



# MARITIME BUSINESS INSTITUTE

*Education Today, Success Tomorrow.*

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## PROSPECTUS



# CHANGE STARTS HERE.

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## TRANSPORT SHIPPING AND LOGISTICS STUDIES



### NATIONAL CERTIFICATE:

### INTERNATIONAL TRADE- LEVEL 2

**SAQA ID:** 59326

**TETA ACCREDITATION NUMBER:** 05-125

### PURPOSE OF THE QUALIFICATION:

This Qualification is intended to orientate a person to the world of work in the field of global trade, in particular the environment of international logistics and supply chain management. It will give learners the opportunity to apply knowledge gained about the industry to real situations in the workplace. The Unit Standards in the Qualification are intended as building blocks that will make the learner a more skilled, knowledgeable, informed and efficient worker in the industry..

### ENTRY REQUIREMENTS

Access is open to all learners bearing in mind the learning assumed to be in place.

### QUALIFICATION STRUCTURE

The Qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling 131 minimum Credits.

- **Fundamental: 36 Credits.**
  - **Core: 77 Credits.**
  - **Elective: 18 Credits.**
- Total = 131 Credits.**

### FUNDAMENTAL COMPONENT

All unit standards to the value of 36 credits are compulsory.

### CORE COMPONENT:

All unit standards to the value of 77 credits are compulsory.

### ELECTIVE COMPONENT:

A learner must achieve a minimum of 18 credits from any of the three available Elective streams which would advance their chosen career path and that would add value to the purpose of the

Qualification or the learner's own development. Learners should select Elective unit standards from any of these options depending on the sub-sector of the industry they are employed in or wish to further their career in.

**ARTICULATION OPTIONS**

**HORIZONTAL ARTICULATION**

- Business Administration Services, NQF Level 2.
- New Venture Creation, NQF Level 2.
- Wholesale and Retail Operations, NQF Level 2.
- Financial Services, NQF Level 2.

**VERTICAL ARTICULATION**

- Freight Forwarding and Compliance: Draft.
- Freight Handling, NQF Level 3.
- Business Administration Services, NQF Level 3.
- Management, NQF Level 3.

<b>CAREER OPPORTUNITIES</b>
• Cargo assistant
• Junior import/export clerk
• Cycle counter
• Border clearing administrator
• Warehouse assistant/operative
• Freight handler



## SUPPLY CHAIN MANAGEMENT- LEVEL 5

**SAQA ID:** 74149

**TETA ACCREDITATION NUMBER:** 05-125

### **PURPOSE OF THE QUALIFICATION:**

To provide learners with the competencies required to engage in the processes and inter-relationships across the supply chain so as to create sustainable value for organisations. This qualification is aimed at overcoming the traditional functional approach to operations and management, and at fostering supply chain integration to the advantage of all stakeholders. The National Treasury developed competency profiles for the Public Sector in terms of supply chain management. This qualification meets some of those Public Sector needs and is also suitable for the private sector.

### **ENTRY REQUIREMENTS**

NSC, FET Certificate or equivalent NQF Level 4, ENGLISH and Mathematical

### **QUALIFICATION STRUCTURE**

#### **Fundamental Component:**

The Fundamental Component consists unit standards totalling 34 Credits all of which are compulsory.

#### **Core Component:**

The Core Component consists of Unit Standards to the value of 70 Credits, all of which are compulsory.

#### **Elective Component:**

The Elective Component consists of a number of specialisations. Learners should choose an Elective specialisation and then select Unit Standards to the value of 46 Credits listed for that specialisation. Should the unit standards in a specific specialization not total the minimum elective value of 46 Credits, the learner must choose additional unit standards from one of the other specialisations to give a total of 46 Credits for the elective component.

### **ARTICULATION OPTIONS**

**HORIZONTAL ARTICULATION**

- ID 58473: National Diploma: Freight Handling Logistics, NQF Level 5, 242 Credits.
- ID 59299: National Certificate: Wholesale and Retail: Buying Planning, NQF Level 5, 120 Credits.
- ID 59201: National Certificate: Generic Management, NQF Level 5, 162 Credits.

**VERTICAL ARTICULATION**

- ID 62089: National Diploma: Supply Chain Management, NQF Level 6, 240 Credits

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"><li>• Procurement Officer or Buyer</li></ul>
<ul style="list-style-type: none"><li>• Logistics Coordinator or Analyst</li></ul>
<ul style="list-style-type: none"><li>• Warehouse or Distribution Supervisor</li></ul>
<ul style="list-style-type: none"><li>• Inventory and Materials Controller</li></ul>
<ul style="list-style-type: none"><li>• Operations Planner or Scheduler</li></ul>
<ul style="list-style-type: none"><li>• Contracts Administrator or Officer</li></ul>
<ul style="list-style-type: none"><li>• Customer Service Officer</li></ul>



## FREIGHT FORWARDING AND CUSTOMS COMPLIANCE- LEVEL 3

**SAQA ID:** 59365

**TETA ACCREDITATION NUMBER:** 05-125

### **PURPOSE OF THE QUALIFICATION:**

This Qualification is to provide learners with the conceptual framework and the skills necessary to perform routine functions within the Freight Forwarding and Customs Compliance environment. This Qualification is intended to equip learners to operate cross-functionally within the Freight Forwarding and Customs Compliance environment of the international logistics industry.

### **ENTRY REQUIREMENTS**

NQF Level 2 English and Mathematical Literacy.

### **QUALIFICATION STRUCTURE**

**The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling 130 minimum credits.**

- **Fundamental: 36 Credits.**
  - **Core: 66 Credits.**
  - **Elective: 28 Credits.**
- Total = 130 Credits**

### **FUNDAMENTAL COMPONENT**

All unit standards to the value of 36 credits are compulsory.

### **CORE COMPONENT:**

All unit standards to the value of 66 credits are compulsory.

