wholesale environment	3	4
PRACTICAL MODULES	522301001-PM-01	Interaction with different types of customers and present a positive image	2	2
	522301001-PM-02	Handle customer queries and complaints	2	2
	522301001-PM-03	Provide customer service and build customer relationships	3	2
	522301001-PM-04	Sell products to customers using the sales cycle	3	3
	522301001-PM-05	Use advanced selling techniques	3	2
WORKPLACE MODULES	522301001-WM-01	Processes and procedures for attending to different types of customers, handling customer queries and communicating with customers	2	10
	522301001-WM-02	Processes and procedures for providing customer service	3	8
	522301001-WM-03	Processes and procedures for selling products to customers using the sales cycle and advanced selling techniques in a full-service wholesale or retail sales environment	3	14
				54

Computer and Digital Support Assistant				
SP-191222	QCTO		NQF 4	
Skills Programme: 351201-000-02- SP01				
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	51201-000-02-SP01-KM-01	Entrepreneurial development	3	2
	51201-000-02-SP01-KM-02	Work readiness and communication skills	3	3
	51201-000-02-SP01-KM-03	Fundamentals of Health, Safety, Quality and Legislation	3	2
	51201-000-02-SP01-KM-04	Basic computer architecture: hardware	4	2
	51201-000-02-SP01-KM-05	Basic computer architecture: software	4	1
	51201-000-02-SP01-KM-06	Basic concepts of sustainable computer environment and green technologies	4	1
	51201-000-02-SP01-KM-07	Troubleshoot computer and network faults	4	5
	51201-000-02-SP01-KM-08	Social Media and Digital Literacy	4	5
	51201-000-02-SP01-KM-09	End User computing	3	6
APPLICATION SKILLS MODULES	351201-000-02-SP01-AS-01	Set up a basic computer business (Undertake small business planning)	3	1
	351201-000-02-SP01-AS-02	Prepare quotations	3	1
	351201-000-02-SP01-AS-03	Provide support to end users	4	1
	351201-000-02-SP01-AS-04	Test functionality of peripherals, devices and consumables	4	1
	351201-000-02-SP01-AS-05	Conduct troubleshooting and fault-finding using SOP's and user manuals	4	1
	351201-000-02-SP01-AS-06	Set-up a basic device and connect to a basic network	4	1
	351201-000-02-SP01-AS-07	Install and update software applications	4	1
				34

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Cloud Administrator				
118699		MICTSETA		NQF 4
Learnership: 32Q320171191494				
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	252301-001-00-KM-01	Introduction to Cloud Computing	4	8
	252301-001-00-KM-02	Cloud Computing Elements	4	8
	252301-001-00-KM-03	Containers, Cloud Native and Kubernetes	4	4
	252301-001-00-KM-04	Cloud Security, Risks, Vulnerabilities and Mitigation	4	3
	252301-001-00-KM-05	Data and Databases in the Cloud	4	6
	252301-001-00-KM-06	Fundamentals of Cloud Computing Platforms	4	3
	252301-001-00-KM-07	Introduction to Cloud Computing Governance, Legislation and Ethics	4	1
	252301-001-00-KM-08	4th Industrial Revolution (4IR) and Future Skills	4	4
	252301-001-00-KM-09	Design Thinking Principles for Innovation	4	1
PRACTICAL MODULES	252301-001-00-PM-01	Conduct Effective Sever Maintenance and Optimisation	4	8
	252301-001-00-PM-02	Monitor On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet	4	8
	252301-001-00-PM-04	Ensure Integrity of the Cloud Ecosystem by Implementing Security Measures	4	8
	252301-001-00-PM-05	Access and Visualise Structured Data Using Spreadsheets	4	8
	252301-001-00-PM-06	Participate in a Design Thinking for Innovation Workshop	4	3
	252301-001-00-PM-07	Function Ethically and Effectively in the Workplace	4	4
	252301-001-00-PM-01	Conduct Effective Sever Maintenance and Optimisation	4	8
WORK EXPERIENCE MODULES	252301-001-00-WM-01	On-Demand Availability of Server Resources and Services over the Internet	4	20
	252301-001-00-WM-02	On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet	4	16
	252301-001-00-WM-03	Ensure Availability and Reliability of Network Connection According to Workflow and Security Protocols	4	20
				149

