



THE
LEARNING
DEVELOPMENT
GROUP

OCCUPATIONAL SKILLS PROGRAMME: WORKPLACE ESSENTIAL SKILLS

SKILLS PROGRAMME ID NUMBER: SP-211009

OCTO AQP: SERVICES SETA

NQF LEVEL: 4

CREDITS: 20

INTRODUCTION

The purpose of this skills programme is to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace.

Workplace Essential Skills are 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.

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

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.

MINIMUM ENTRY REQUIREMENTS

- Open Access – FLC not Required
- Level 1

ADDITIONAL REQUIREMENTS

- No additional legal or physical entry requirements.

RELATED QUALIFICATIONS

- All

TARGET AUDIENCE

Any individual who cleans offices, retail complexes, warehouses, residential complexes, construction sites, and other commercial premises using chemicals, cleaning tools and equipment.

OCCUPATIONAL SKILLS PROGRAMME: WORKPLACE ESSENTIAL SKILLS SP-211009

ASSUMED LEARNING IN PLACE

Recognition of Prior Learning (RPL):

- 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

EXIT LEVEL OUTCOMES

- **ELO 1:** Identify responsibilities in the workplace environment of an employer and employee
- **ELO 2:** Understand and apply work ethics, norms and values
- **ELO 3:** Identify safety and legal provisions relating to the work and responsibilities of an employer and employee
- **ELO 4:** Perform tasks in a number of critical workplace competencies.

OCCUPATIONAL SKILLS PROGRAMME: WORKPLACE ESSENTIAL SKILLS

Skills Programme ID: SP-211009

NQF Level: 4 | Credits: 20

PURPOSE: To prepare learners to operate as employees, and complete daily tasks and activities in the workplace.



KNOWLEDGE COMPONENTS:

Topic	Title
1	The workplace environment and responsibilities of an employer and employee
2	Employment
3	The organisation of work
4	Concepts related to the employee's performance of work
5	Employer organisations
6	External environments in which organisations operate
7	Employer-Employee relationships
8	Workplace health and safety
9	Understand and apply work ethics, norms and values
10	Ethics at work
11	Communication
12	Current trends influencing work

APPLICATION COMPONENTS:

Topic	Title
1	The workplace environment and responsibilities of an employer and employee
2	Apply for a career opportunity
3	Prepare and undertake an interview
4	Analyse an employment contract
5	Analyse a workplace policy and guideline
6	The workplace environment and responsibilities of an employer and employee
7	Apply and accept an internship at a Workplace Experience provider
8	Demonstrate understanding of Occupational Health and Safety legislation in the workplace
9	Induction at a Workplace Experience provider, covering general workplace policies, procedures and standards
10	Observe and undertake general task/s within Workplace Experience provider workplace
11	Understand and apply work ethics, norms and values
12	Work as a team member
13	Participate in and contribute to workplace meetings
14	Contribute to maintaining a safe and productive Work Environment





EASYHQ

Business, But Better