### **ELECTIVE COMPONENT:**

The Elective component consists of four specialisations. Learners are to choose a specialisation based on the area in which they work or in which they are interested. Learners are then required to choose Elective standards for their chosen field of specialisation totalling a minimum of 28 credits.

### **ARTICULATION OPTIONS**

#### **HORIZONTAL ARTICULATION**

- ID 23654: National Certificate: Management, NQF Level 3.
- ID 57831: National Certificate: Freight Handling, NQF Level 3.
- ID 48437: National Certificate: Road Transport, NQF Level 3.
- National Certificate: Ports and Harbours, NQF Level 3.

**VERTICAL ARTICULATION**

- FETC: Business Administration Services.
- ID 49129: FETC: Management and Administration, NQF Level 4.
- ID 57712: FETC: Generic Management, NQF Level 4.
- ID 57849: FETC: Dangerous Goods: Multi-modal Transportation, NQF Level 4.
- ID 57806: FETC: Exports, NQF Level 4.
- ID 49155: FETC: Shipping, NQF Level 4.

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Customs Entry Clerk</li> </ul>
<ul style="list-style-type: none"> <li>• Border Clearing Administrator</li> </ul>
<ul style="list-style-type: none"> <li>• Freight Forwarding Clerk/Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Customs Compliance Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Logistics Assistant</li> </ul>



## OCCUPATIONAL CERTIFICATE:

### CLEARING AND FORWARDING AGENT LEVEL 5

**SAQA ID:** 96368

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP050623130142

#### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to operate as a Clearing and Forwarding Agent.

A Clearing and Forwarding Agent carries out customs clearing procedures and ensures that insurance, export/import licences, and other formalities are in order to facilitate the movement of cargo internationally and locally, and ensures compliance with current legislation.

#### **ENTRY REQUIREMENTS**

NQF Level 4 with Mathematical Literacy

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of the following compulsory knowledge and practical skills modules:**

##### **KNOWLEDGE MODULE:**

- Freight Forwarding Practice and Procedures Theory, NQF Level 5, 20 Credits.
- Compliance and Brokerage Theory, NQF Level 5, 12 Credits.
- Warehouse and Distribution Theory, NQF Level 5, 5 Credits.
- Environment, Energy Efficiency and Ethics, NQF Level 5, 3 Credits

**Total number of credits for Knowledge Modules: 40.**

##### **PRACTICAL SKILLS MODULES:**

- Plan and co-ordinate freight movement of cargo, NQF Level 5, 10 Credits.
- Plan and co-ordinate customs clearing, delivery and pickup of cargo, NQF Level 5, 8 Credits.
- Prepare and process data/documentation associated with international trade in compliance with applicable and current legislation, NQF Level 5, 8 Credits.
- Audit commodities against customs and other statutory requirements, NQF Level 5, 10 Credits.
- Apply rebate, drawback and bond facilities, NQF Level 5, 10 Credits.

- Prepare documents for receipt, storage and removal of warehoused cargo, NQF Level 5, 5 Credits.
- Prepare receipts of cargo to be distributed, NQF Level 5, 3 Credits.

**Total number of credits for Practical Skill Modules: 54.**

**WORK EXPERIENCE MODULES:**

- Conduct cargo forwarding processes, NQF Level 5, 8 Credits.
- Process customs compliance procedures, NQF Level 5, 8 Credits.
- Communication and documentation for warehousing processes and requirements, NQF Level 5, 2 Credits.
- Documentation for distribution processes and procedures, NQF Level 5, 8 Credits.

**Total number of credits for Work Experience Modules: 26**

**ARTICULATION OPTIONS**

**Horizontal articulation**

- National Diploma in Freight Forwarding and Customs Compliance at NQF Level 5.
- Higher Certificate in Export Management at NQF Level 5.
- Higher Certificate in Export and Imports Management at NQF Level 5.

**VERTICAL ARTICULATION**

- Advanced Certificate in International Trade (Exports/Imports) at NQF Level 6.
- Diploma in Exports Management at NQF Level 6.
- Diploma in International Trade Management (Exports/Imports) at NQF Level 6.

<b>CAREER OPPORTUNITIES</b>
• Freight Forwarding Specialist
• Customs Broker/Specialist
• Import/Export Controller
• Logistics Coordinator
• Shipping Clerk/Agent
• Customer Experience Consultant



### FREIGHT HANDLER LEVEL 3

**SAQA ID:** 96396

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP050623130142

#### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to operate successfully as a Freight Handler within the transport sector. A freight handler receives, allocates, stores, picks, reconciles and dispatches freight through a storage facility. A qualified learner will be able to:

- Demonstrates receiving of freight.
- Demonstrates allocation of freight for storage and control of stock.
- Prepares and ensures the picking of freight for loading/off-loading processes according to specified procedures.
- Reconciles and dispatches freight according to the legislation.

#### **ENTRY REQUIREMENTS**

NQF Level 2 qualification

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of the following compulsory knowledge and practical skills modules:**

##### **KNOWLEDGE MODULE:**

- Freight Handler Theory, NQF Level 3, Credits 33.
- Health, Safety, Quality and Legislation, NQF Level 3, Credits 1.
- Environment, Energy Efficiency and Ethics, NQF Level 3, Credits 1.
- Communication Theory, NQF Level 3, Credits 1.

##### **PRACTICAL SKILLS MODULES:**

- Receiving of Freight, NQF Level 3, Credits 5.
- Allocating Freight for Storage, NQF Level 4, Credits 5.
- Picking of Freight, NQF Level 3, Credits 5.
- Reconciling of Freight, NQF Level 3, Credits 5.

- Dispatching of Freight, NQF Level 3, Credits 6.