\multicolumn{5}{c|}{**Occupational Certificate: Internet-of-Things Developer**}				
\multicolumn{2}{c|}{**119262**} || MICTSETA	\multicolumn{2}{c|}{**NQF 4**}	
\multicolumn{5}{c|}{*Learnership: 32Q320184201414*}				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	251201-003-00-KM-01	Introduction to Internet of Things	4	4
	251201-003-00-KM-02	Computers, Devices and Computing Systems	4	6
	251201-003-00-KM-03	Building Blocks of Internet of Things	4	8
	251201-003-00-KM-04	Internet of Things Design and Development Considerations	4	8
	251201-003-00-KM-05	Data, Databases and Visualisation	4	4
	251201-003-00-KM-06	4IR and Future Skills	4	4
	251201-003-00-KM-07	Design Thinking Principles for Innovation	4	1
	251201-003-00-KM-08	Basic Electronic Principles	3	4
PRACTICAL MODULES	251201-003-00-PM-01	Apply Basic Scriptwriting for Internet of Things Toolsets	4	4
	251201-003-00-PM-02	Access, Analyse and Visualise Structured Data using Spreadsheets	4	4
	251201-003-00-PM-03	Implement the Internet of Things Solution Infrastructure and Deploy Edge Devices	4	10
	251201-003-00-PM-04	Provision and Manage Devices	4	10
	251201-003-00-PM-05	Process and Manage Data in an Internet of Things Solution	4	8
	251201-003-00-PM-06	Monitor, Troubleshoot and Optimise Internet of Things Solutions	4	8
	251201-003-00-PM-07	Implement Security Measures for Internet of Things Solutions	4	10
	251201-003-00-PM-08	Participate in a Design Thinking for Innovation Workshop	4	3
	251201-003-00-PM-09	Function Ethically and Effectively in the Workplace,	4	3
WORK EXPERIENCE MODULES	251201-003-00-WM-01	Internet of Things Solution Deployment Processes,	4	15
	251201-003-00-WM-02	Data Collecting, Aggregating, Disseminating and Storing Processes,	4	15
	251201-003-00-WM-03	Data Integration Systems and Processes,	4	12
				141

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Early Childhood Development Practitioner				
97542		ETDP / QCTO		NQF 4
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	234201000-KM-01	Introduction to the early childhood development sector	4	4
	234201000-KM-02	Theories and Perspectives of Child Development	5	6
	234201000-KM-03	Planning and Programme Development in early childhood settings	4	8
	234201000-KM-04	Facilitation and mediation of active learning	5	12
	234201000-KM-05	Observation and assessment in early childhood development	4	4
	234201000-KM-06	Promotion of health, safety and well-being of children	4	6
	234201000-KM-07	Administration for early childhood development services and programmes	3	3
PRACTICAL MODULES	234201000-PM-01	Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	4	12
	234201000-PM-02	Facilitate and mediate active learning in an integrated and holistic learning programme	5	9
	234201000-PM-03	Observe, assess, record and report each child's progress according to the age and stage	4	4
	234201000-PM-04	Support and promote the health, nutrition, safety, protection and well-being of children	4	12
	234201000-PM-05	Build and maintain collaborative relationships with parents and other service providers	4	3
	234201000-PM-06	Prepare and maintain administrative systems	3	3
WORK EXPERIENCE MODULES	234201000-WM-01	Learning programme and routines planning and preparation process	4	13
	234201000-WM-02	Processes of facilitating and mediating the learning programme in a variety of contexts	4	15
	234201000-WM-03	Processes of observation, assessment, recording and reporting on children's learning and development	4	7
	234201000-WM-04	Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting	4	10
				131

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Office Administrator: Public Service Administrator				
9199452	QCTO			NQF 5

TYPE	MODULE TITLE	NQF	CREDITS
KNOWLEDGE MODULES	Batho Pele Principles	5	1
	Government System	5	2
	Conditions of Service	5	2
	Public Policies and Service Delivery	5	3
	Public Service Communication and Administration	5	2
	Programme and Project Management	5	2
	Good Administration and Integrity in the Public Service	5	2
	Developing and Managing Self and Others in the Workplace	5	4
	Financial and Supply Chain Management	5	3
PRACTICAL MODULES	Defining service delivery criteria for a specific work context	5	2
	Building Service Delivery Partnerships and Communicating with Citizens, Stakeholders, and Co-workers	5	1
	Administering and managing workplace outputs	5	1
	Developing and Managing Human Resources	5	2
	Administering and Managing Finance and Supply Chain Management	5	3
WORK EXPERIENCE MODULES	Apply Batho Pele principles as it relates to the Constitution, relevant policies and legislative frameworks to specific work role and service delivery context	5	4
	Applying Batho Pele principles as it relates to the Constitution, relevant policies and legislative frameworks to specific work role and service delivery context	5	4
	Building service delivery partnerships and communicating with citizens, stakeholders, and co-workers	5	1
	Building service delivery partnerships and communicating with citizens, stakeholders, and co-workers	5	1
	Managing workplace outputs	5	1
	Managing workplace outputs	5	1
	Manage people and self in the workplace	5	2
	Apply value driven and appropriate financial and supply chain principles	5	4
	Apply value driven and appropriate financial and supply chain management principles	5	4
			52

Occupational Certificate: Office Administrator				
102161		QCTO		NQF 5
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	334102002-KM-01	Effective office administration and management	5	10
	334102002-KM-02	Business communication and customer services	5	8
	334102002-KM-03	Office protocol, deportment and etiquette	5	8
	334102002-KM-04	Apply End User Computing	3	6
	334102002-KM-05	Social media and digital literacy	4	5
	334102002-KM-06	Introductory project management	4	2
	334102002-KM-07	Computerised Project Management	5	15
	334102002-KM-08	Basic business calculations	4	5
	334102002-KM-09	Resource and procurement management	5	15
	334102002-KM-10	Tender and procurement processes, and procedures	5	5
	334102002-KM-11	Document management and record keeping	5	15
	334102002-KM-12	Staffing, and people support	5	15
	334102002-KM-13	Principles of the National Qualifications Framework (NQF) in relation to Skills development and Workplace Skills Plan (WSP) administration	5	12
	334102002-KM-14	Public relations, marketing and advocacy	5	6
	334102002-KM-15	Ready for work standards	4	5
PRACTICAL MODULES	334102002-PM-01	Communication and effective customer relationships	5	10
	334102002-PM-02	Manage, coordinate and assist in the administration and clerical support of resources to facilitate the smooth & effective operational activities within the organisation	5	15
	334102002-PM-03	Assist in the administration & preparation of the process of tendering of contracts	5	15
	334102002-PM-04	Manage meetings	5	15
	334102002-PM-05	Payroll processing and pay administration	5	15
	334102002-PM-06	Support the recruitment, selection, & induction of staff	5	15
	334102002-PM-07	Classify, identify, register, track & dispose of records & information	5	15
	334102002-PM-08	Assist in the administration and preparation of the Workplace Skills Plan (WSP)	5	15
	334102002-PM-09	Provide administrative support to Marketing/Public Relations division	5	20
	334102002-PM-010	Prepare, install & dismantle exhibition elements	5	10
	334102002-PM-011	Manage a small project	5	10
WORK EXPERIENCE MODULES	334102002-WM-01	Perform administrative & meeting support functions to support management	5	12
	334102002-WM-02	Handle customer & client's queries & liaison in an office	5	8
	334102002-WM-03	Marketing/Public Relations and administrative support	5	25
	334102002-WM-04	Assist in planning & coordinating at least two special events/conferences	5	20
	334102002-WM-05	Procure and allocate resources	5	15
	334102002-WM-06	Solicit tender offers in terms of a set of procedures	5	10
	334102002-WM-07	Manage a paperless office	5	20
	334102002-WM-08	Supervision, and training of administration staff	5	15
	334102002-WM-09	Assist in developing a Workplace Skills Plan according to employee training needs	5	8
	334102002-WM-10	Apply ready for work standards to everyday work activities	5	25
				445

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Project Manager				
101869		Service SETA / QCTO		NQF 5
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	121905000-KM-01	Introductory Studies for Project Managers	5	4
	121905000-KM-02	Project Integration Management	5	4
	121905000-KM-03	Project Scope Management	5	8
	121905000-KM-04	Project Time Management	5	8
	121905000-KM-05	Project Cost Management	5	8
	121905000-KM-06	Project Quality Management,	5	8
	121905000-KM-07	Project Human Resource Management	5	8
	121905000-KM-08	Project Communications Management	5	8
	121905000-KM-09	Project Risk Management	5	8
	121905000-KM-10	Project Procurement Management	5	8
	121905000-KM-11	Project Stakeholder Management	5	8
PRACTICAL MODULES	121905000-PM-01	Initiate a project	5	4
	121905000-PM-02	Plan and develop a project management approach and scope statement	5	8
	121905000-PM-03	Plan and develop a project time line and schedule	5	8
	121905000-PM-04	Plan for and project the cost of a project	5	8
	121905000-PM-05	Plan project management systems	5	8
	121905000-PM-06	Monitor and control the scope of a project	5	8
	121905000-PM-07	Control the project delivery schedules and costs	5	8
	121905000-PM-08	Control the project quality	5	8
	121905000-PM-09	Manage and control the human resources of a project	5	8
	121905000-PM-10	Conduct and control project communication and stakeholder interaction	5	8
	121905000-PM-11	Manage and control project risks	5	8
	121905000-PM-12	Manage and control project procurement activities	5	8
	121905000-PM-13	Manage and control project close-out activities	5	8
WORK EXPERIENCE MODULES	121905000-WM-01	Attend to project initiation management processes	5	10
	121905000-WM-02	Attend to project planning processes	5	20
	121905000-WM-03	Attend to project execution and control processes	5	20
	121905000-WM-04	Attend to project close out processes	5	10
				240

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Computer Technician				
101408		MICTSETA		**NQF 5**
Learnership: 351201001				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	351201001-KM-01	Introduction to Data Communication and Networking	5	15
	351201001-KM-02	Basics of Computer Architecture: Hardware	5	30
	351201001-KM-03	Basics of Computer Architecture: Software	4	30
	351201001-KM-04	Basic Concepts of Sustainable Computer Environment and Green Technologies	4	10
	351201001-KM-05	Social Media and Digital Literacy	4	5
	351201001-KM-06	End User Computing	3	6
	351201001-KM-07	Business communication and customer services	5	8
	351201001-KM-08	Ready for work standards	4	5
PRACTICAL MODULES	351201001-PM-01	Troubleshoot computer and network faults	5	30
	351201001-PM-02	Maintain computer and network security	4	8
	351201001-PM-03	Provide support to end Users	5	30
	351201001-PM-04	Install computer software and hardware	4	5
WORK EXPERIENCE MODULES	351201001-WM-01	Respond to user inquiries regarding fault request	5	30
	351201001-WM-02	Set up equipment for users, check operating system performance and ensure proper installation of cables and software	5	25
	351201001-WM-03	Processes of maintaining computer systems and peripherals	5	15
	351201001-WM-04	Identify the potential green technologies, processes and procedures for cost effective application and create a sustainable computer environment to reduce e-waste	4	10
	351201001-WM-05	Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities	4	20
				282