**WORK EXPERIENCE MODULES:**

- Processes and procedures to receive freight and observe operational requirements relating to freight handling: stevedoring or warehousing or bulk cargo or courier or air freight operations, NQF Level 3, Credits 12.
- The organisational freight allocation processes, systems and procedures, NQF Level 4, Credits 12.
- The practices of picking freight accurately as per customer requirements, NQF Level 3, Credits 12.
- Processes and procedures to reconcile freight correctly as per customer order requirements, NQF Level 3, Credits 12.
- The dispatching of freight practices as per customer, legislative and organisational requirements, NQF Level 3, Credits 12.

**ARTICULATION OPTIONS**

**HORIZONTAL ARTICULATION**

- National Certificate in Freight Forwarding and Customs Compliance, NQF Level 3.

**VERTICAL ARTICULATION**

- Occupational Certificate: Airline Ground Crew, NQF Level 4.

<b>CAREER OPPORTUNITIES</b>
• Warehouse clerk or assistant
• Freight handler or loader
• Forklift operator
• Dispatch or receiving clerk
• Logistics assistant
• Airline ground crew
• Stevedoring
• Courier services



## TRANSPORT CLERK LEVEL 4

**SAQA ID:** 94025

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP120425191902

### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to operate as a Transport Clerk. A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of passenger services in accordance to a schedule, contract and/or private hire, and prepares reports for management.

### **ENTRY REQUIREMENTS**

NQF Level 3.

### **QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

#### **KNOWLEDGE MODULE:**

- Health, Safety, Quality and Legislation, NQF Level 4, 8 Credits.
- Environment, Energy Efficiency and Ethics, NQF Level 4, 4 Credits.
- Industry Contexts, NQF Level 4, 7 Credits.
- Business Essentials, NQF Level 4, 5 Credits.
- Transport Risk, NQF Level 4, 6 Credits.

Total: 30 Credits.

#### **PRACTICAL SKILLS MODULES:**

- Plan and prepare transportation schedule, NQF Level 4, 20 Credits.
- Co-ordinate the allocation of drivers to vehicles and confirm pre-inspection reports, NQF Level 4, 15 Credits.
- Allocate inspectors/regulators/point dispatchers to points and compile inspections/monitoring sheets and reports, NQF Level 4, 10 Credits.
- Total: 45 Credits.

#### **WORK EXPERIENCE MODULES:**

- Developing transport schedules, NQF Level 4, 10 Credits.
- Assigning of driver schedules and collation of trip documentation, NQF Level 4, 20 Credits.
- Monitoring trips and conduct route allocation inspections, NQF Level 4, 16 Credits.

Total: 46 Credits.

#### **ARTICULATION OPTIONS**

**This qualification may articulate to other qualifications in the area of Transport, Operations and Logistics.**

<b>CAREER OPPORTUNITIES</b>
• Transport Clerk/Administrator
• Fleet/Transport Scheduler
• Dispatcher/Shift Coordinator
• Receiving/Shipping Clerk
• Logistics Coordinator



### DISPATCH AND RECEIVING CLERK LEVEL 3

**SAQA ID:** 99446

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP071025043720

#### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare learners to operate as Dispatching and Receiving Clerks. A Dispatching and Receiving Clerk records goods received into a business and the dispatch of goods from a business while minimising losses to the establishment and maintaining stock records.

#### **ENTRY REQUIREMENTS**

An NQF Level 2 qualification

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

#### **KNOWLEDGE MODULE:**

- The receiving and dispatch environment, Level 2, 4 Credits.
- Concepts of shrinkage and losses, Level 3, 2 Credits.
- Principles of receiving and checking deliveries, Level 3, 4 Credits.
- Principles of dispatching stock, Level 3, 2 Credits.
- Total number of credits for Knowledge Modules: 12.

Total: 30 Credits.

#### **PRACTICAL SKILLS MODULES:**

- Receive stock, Level 3, 2 Credits.
- Prepare items for dispatch, Level 3, 2 Credits.
- Prevent shrinkage and losses, Level 3, 3 Credits.

Total number of credits for Practical Skill Modules: 7.

**WORK EXPERIENCE MODULES:**

- Processes and procedures for receiving stock, Level 3, 8 Credits.
- Processes and procedures for dispatching stock, Level 3, 7 Credits.

Total number of credits for Work Experience Modules: 15.

**ARTICULATION OPTIONS**

**Horizontal Articulation:**

- Occupational Certificate: Visual Merchandiser, NQF Level 3 under development.

**Vertical Articulation:**

- Occupational Certificate: Retail Supervisor, NQF Level 4 under development.

<b>CAREER OPPORTUNITIES</b>
• Dispatch Clerk
• Receiving Clerk:
• Inventory Clerk / Stock Controller
• Stores Assistant
• Junior Logistics Supervisor



### TRUCK DRIVER LEVEL 3

**SAQA ID:** 93793

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP071025043720

#### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to operate as a Truck Driver.

Truck drivers operate trucks with a GVM in excess of 3,500 kilograms and ensure the safe transportation of cargo from point of departure to point of arrival.

#### **ENTRY REQUIREMENTS**

NQF Level 2 qualification

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

#### **KNOWLEDGE MODULE:**

- Health, Safety, Quality and Legislation, NQF Level 3, 8 Credits.
- Environment, Energy Efficiency and Ethics, NQF Level 3, 8 Credits.
- Industry Contexts, NQF Level 3, 5 Credits.
- Business Essentials, NQF Level 3, 9 Credits.
- Transport Risk, NQF Level 3, 8 Credits.
- Operating a truck, NQF Level 3, 14 Credits.

Total number of credits for Knowledge Modules: 52.

#### **PRACTICAL SKILLS MODULES:**

- Prepare truck for loading, offloading and transportation, NQF Level 3, 15 Credits.
- Operate a truck, NQF Level 3, 10 Credits.
- Inspect vehicles and complete inspection reports, NQF Level 3, 8 Credits.

Total number of credits for Practical Skill Modules: 33.