Occupational Certificate: Software Developer				
118707		MICTSETA		**NQF 5**
Learnership: 32Q320167302205				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	251201-005-00-KM-01	Computers and Computing Systems	4	12
	251201-005-00-KM-02	Desktop and Professional Software to Communicate and Visualise Information	4	8
	251201-005-00-KM-03	Automated Web Scraping as a Data Source	5	8
	251201-005-00-KM-04	Logical Thinking and Basic Calculations	4	2
	251201-005-00-KM-05	Computing Theory	4	2
	251201-005-00-KM-06	Software Development with HTML5, Opensource Frameworks and Libraries	5	16
	251201-005-00-KM-07	UML as Standard Modelling Language for Software and Systems Development	5	4
	251201-005-00-KM-08	Obtaining, Querying, Manipulating and Presenting Data with and without MVC	5	6
	251201-005-00-KM-09	Software Development Life Cycle, Programming Languages, Algorithms and Security	5	3
	251201-005-00-KM-10	Introduction to Governance, Legislation and Ethics	4	2
	251201-005-00-KM-11	4IR and Future Skills	4	2
	251201-005-00-KM-12	Design Thinking Principles for Innovation	4	1
PRACTICAL MODULES	251201-005-00-PM-01	Use Software to Communicate and Visualise Information	4	3
	251201-005-00-PM-02	Use and Manage Spreadsheets and Workbooks	4	3
	251201-005-00-PM-03	Use Desktop Applications to Analyse, Visualise and Report on Data	5	3
	251201-005-00-PM-04	Use a Visual Analytics Platform and Visualisation Tools to Analyse, Visualise and report on Data	5	3
	251201-005-00-PM-05	Query and Massage Data	5	3
	251201-005-00-PM-06	Apply Logical Thinking and Maths	4	3
	251201-005-00-PM-07	Apply Code to use a Software Toolkit/Platform in the Field of Study or Employment	5	3
	251201-005-00-PM-08	Develop Software using HTML5, Opensource Frameworks and Libraries	5	16
	251201-005-00-PM-09	Design and Build Web Applications, Desktop Graphical User Interfaces or Mobile Apps	5	8
	251201-005-00-PM-10	Use a Cloud Automation Platform to Create Solutions	4	8
	251201-005-00-PM-11	Develop Software using Python	5	12
	251201-005-00-PM-12	Apply the Development Cycle when Developing Software	5	16
	251201-005-00-PM-13	Participate in a Design Thinking for Innovation Workshop	4	4
	251201-005-00-PM-14	Function Ethically and Effectively in a Team	4	4
WORK EXPERIENCE MODULES	251201-005-00-WE-01	Technical Requirement Analysis and Refinement	5	15
	251201-005-00-WE-02	Modelling Processes	5	15
	251201-005-00-WE-03	Programming for Software Solution Development	5	25
	251201-005-00-WE-04	Capstone project	5	10
				220

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Robotic Processing Automation (RPA) Developer				
119242		MICTSETA		**NQF 5**
Learnership: 32Q320187221855				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	251201-004-00-KM-01	Overview of Robotic Process Automation	4	2
	251201-004-00-KM-02	Basic Calculations and Logical Thinking: Revision	4	4
	251201-004-00-KM-03	Computers and Computing Systems	4	3
	251201-004-00-KM-04	Computing Theory	4	4
	251201-004-00-KM-05	Data, Databases and Data Scraping	4	4
	251201-004-00-KM-06	Introduction to RPA for Automation of Processes	5	12
	251201-004-00-KM-07	Robotic Process Automation (RPA)	5	12
	251201-004-00-KM-08	Introduction to RPA Governance, Legislation and Ethics	4	1
	251201-004-00-KM-09	Fundamentals of Design Thinking and Innovation	4	1
	251201-004-00-KM-10	4IR and Future Skills	4	4
PRACTICAL MODULES	251201-004-00-PM-01	Basic Calculations for Programming	4	8
	251201-004-00-PM-02	Basic Programming	4	8
	251201-004-00-PM-03	Access, Analyse and Visualise Structured Data using Spreadsheets and Scraping Tools	5	6
	251201-004-00-PM-04	Model and Develop Robotic Automated Process (RPA) Solutions	5	14
	251201-004-00-PM-05	Execute Test Procedures for Evaluating the RPA Solution Performance	5	10
	251201-004-00-PM-06	Deploy RPA Solutions which Emulate Actions of a Human Interacting within Digital Systems	5	6
	251201-004-00-PM-07	Modify and Improve Existing RPA Solutions	5	6
	251201-004-00-PM-08	Function Ethically and Effectively as a Member of a Multidisciplinary Team	4	4
	251201-004-00-PM-09	Apply Design Thinking Methodologies	4	4
WORK EXPERIENCE MODULES	251201-004-00-WM-01	RPA Solution Design Interpretation and Development	5	28
	251201-004-00-WM-02	RPA Solution Performance Testing	5	24
	251201-004-00-WM-03	RPA Solution Deployment, Modification and Improvement	5	20
				185