**WORK EXPERIENCE MODULES:**

- Planning for transportation of cargo, NQF Level 3, 15 Credits.
- Complying with road traffic regulations, NQF Level 3, 15 Credits.
- Documentation and reporting procedures and processes, NQF Level 3, 15 Credits.

Total number of credits for Work Experience Modules: 45.

**ARTICULATION OPTIONS**

This qualification articulates horizontally with the "National Certificate: Professional Driving NQF Level 3".

It will articulate vertically with qualifications currently in development is envisaged that there will be a vertical learning pathway for parts of the transport sector that will allow for vertical articulation.

<b>CAREER OPPORTUNITIES</b>
• Dispatch Clerk
• Receiving Clerk:
• Inventory Clerk / Stock Controller
• Stores Assistant
• Junior Logistics Supervisor



**OCCUPATION SKILLS CERTIFICATE:**  
**COUNTERBALANCE F1 (FOKLIFT) LEVEL 3**  
**SAQA ID: SP-220303**

**QCTO ACCREDITATION NUMBER: 05-QCTO/SDP200924103848**

**PURPOSE OF THE QUALIFICATION:**

The purpose of this skills programme is to prepare a learner to operate as a Counterbalanced Lift Truck F1 Driver.

The learner will understand the high-risk environment in which they will be operating. They will understand the physics of momentum and how to safely work in different environments. In addition, learners will develop communication skills in noisy industrial environments.

A Counterbalanced Lift Truck F1 Driver operates a Counterbalanced Lift Truck F1 that is designed and constructed for the purpose of raising or lowering to different positions, store or retrieve a load up to rated capacity of 3000 kg

**ENTRY REQUIREMENTS**

NQF Level 2 with Mathematical Literacy

**QUALIFICATION STRUCTURE**

**KNOWLEDGE COMPONENT**

- Health, Safety, Risk and Legislation, NQF Level 2, Credits 2
- Environment, Energy, Efficiency and Ethics, NQF Level 2, Credits 1
- Tools, Equipment and Maintenance, NQF Level 3, Credits 2
- Principles of Lift Truck Operations, NQF Level 3, Credits 2
- Principles of load recognition and storage, NQF Level 3, Credits 1
- Principles of Communication, NQF Level 2, Credits 1

**APPLICATION COMPONENT**

- Inspect work area and personal protective equipment for safe operations, NQF Level 2, Credits 2
- Conduct pre-start, operational checks and basic maintenance on a Counterbalanced Lift Truck F1, NQF Level 3, Credits 1
- Operate a Counterbalanced Lift Truck F1 by lifting, moving and positioning loads, NQF Level 3, Credits 6
- Refuel/Energise a Counterbalanced Lift Truck F1 in the designated, NQF Level 3, Credits 1
- Park, secure and shut down a Counterbalanced Lift Truck F1 in the designated secure area, NQF Level 3, Credits 1

<b>CAREER OPPORTUNITIES</b>
• Forklift Operator
• Warehouse Operative
• Yard Operative
• Construction Site Operator

## HUMAN RESOURCE MANAGEMENT STUDIES



### OCCUPATIONAL CERTIFICATE:

#### HUMAN RESOURCE MANAGEMENT ADMINISTRATOR LEVEL 5

**SAQA ID:** 121150

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP071025092857

#### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to function as a Human Resource Management Administrator. A Human Resource Management (HRM) Administrator contributes to organisational success by supporting the effective and efficient operation of the Human Resource Function within an organisation by providing ethical and professional HRM administrative services. This includes collating and processing data for Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development and Employment Relations Management. The HRM administrator also coordinates and provides dedicated communication and coordination services

#### **ENTRY REQUIREMENTS**

An NQF Level 4 qualification with English Communication.

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

#### **KNOWLEDGE MODULE:**

- Introduction to Organisations and Human Resource Management, NQF Level 5, 4 Credits.
- Data Management and Interpretation, NQF Level 5, 12 Credits.
- Administration of Staff Procurement, NQF Level 5, 16 Credits.
- Professional Administration for HRM Service Delivery, NQF Level 5, 6 Credits.
- HRM Record Keeping, NQF Level 5, 4 Credits.

**Total number of credits for Knowledge Modules: 42**

**PRACTICAL SKILLS MODULES:**

- Collect and Process HRM Data. NQF Level 5, 12 Credits.
- Coordinate and Provide Administrative Services for a Full Range of HRM Processes. NQF Level 5, 12 Credits.
- Coordinate HRM Communication to Enhance Employment Relations. NQF Level 5, 8 Credits.
- Compile, Maintain and ensure the Safeguarding of all HRM Records. NQF Level 5, 10 Credits.

**Total number of credits for Practical Skill Modules: 42**

**WORK EXPERIENCE MODULES:**

- Collect and Process HRM Data. NQF Level 5, 12 Credits.
- Coordinate and Provide Administrative Services for a Full Range of HRM Processes. NQF Level 5, 12 Credits.
- Coordinate HRM Communication to Enhance Employment Relations. NQF Level 5, 8 Credits.
- Compile, Maintain and ensure the Safeguarding of all HRM Records. NQF Level 5, 10 Credits.

**Total number of credits Work Experience Modules: 36**

**ARTICULATION OPTIONS****HORIZONTAL ARTICULATION**

- Occupational Certificate: Public Service Administrator, NQF Level 5.
- Higher Certificate in Administrative Information Management, NQF Level 5.

**VERTICAL ARTICULATION**

- Advanced Certificate in Business Management and Administration, NQF Level 6.

**DIAGONAL ARTICULATION:**

- Diploma in Human Resource Management, NQF Level 6.