Occupational Certificate: Cybersecurity Analyst				
118986		MICTSETA		NQF 5
Learnership: 32Q320181231735				
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	252901-001-00-KM-01	Introduction to Cybersecurity	4	8
	252901-001-00-KM-02	Fundamentals of Network Security and Defence	5	12
	252901-001-00-KM-03	Cybersecurity and Cyber Threats and Attacks	5	12
	252901-001-00-KM-04	Introduction to Cybersecurity Governance, Legislation and Ethics	4	4
	252901-001-00-KM-05	Fundamentals of Design Thinking and Innovation	4	1
	252901-001-00-KM-06	Logical Thinking and Basic Calculations	4	3
	252901-001-00-KM-07	Computers, Devices and Computing Systems	4	6
	252901-001-00-KM-08	Data and Database Vulnerabilities	4	3
	252901-001-00-KM-09	Introduction to 4IR and Future Skills	4	4
PRACTICAL MODULES	252901-001-00-PM-01	Ensure Compliance in terms of Legal Cybersecurity Requirements and National and International Standards	5	4
	252901-001-00-PM-02	Assess Risks and Vulnerabilities and Current Security Measures	5	20
	252901-001-00-PM-03	Implement Protection, Prevention and Detection Measures to Mitigate Risk, Violations and Vulnerabilities	5	20
	252901-001-00-PM-04	Apply Logical Thinking and Maths	4	6
	252901-001-00-PM-05	Apply Basic Scriptwriting for Cybersecurity Toolsets	4	4
	252901-001-00-PM-06	Access and Visualise Structured Data Using Spreadsheets	4	5
	252901-001-00-PM-07	Apply Design Thinking Methodologies	4	4
	252901-001-00-PM-08	Function Ethically and Effectively as a Member of a Multidisciplinary Team	4	5
WORK EXPERIENCE MODULES	252901-001-00-WM-01	Compliance with Legal Cybersecurity Requirements	5	12
	252901-001-00-WM-02	Cybersecurity Risk Assessment and Mitigation	5	20
	252901-001-00-WM-03	Cybersecurity Detection, Protection and Prevention Processes	5	20
				173

Occupational Certificate: Data Science Practitioner				
118708		MICTSETA		**NQF 5**
Learnership: 32Q320170251855				
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	251102-001-00-KM-01	Introduction to Data Science and Data Analysis	4	6
	251102-001-00-KM-02	Logical Thinking and Basic Calculations: Refresher	4	4
	251102-001-00-KM-03	Computers and Computing Systems	4	4
	251102-001-00-KM-04	Computing Theory	4	2
	251102-001-00-KM-05	Basic Statistics for Data Analytics	4	10
	251102-001-00-KM-06	Statistics Essentials for Data Analytics	5	4
	251102-001-00-KM-07	Data Science and Data Analysis	5	12
	251102-001-00-KM-08	Data Analysis and Visualisation	5	16
	251102-001-00-KM-09	Introduction to Governance, Legislation and Ethics	4	3
	251102-001-00-KM-10	Fundamentals of Design Thinking and Innovation	4	4
	251102-001-00-KM-11	4IR and Future Skills	4	1
PRACTICAL MODULES	251102-001-00-PM-01	Apply Logical Thinking and Maths Refresher	4	3
	251102-001-00-PM-02	Apply Code to Use a Software Toolkit/Platform in the Field of Study or Employment	4	4
	251102-001-00-PM-03	Use Spreadsheets to Analyse and Visualise Data	4	3
	251102-001-00-PM-04	Use a Visual Analytics Platform to Analyse and Visualise Data	5	4
	251102-001-00-PM-05	Apply Statistical Tools and Techniques	5	4
	251102-001-00-PM-06	Collect and Pre-Process Large Amounts of Unruly Data	5	12
	251102-001-00-PM-07	Apply Data Analysis Techniques to Uncover Patterns and Trends in Datasets	5	12
	251102-001-00-PM-08	Prepare and Present Descriptive Analytic Reports for Decision Making	5	12
	251102-001-00-PM-09	Participate in a Design Thinking for Innovation Workshop	5	3
	251102-001-00-PM-10	Collaborate Ethically and Effectively in the Workplace	5	2
WORK EXPERIENCE MODULES	251102-001-00-WM-01	Data Collection and Pre-processing Processes	5	16
	251102-001-00-WM-02	Statistical Data Analysis Processes	5	16
	251102-001-00-WM-03	Data visualisation and Reporting Processes	5	16
	251102-001-00-WM-04	Capstone Project Using an Appropriate Toolkit	5	12
				185

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Artificial Intelligence Software Developer					
118792		MICTSETA			**NQF 5**
Learnership: 32Q320159262095					
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**	
KNOWLEDGE MODULES	251201-002-00-KM-01	Overview of Artificial Intelligence	4	2	
	251201-002-00-KM-02	Introduction to Mathematics and Statistics	4	10	
	251201-002-00-KM-03	Analytical Thinking and Problem Solving	4	3	
	251201-002-00-KM-04	Data, Databases and Data Visualisation	4	8	
	251201-002-00-KM-05	Computing Theory	4	8	
	251201-002-00-KM-06	Introduction to Artificial Intelligence, Machine Learning, Deep Learning	4	5	
	251201-002-00-KM-07	Artificial Intelligence	5	12	
	251201-002-00-KM-08	Machine Learning	5	16	
	251201-002-00-KM-09	Deep Learning	5	16	
	251201-002-00-KM-10	Introduction to Governance, Legislation and Ethics	4	1	
	251201-002-00-KM-11	Fundamentals of Design Thinking and Innovation	4	1	
	251201-002-00-KM-12	4IR and Future Skills	4	4	
PRACTICAL MODULES	251201-002-00-PM-01	Mathematics and Statistics for Programming	4	8	
	251201-002-00-PM-02	Problem Definition, Analytical Thinking and Decision-Making	4	2	
	251201-002-00-PM-03	Access, Analyse and Visualise Structured Data Using Spreadsheets	4	4	
	251201-002-00-PM-04	Use SQL to Communicate with a Database	5	4	
	251201-002-00-PM-05	Build a simple AI solution using Python	5	8	
	251201-002-00-PM-06	Use Python Data Scraping to Populate Database Table in SQL	5	4	
	251201-002-00-PM-07	Use Machine Learning to Build an AI solution in Python	5	6	
	251201-002-00-PM-08	Use Deep Learning to Build an AI Neural Network Architecture in Python	5	10	
	251201-002-00-PM-09	Use Deep Learning to Build an AI Neural Network Architecture in TensorFlow	5	10	
	251201-002-00-PM-10	Function Ethically and Effectively as a Member of a Multidisciplinary Team	4	3	
	251201-002-00-PM-11	Participate in a Design Thinking for Innovation Workshop	4	4	
WORK EXPERIENCE MODULES	251201-002-00-WM-01	AI Solution Design Interpretation and Development	5	20	
	251201-002-00-WM-02	AI Solution Performance Testing	5	20	
	251201-002-00-WM-03	AI Solution Deployment, Modification and Improvement	5	20	
				209	

YOUR STRATEGIC TRAINING PARTNER

Occupational Certificate: Supply Chain Practitioner				
99111		TETA / QCTO		NQF 5
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	333905000-KM-01	Supply Chain Operations	5	10
	333905000-KM-02	Supply Chain Workflow	5	10
	333905000-KM-03	Inventory and Logistics Operations	5	10
	333905000-KM-04	Optimising Supply Chain Relationships	5	15
	333905000-KM-05	Supply Chain Environments	5	10
PRACTICAL MODULES	333905000-PM-01	Scan Environment for Impact on Supply Chain	5	5
	333905000-PM-02	Execute Supply Chain Operational Activities	5	15
	333905000-PM-03	Analyse and Interpret Supply Chain Workflow Process	5	5
	333905000-PM-04	Perform Inventory and Logistics Operations	5	5
	333905000-PM-05	Optimize Supply Chain Relationships	5	10
WORK EXPERIENCE MODULES	333905000-WM-01	Operational/ Divisional Planning processes and procedures	5	3
	333905000-WM-02	Procedures and processes for sourcing products and services from external suppliers	5	8
	333905000-WM-03	The organisation's logistics systems and procedures	5	8
	333905000-WM-04	Organisational client and supplier relationship policies and procedures	5	8
	333905000-WM-05	Organisational contract implementation, monitoring and controlling procedures	5	4
	333905000-WM-06	Organisation's performance and risk awareness processes and procedures	5	8
	333905000-WM-07	Stores and stock administration processes within the supply chain	5	4
	333905000-WM-08	Distribution systems and procedures within the supply chain	5	4
				142

Occupational Certificate: Retail Manager: Retail Store Manager				
91789		WRSETA / QCTO		NQF 6
TYPE	MODULE	UNIT STANDARD TITLE	NQF	CREDITS
KNOWLEDGE MODULES	142103001-KS-01	Retailing	6	20
	142103001-KS-02	Customer Service in Retail	6	15
	142103001-KS-03	Asset and Risk Management in Retail	6	15
	142103001-KS-04	Retail Marketing	6	15
	142103001-KS-05	Retail Management	6	15
	142103001-KS-06	Retail Financial Management	6	15
	142103001-KS-07	Communication in Retail	5	5
	142103001-KS-08	Human Resource Management in Retail	6	20
	142103001-KS-09	Logistics and the Supply Chain in Retail	6	15
PRACTICAL MODULES	142103001-PM-01	Manage people and relationships	5	8
	142103001-PM-02	Manage operational processes	5	6
	142103001-PM-03	Manage workforce planning processes	5	10
	142103001-PM-04	Manage employee performance	6	12
	142103001-PM-05	Plan and control service standards	6	10
	142103001-PM-06	Build stakeholder relationships	6	10
	142103001-PM-07	Plan and manage stock	6	9
	142103001-PM-08	Price, merchandise and store stock	6	7
	142103001-PM-09	Manage supplier performance & relationships	6	8
	142103001-PM-10	Optimise stock performance	6	8
	142103001-PM-11	Develop marketing and sales plans	6	18
	142103001-PM-12	Develop and interpret financial documents	6	7
	142103001-PM-13	Manage cash flow	6	5
	142103001-PM-14	Work with financial accounts & business plans	6	12
	142103001-PM-15	Manage and mitigate risk	6	20
WORK EXPERIENCE MODULES	142103001-WM-01	Operational planning and implementation	6	20
	142103001-WM-02	Human resources management	6	16
	142103001-WM-03	Industrial relations	6	12
	142103001-WM-04	Management of customer shopping experience	6	12
	142103001-WM-05	Stakeholder engagement	6	16
	142103001-WM-06	Stock management	5	12
	142103001-WM-07	Supply chain management	6	12
	142103001-WM-08	Sales management	6	16