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• HR Officer/Coordinator/Generalist</li> </ul>
<ul style="list-style-type: none"> <li>• Recruitment Coordinator/Specialist</li> </ul>
<ul style="list-style-type: none"> <li>• Payroll Administrator/Specialist</li> </ul>
<ul style="list-style-type: none"> <li>• Training &amp; Development Coordinator/Officer</li> </ul>
<ul style="list-style-type: none"> <li>• Employee Relations Assistant/Officer</li> </ul>
<ul style="list-style-type: none"> <li>• HR Information Systems (HRIS) Officer</li> </ul>



**ADVANCED OCCUPATIONAL CERTIFICATE:**  
**HUMAN RESOURCE MANAGEMENT OFFICER LEVEL 6**  
**SAQA ID: 121151**

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP290725055835

**PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to prepare a learner to function as a Human Resource Management (HRM) Officer.

A Human Resource Management (HRM) Officer contributes towards organisational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services. Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation.

**ENTRY REQUIREMENTS**

An NQF Level 5 qualification with English Communication.

**QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

**KNOWLEDGE MODULE:**

- Creating and Implementing Organisational Architecture for Organisational success and sustainability, NQF Level 6, 8 Credits.
- Making Talent Management and workforce plans work, NQF Level 6, 7 Credits.
- Operationalizing Learning and Development (L&D) and Organisational Growth Strategies, NQF Level 6, 8 Credits.
- Implementing Employment Relations Strategies, NQF Level 6, 20 Credits.
- Delivering Human Resource Management Services, NQF Level 6, 7 Credits.

Total number of credits for Knowledge Modules: 50

**PRACTICAL SKILLS MODULES:**

- Implementing fit-for-purpose HR Architecture. NQF Level 6, 8 Credits.
- Facilitating effective Talent Management. NQF Level 6, 8 Credits.
- Implement Learning and Development and Organisational Growth initiatives. NQF Level 6, 12 Credits.
- Operationalise Employment Relations strategies and plans. NQF Level 6, 10 Credits.
- Deliver HRM Services. NQF Level 6, 10 Credits.

Total number of credits for Practical Skill Modules: 48

**WORK EXPERIENCE MODULES:**

- Organisational and Work design and implementation processes, NQF Level 6, 8 Credits.
- Talent Management Processes, NQF Level 6, 4 Credits.
- Learning and Development and Organisational Growth Processes, NQF Level 6, 8 Credits.
- Employment Relations Facilitation Processes, NQF Level 6, 12 Credits.
- HRM Service Delivery Processes, NQF Level 6, 4 Credits.

Total number of credits for Work Experience Modules: 36

**ARTICULATION OPTIONS**

**HORIZONTAL ARTICULATION**

- Occupational Certificate: General Manager Public Service, NQF Level 6.
- Diploma in Human Resource Development, NQF Level 6.

**VERTICAL ARTICULATION**

- Advanced Occupational Diploma: HRM Advisor, NQF Level 7.

**DIAGONAL ARTICULATION:**

- Bachelor of Administration Honours in Human Resource Management, NQF Level 7.

<b>CAREER OPPORTUNITIES</b>
• Human Resources Officer / Advisor
• HR Business Partner (HRBP) Assistant/Junior HRBP
• Talent Acquisition Specialist / Recruiter
• Learning and Development (L&D) Officer / Coordinator
• Compensation and Benefits Analyst/Specialist
• Employee Relations Specialist
• HR Data Analyst/HRIS Officer
• Skills Development Facilitator

## BUSINESS STUDIES



### OCCUPATIONAL CERTIFICATE:

#### OFFICE ADMINISTRATOR LEVEL 5

**SAQA ID:** 102161

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP29072505583

#### **PURPOSE OF THE QUALIFICATION:**

This occupational qualification provides an opportunity for the learner to acquire a range of administrative skills to coordinate the activities of an office including information management and operational processes

#### **ENTRY REQUIREMENTS**

Level 4 with Communication.

#### **QUALIFICATION STRUCTURE**

**This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:**

#### **KNOWLEDGE MODULE:**

- Effective office administration and management, Level 5, 10 Credits.
- Business communication and customer services, Level 5, 8 Credits.
- Office protocol, department and etiquette, Level 5, 8 Credits.
- Apply End User Computing, Level 3, 6 Credits.
- Social media and digital literacy, Level 4, 5 Credits.
- Introductory project management, Level 4, 2 Credits.
- Computerised Project Management, Level 5, 15 Credits.
- Basic business calculations, Level 4, 5 Credits.
- Resource and procurement management, Level 5, 15 Credits.
- Tender and procurement processes, and procedures, Level 5, 5 Credits.
- Document management and record keeping, Level 5, 15 Credits.
- Staffing, and people support, Level 5, 15 Credits.
- Principles of the National Qualifications Framework (NQF) in relation to Skills development and Workplace Skills Plan (WSP) administration, Level 5, 12 Credits.

- Public relations, marketing and advocacy, Level 5, 6 Credits.
  - Ready for work standards, Level 4, 5 Credits.
- Total number of credits for Knowledge Modules: 132.

#### **PRACTICAL SKILLS MODULES:**

- Communication and effective customer relationships, Level 5, 10 Credits.
- Manage, coordinate and assist in the administration and clerical support of resources to facilitate the smooth and effective operational activities within the organisation, Level 5, 15 Credits.
- Assist in the administration and preparation of the process of tendering of contracts, Level 5, 15 Credits.
- Manage meetings, Level 5, 15 Credits.
- Payroll processing and pay administration, Level 5, 15 Credits.
- Support the recruitment, selection, and induction of staff, Level 5, 15 Credits.
- Classify, identify, register, track and dispose of records and information, Level 5, 15 Credits.
- Assist in the administration and preparation of the Workplace Skills Plan (WSP), Level 5, 15 Credits.
- Provide administrative support to Marketing/Public Relations division, Level 5, 20 Credits.
- Prepare, install and dismantle exhibition elements, Level 5, 10 Credits.
- Manage a small project, Level 5, Credits 10.
- Total number of credits for Practical Skill Modules: 155.