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	142103001-WM-19	Marketing management	6	16
	142103001-WM-10	Cash management	6	16
	142103001-WM-11	Financial management	6	20
	142103001-WM-12	Financial control	6	20
	142103001-WM-13	Risk management	6	16
	142103001-WM-14	Asset management	6	10
				507

Occupational Certificate: Software Engineer				
119458		MICTSETA		**NQF 6**
TYPE	**MODULE**	**UNIT STANDARD TITLE**	**NQF**	**CREDITS**
KNOWLEDGE MODULES	251201-001-00-KM-01	Software Engineering	6	20
	251201-001-00-KM-02	Programming	6	20
	251201-001-00-KM-03	Database Design and Information Systems	6	15
	251201-001-00-KM-04	Fundamentals of Project Management in Relation to Software Engineering	5	5
	251201-001-00-KM-05	Digital and Business Mathematics	5	15
PRACTICAL MODULES	251201-001-00-PM-01	Document System Design	6	25
	251201-001-00-PM-02	Design and Manipulate Databases	5	5
	251201-001-00-PM-03	Programme and Deploy Applications	6	25
	251201-001-00-PM-04	Test or Debug Source Code to Ensure Client's needs are met	5	15
WORK EXPERIENCE MODULES	251201-001-00-WM-01	Software Design	6	30
	251201-001-00-WM-02	Database Design and Manipulation	5	20
	251201-001-00-WM-03	Software Development	6	30
	251201-001-00-WM-04	Software Testing	5	15
				240

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ACCREDITED SKILLS PROGRAMMES

SERVICESETA NQF 1

BASICS OF COMPUTERS NQF 1 (SP01/61755)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
116932	Operate a personal computer system	MS WINDOWS 10: OPERATE A PC	1	3
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	INTERNET EXPLORER: SEARCH THE INTERNET	2	4
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	MS POWERPOINT: CREATE AND EDIT SLIDES	1	3
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	MS OUTLOOK: ORGANISE EMAIL MESSAGES	2	2
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	Ms Word: Create And Edit Documents	1	4
117867	Managing files in a Graphical User Interface (GUI) environment	1	3
9357	Develop and use keyboard skills to enter text	1	4
			23

BASIC LIFE SKILLS NQF 1 (SP03/61755)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
243193	Practice good health and grooming habits	1	4
12537	Identify personal values and ethics in the workplace	1	4
14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	1	5
243189	Manage personal finances	1	8
15091	Plan to manage one`s time	1	3
			24

SERVICESETA NQF 2

US NO	UNIT STANDARD TITLE	NQF	CREDITS
	**BASIC OFFICE ADMINISTRATION NQF 2 (SP01/23833)**		
14339	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	2	5
14340	Maintain an existing information system in a business environment	2	4
14349	Receive and execute instructions	2	2
14348	Process incoming and outgoing telephone calls	2	3
14338	Attend to customer enquiries in an office setting	2	2
14344	Demonstrate an understanding of a selected business environment	2	10
14353	Conduct basic financial transactions	2	3
			23

US NO	UNIT STANDARD TITLE	NQF	CREDITS
	**PERSONAL DEVELOPMENT SKILLS NQF 2 (SP02/23833)**		
8618	Organise oneself in the workplace	2	3
14342	Manage time and work processes within a business environment	2	4
120308	Apply knowledge of self in order to make a personal decision	2	3
14352	Manage a diary for self and others	2	4
244608	Demonstrate ability to lead a team or group	2	3
8420	Operate in a team	2	4
14359	Behave in a professional manner in a business environment	2	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
			30

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SERVICESETA NQF 3 - 4

OFFICE ADMINISTRATION SKILLS NQF3 (SP01/67465)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
7790	Process incoming and outgoing telephone calls	3	3
13928	Monitor and control reception area	3	4
13929	Co-ordinate meetings, minor events and travel arrangements	3	3
13931	Monitor and control the maintenance of office equipment	3	4
13933	Plan, monitor and control an information system in a work place	3	3
13934	Plan and prepare meeting communications	3	4
13935	Plan and conduct basic research in an office environment	3	6
13937	Monitor and control office supplies	3	2
			29

TEAM LEADERSHIP SKILLS NQF 3 (SP02/67465)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
8420	Operate in a team	2	4
9533	Use communication skills to handle and resolve conflict in the workplace	3	3
10170	Demonstrate understanding of employment relations in an organisation	3	3
14357	Demonstrate an understanding of a selected business environment	4	10
7785	Function in a business environment	3	4
7796	Maintain a secure working environment	3	1
			25

ROLE OF A MANAGER NQF 4 (SP01/57712)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
242818	Describe the relationship of junior management to other management roles	4	5
242821	Identify responsibilities - team leader of organisational standards are met	4	6
242824	Apply leadership concepts in a work context	4	12
242819	Motivate and Build a Team	4	10
242813	Explain contribution made by own area of responsibility toverall strategy	4	5
			38

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SERVICESETA NQF 5

TEAM MANAGEMENT NQF 5 (SP01/59201)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
252037	Build teams to achieve goals and objectives	5	6
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
252043	Manage a diverse work force to add value	5	6
252034	Monitor and evaluate team members against performance standards	5	8
252020	Create and manage an environment that promotes innovation	5	6
			32

OPERATIONAL MANAGEMENT NQF 5 (SP01/59201)

US NO	UNIT STANDARD TITLE	NQF	CREDITS
252032	Develop, implement and evaluate an operational plan	5	8
252025	Monitor, assess and manage risk	5	8
252024	Evaluate current practices against best practice	5	4
			20

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SERVICESETA NQF 6

US NO	ORGANISATIONAL DEVELOPMENT NQF6 (SP01/48967)		
US NO	UNIT STANDARD TITLE	NQF	CREDITS
12138	Conduct an organisational needs analysis	6	10
7886	Develop and implement a business plan	5	8
116356	Align Manager's personal objectives and skills to those of the business	6	10
116349	Apply business performance management practices	6	10
12885	Apply concepts and principles relevant to the practical aspects of corporate governance and accountability	6	10
			48

US NO	OPERATIONAL MANAGEMENT NQF 6 (SP02/48967)		
US NO	UNIT STANDARD TITLE	NQF	CREDITS
10597	Implement operational management principles and techniques	6	8
116366	Assess and design stock policies and logistics services for small/medium enterprises	6	7
116367	Apply basic human resources practices	6	8
116368	Apply basic business marketing practices	6	8
			31

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DHET Bursary Qualifications

Festicol is a Private College registered with the
Department of Higher Education and Training
(DHET) with the registration number
(2012/FE07/023).

BUSINESS MANAGEMENT	N4	N5	N6
Entrepreneurship and Business Management	✓	✓	✓
Introductory Accounting	✓	✗	✗
Financial Accounting	✓	✓	✓
Sales Management	✗	✓	✓
Computer Practices	✓	✓	✓

Career Opportunities: Business analyst · Business Adviser · Project manager · Operations Manager.

FINANCIAL MANAGEMENT	N4	N5	N6
Management Communication	✓	✗	✗
Financial Accounting	✓	✓	✓
Computerised Financial System	✓	✓	✓
Entrepreneurship and Business Management	✓	✓	✓
Cost and Management Accounting	✗	✓	✓

Career Opportunities: Bookkeeper · Financial Manager · Financial Accountant

MARKETING MANAGEMENT	N4	N5	N6
Computer Practices	✓	✓	✓
Marketing Management	✓	✓	✓
Entrepreneurship and Business Management	✓	✓	✗
Management Communication	✓	✗	✗
Sales Management	✗	✓	✓
Marketing Research	✗	✗	✓

Career Opportunities: Sales/Marketing manager · Brand & Promotions Manager · Marketing & Advertising Consultant.

HUMAN RESOURCE MANAGEMENT	N4	N5	N6
Entrepreneurship and Business Management	✔	✔	✔
Computer Practices	✔	✔	✔
Management Communication	✔	✘	✘
Personnel Management	✔	✔	✔
Labour Relations	✘	✔	✔
Personnel Training	✘	✔	✔

Career Opportunities: Human Resource Manager · Labour Relations Manager ·

CIVIL ENGINEERING	N4	N5	N6
Building Administration	✔	✔	✔
Building and Structural Construction	✔	✔	✔
Building and Structural Surveying	✔	✔	✔
Quantity Surveying	✔	✔	✔
Supervisory Management	✔	✔	✔

Career Opportunities: Construction manager · Construction Supervisor · Quantity Surveying

ELECTRICAL ENGINEERING	N4	N5	N6
Mathematics	✔	✔	✔
Engineering Science	✔	✘	✘
Industrial Electronics	✔	✔	✔
Electrotechnics	✔	✔	✔
Power machines	✘	✔	✔

Career Opportunities: Electrician Manager · Electrician Supervisor.

MECHANICAL ENGINEERING	N4	N5	N6
Mathematics	✔	✔	✔
Engineering Science	✔	✘	✘
Mechanotechnics	✔	✔	✔
Mechanical Drafting	✔	✘	✘
Mechanical Drawing and Design	✘	✔	✔
Power Machines	✘	✔	✔

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