#### **WORK EXPERIENCE MODULES:**

- Perform administrative and meeting support functions to support management, Level 5, 12 Credits.
- Handle customer and client's queries and liaison in an office, Level 5, 8 Credits.
- Marketing/Public Relations and administrative support, Level 5, 25 Credits.
- Assist in planning and coordinating at least two special events/conferences, Level 5, 20 Credits.
- Procure and allocate resources, Level 5, 15 Credits.
- Solicit tender offers in terms of a set of procedures, Level 5, 10 Credits.
- Manage a paperless office, Level 5, 20 Credits.
- Supervision, and training of administration staff, Level 5, 15 Credits.
- Assist in developing a Workplace Skills Plan according to employee training needs, Level 5, 8 Credits.
- Apply ready for work standards to everyday work activities, Level 5, 25 Credits.

Total number of credits for Work Experience Modules: 158.

#### **ARTICULATION OPTIONS**

##### **HORIZONTAL ARTICULATION**

- Certificate: Office Administration, Level 5.
- Higher Certificate in Administration, Level 5.
- Higher Certificate in Business Administration, Level 5.
- Higher Certificate in Business Management, Level 5.
- Higher Certificate in Business Principles and Practice, Level 5.

- Higher Certificate in Entrepreneurship, Level 5.
- Higher Certificate in Export Management, Level 5.
- Higher Certificate in Facilities Management, Level 5.
- Higher Certificate in Human Resource Management, Level 5.
- Higher Certificate in Human Resource Practices, Level 5.
- Higher Certificate in Marketing, Level 5.
- Higher Certificate in Marketing Management, Level 5.
- Higher Certificate in Marketing Practice, Level 5.
- Higher Certificate in Office Administration, Level 5.
- Higher Certificate in Office Management, Level 5.
- Higher Certificate: Business Studies, Level 5.
- Higher Certificate in Supply Chain Management, Level 5.
- Higher Certificate in Public Sector Procurement, Level 5.
- Higher Certificate in Project Management, Level 5.

**VERTICAL ARTICULATION**

- National Diploma: Office Management and Technology, Level 6.
- Diploma: Office Management and Technology, Level 6.
- Diploma in Office Management, Level 6.
- Diploma: Office Administration, Level 6.

<b>CAREER OPPORTUNITIES</b>
• Senior Office Administrator
• Administrative Manager/Team Leader
• Executive Assistant (EA) / Personal Assistant (PA)
• Office Coordinator / Facilities Coordinator
• Project Administrator
• Department Administrator / Coordinator
• Compliance Administrator
• Reception Manager



## NEW VENTURE CREATION (SMME) LEVEL 2

**SAQA ID:** 49646

**SERVICE SETA ACCREDITATION NUMBER:** 2615

### **PURPOSE OF THE QUALIFICATION:**

The purpose of the NQF level 2 New Venture Creation qualification is to provide a qualification that can form the basis for structured programmes for potential and existing entrepreneurs to capitalise on opportunities to start and grow sustainable businesses that form part of the mainstream economy, enabling the learners to tender for business opportunities within both the public and private sectors. This qualification is designed for learners who intend to set up or have already set up own ventures. Assessment of the competencies and knowledge in the qualification needs to be done in the context of the learner's own new venture.

### **ENTRY REQUIREMENTS**

NQF Level 1

### **QUALIFICATION STRUCTURE**

The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 138 credits is required to complete the qualification.

**In this qualification the credits are allocated as follows**

**Fundamental: 36 credits: 27%**

**Core: 70 credits: 50%**

**Electives: 32 credits: 23%**

**Total: 138 credits: 100%**

**This Qualification articulates horizontally with the following Qualifications:**

- The National Certificate in Business Administration Services: Level 2
- The National Certificate in Call Centre Support: Level 2

**Vertical articulation is possible with the following Qualifications:**

- The National Certificate in Business Administration Services: Level 3
- The National Certificate in Management: Level 3

<b>CAREER OPPORTUNITIES</b>
• Entrepreneur/Small Business Owner
• Junior Employee in an SMME
• Administrative Assistant/Clerk
• Sales Assistant/Representative
• Inventory/Stock Controller Assistant



## OCCUPATION SKILLS CERTIFICATE:

### WORKPLACE PREPARATION LEVEL 2

**SAQA ID:** SP-201201

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP200924103848

#### **PURPOSE OF THE QUALIFICATION:**

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

#### **ENTRY REQUIREMENTS**

Open access.

#### **QUALIFICATION STRUCTURE**

##### **KNOWLEDGE COMPONENT**

- Topic 1: Why work and Why you Matter
- Topic 2: Job Search and Growth mind-set
- Topic 3: Know yourself to grow yourself
- Topic 4: Expectations
- Topic 5: Professionalism
- Topic 6: On boarding - Getting it Right
- Topic 7: Succeeding in the workplace
- Topic 8: Money Management I
- Topic 9: Money Management II
- Topic 10: Time Management
- Topic 11: Interview and Communication
- Topic 12: Teamwork
- Topic 13: Problem-solving and critical thinking

- Topic 14: Beat COVID-19

**APPLICATION COMPONENT**

- Topic 1: CV Preparation and Cover Letter
- Topic 2: Interviews role-play
- Topic 3: Personal Budget Development
- Topic 4: Teamwork

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"><li>• General Assistant/Labourer</li></ul>
<ul style="list-style-type: none"><li>• Junior Administrative Assistant/Office Support</li></ul>
<ul style="list-style-type: none"><li>• Customer Service/Sales Assistant</li></ul>
<ul style="list-style-type: none"><li>• Basic Warehousing/Logistics Operative</li></ul>
<ul style="list-style-type: none"><li>• Data Capturer/Clerk</li></ul>
<ul style="list-style-type: none"><li>• Hospitality/Service Industry Roles</li></ul>



## NEW VENTURE CREATION LEVEL 2

**SAQA ID:** SP-210401

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP200924103848

### PURPOSE OF THE QUALIFICATION:

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

### ENTRY REQUIREMENTS

Grade 9

### QUALIFICATION STRUCTURE

#### KNOWLEDGE COMPONENT

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

#### APPLICATION COMPONENT

- Topic 1: Calculations and Pricing
- Topic 2: Basic book keeping
- Topic 3: Marketing project.
- Topic 3: Customer service

CAREER OPPORTUNITIES
<ul style="list-style-type: none"> <li>• Small Business Assistant/Administrator</li> </ul>
<ul style="list-style-type: none"> <li>• Sales Representative/Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Accounts/Finance Administrator (Junior)</li> </ul>
<ul style="list-style-type: none"> <li>• Project Administrator Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Logistics/Stock Controller Assistant</li> </ul>



- 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
- TOPIC 5 Analyse a workplace policy and guideline
- TOPIC 6 The workplace environment and responsibilities of an employer and employee
- TOPIC 7 Apply and accept a internship at a Workplace Experience provider.
- TOPIC 8 Demonstrate understanding of Occupational Health and Safety legislation in the workplace
- TOPIC 9 Induction at a Workplace Experience provider, covering general work place policies, procedures and standards
- TOPIC 10 Observe and undertake general task/s within Workplace Experience provider workplace WM-01-WE05 Rate Workplace Experience Provider
- TOPIC 11 Understand and apply work ethics, norms and values
- TOPIC 12 Work as a team member
- TOPIC 13 Participate in and contribute to workplace meetings
- TOPIC 14 Contribute to maintaining a safe and productive Work Environment

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Administrative Assistant/Officer</li> </ul>
<ul style="list-style-type: none"> <li>• Secretary</li> </ul>
<ul style="list-style-type: none"> <li>• Data Capturer</li> </ul>
<ul style="list-style-type: none"> <li>• Customer Service Representative</li> </ul>
<ul style="list-style-type: none"> <li>• Call Centre Agent</li> </ul>
<ul style="list-style-type: none"> <li>• Sales Assistant/Junior Sales Representative</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Project Administrator</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Human Resources Administrator</li> </ul>



## CONFLICT MANAGEMENT LEVEL 5

**SAQA ID:** SP-210409

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP200924103848

### **PURPOSE OF THE QUALIFICATION:**

To identify and manage the resolution of conflict between persons or parties in the workplace.

### **ENTRY REQUIREMENTS**

NQF Level 4 or equivalent

### **QUALIFICATION STRUCTURE**

#### **KNOWLEDGE COMPONENT**

- Topic 1: Sources of conflict.
- Topic 2: Types of conflicts
- Topic 3: Strategies for conflict management.
- Topic 4: Techniques in conflict management.
- Topic 5: Conflict consequences analysis
- Topic 6: Emotional intelligence in conflict resolution
- Topic 7: Components of Conflict Resolution Report

#### **APPLICATION COMPONENT**

- Topic 1: Apply teamwork in conflict resolution process.
- Topic 2: Profile a conflict at a workplace.
- Topic 3: Analyse a conflict profile and determine the causes of conflict
- Topic 4: Determine and implement appropriate conflict management strategies
- Topic 5: Select and apply conflict resolution techniques
- Topic 6: Analyse and profile conflict consequences
- Topic 7: Apply emotional intelligence in conflict resolution engagement
- Topic 8: Compile and implement conflict resolution follow up plan

- Topic 9: Compile conflict resolution report

<b>CAREER OPPORTUNITIES</b>
• Mediator / Conflict Resolution Specialist
• Industrial Relations (IR) Officer / Specialist
• Human Resources (HR) Advisor / Manager
• Employee Relations Manager
• Customer Relations Manager / Client Ombudsman
• Team Leader / Supervisor (in any industry)
• Trade Union Official/Representative

## IT QUALIFICATIONS



### OCCUPATION SKILLS CERTIFICATE:

#### COMPUTER AND DIGITAL SUPPORT ASSISTANT LEVEL 4

**SAQA ID:** SP-191222

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP200924103848.

### ENTRY REQUIREMENTS

Grade 11 or equivalent qualification Basic computer literacy Proficiency in English

### Course Details:

The **\*\*Computer and Digital Support Assistant Level 4\*\*** course is designed to provide learners with the essential knowledge and skills required to perform computer and digital support services. This program is ideal for individuals aspiring to work in IT support roles or enhance their digital skills for personal or professional use. Through practical training, learners will gain hands-on experience in troubleshooting, hardware and software installation, and user support.

CAREER OPPORTUNITIES
• IT Support Assistant / Technician (Level 1 Helpdesk Support)
• Junior Network Technician
• Computer Technician / Hardware Assistant
• Digital Assistant
• Data Capturer / IT Administrator
• Technical Sales Support

## ENGINEERING QUALIFICATIONS



### QUALIFICATION CERTIFICATE:

ELECTRICAL ENGINEERING LEVEL 2

SAQA ID: 73313

CETA ACCREDITATION NUMBER: ACC/24/05/00004

### PURPOSE OF THE QUALIFICATION:

The purpose of this qualification is to provide learners, education and training providers and employers with the standards and the range of learning required to work effectively within various industries, making use of electrical engineering knowledge and skills to meet the challenges of such an environment.

### ENTRY REQUIREMENTS

NQF Level 1 in a trade-related sub-field or an equivalent qualification

### QUALIFICATION STRUCTURE

#### Fundamental Component:

The fundamental component consists of 20 credits in the field of Communication and 16 credits in the field of Mathematical Literacy. All unit Standards in the fundamental component are compulsory.

#### Core Component:

The compulsory unit standards in the Core Component of this qualification reflect the generic competencies required in the field of Electrical Engineering for all industrial environments. The learner must demonstrate competence in the Core Component for the total of 84 credits.

#### Elective Component:

This component consists of several specialisations each with its own set of unit standards. Learners are to choose a specialisation area and complete a minimum of 20 credits from the unit standards listed under that specialisation area so as to attain a minimum of 140 credits required for certification purposes.

### ARTICULATION OPTIONS

### Horizontal articulation

- Fundamental learning at this level applies to equivalent credit accrual for engineering-related qualifications at NQF Level 2. Other horizontal articulation options may exist and need further investigation in cases where recognition of prior learning is sought.

### VERTICAL ARTICULATION

- ID 63790: National Certificate: Electrical Engineering, NQF Level 3.
- ID 49056: National Certificate: Domestic Appliance Repair, NQF Level 3.

<b>CAREER OPPORTUNITIES</b>
• Electrician's Assistant/Aide
• Electrical Engineering Assistant
• Maintenance Assistant
• Junior Electrical Fitter/Assembler
• Basic Security System Installer Assistant
• General Engineering Assistant



## ELECTRICAL ENGINEERING LEVEL 3

**SAQA ID:** 72051

**CETA ACCREDITATION NUMBER:** ACC/24/05/00004

### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to provide learners, education and training providers and employers with the standards and the range of learning required to work effectively within various industries, making use of electrical engineering knowledge and skills to meet the challenges of such an environment.

### **ENTRY REQUIREMENTS**

NQF Level 2 or equivalent

### **QUALIFICATION STRUCTURE**

#### **Fundamental Component:**

The fundamental component consists of 20 credits in the field of Communication and 16 credits in the field of Mathematical Literacy. All unit Standards in the fundamental component are compulsory.

#### **Core Component:**

The compulsory unit standards in the Core Component of this qualification reflect the generic competencies required in the field of Electrical Engineering for all industrial environments. The learner must demonstrate competence in the Core Component for the total of 77 credits.

#### **Elective Component:**

This component consists of several specialisations each with its own set of unit standards. Learners are to choose a specialisation area and complete a minimum of 20 credits from the unit standards listed under that specialisation area so as to attain a minimum of 133 credits required for certification purposes.

### **ARTICULATION OPTIONS**

### Horizontal articulation

- Fundamental learning at this level applies to equivalent credit accrual for engineering-related qualifications at NQF Level 2. Other horizontal articulation options may exist and need further investigation in cases where recognition of prior learning is sought.

### VERTICAL ARTICULATION

- ID 63790: National Certificate: Electrical Engineering, NQF Level 3.
- ID 49056: National Certificate: Domestic Appliance Repair, NQF Level 3.

<b>CAREER OPPORTUNITIES</b>
• Semi-skilled Electrician
• Apprentice Electrician (Intermediate/Advanced Stage)
• Electrical Fitter
• Maintenance Technician Assistant
• Junior Field Service Technician
• Electrical Sales Consultant



## ELECTRICAL ENGINEERING LEVEL 4

**SAQA ID:** 72052

**CETA ACCREDITATION NUMBER:** ACC/24/05/00004

### **PURPOSE OF THE QUALIFICATION:**

The purpose of this qualification is to provide learners, education and training providers and employers with the standards and the range of learning required to work effectively within various industries, making use of electrical engineering knowledge and skills to meet the challenges of such an environment.

### **ENTRY REQUIREMENTS**

National Certificate at NQF Level 3 (in trade-related sub-field) or equivalent

### **QUALIFICATION STRUCTURE**

#### **Fundamental Component:**

- In the Fundamental Component of the qualification, learners must demonstrate their competence in:
- Languages and Communication: 40 credits, 20 of these credits must be at NQF Level 4 and 20 credits may be at NQF Level 3 in a second South African language.
- Mathematical Literacy: 16 credits.

#### **Core Component:**

- The compulsory unit standards in the Core Component of this qualification reflect the generic competencies required in the field of Electrical Engineering for all industrial environments. The learner must demonstrate competence in the Core Component for the total of 54 credits.

#### **Elective Component:**

- This component consists of several specialisations each with its own set of unit standards. Learners are to choose a specialisation area and complete a minimum of 20 credits from the

unit standards listed under that specialisation area so as to attain a minimum of 130 credits required for certification purposes.

## **ARTICULATION OPTIONS**

### **Horizontal articulation**

- Fundamental learning at this level applies to equivalent credit accrual for most engineering qualifications at NQF Level 4.
- Core learning at this level applies to equivalent credit accrual for some unit standards in the following qualification:
- SAQA ID No: 50371: National Certificate in Domestic Appliance Repair at NQF Level 4.
- Other horizontal articulation options may exist and need further investigation in cases where recognition of prior learning is sought

### **VERTICAL ARTICULATION**

Vertical articulation may exist (wholly or in part) in the HET band on application by the individual.

<b>CAREER OPPORTUNITIES</b>
• Qualified Electrician / Artisan (Red Seal Certified)
• Electrical Supervisor / Foreman
• Electrical Technician
• Maintenance Planner
• Field Service Technician
• Junior Estimator / Contracts Manager

## BUILDING AND CONSTRUCTION QUALIFICATIONS



### NATIONAL CERTIFICATE:

#### BUILDING AND CIVIL CONSTRUCTION LEVEL 3

**SAQA ID:** 65409

**CETA ACCREDITATION NUMBER:** ACC/24/05/00004

#### PURPOSE OF THE QUALIFICATION:

Typically, qualifying learners are employed in the construction sector as painters, tilers, plasterers, masons, joiners, carpenters, roofers, or are self-employed as micro-enterprise owners who provide services to construction contractors and members of the public (e.g. private households). Consequently, this employment sector consists of many small and micro-enterprises.

#### ENTRY REQUIREMENTS

NQF Level 2

#### QUALIFICATION STRUCTURE

##### All the following Unit Standards are compulsory:

- The total of 36 credits in Fundamental are compulsory.
- The total of 52 credits in the Core are compulsory.
- The total of 52 credits must be chosen from the Elective category to achieve the total of 140

#### ARTICULATION OPTIONS

##### Horizontal articulation

National Certificate: Construction at NQF Level 3 (to be registered).

##### VERTICAL ARTICULATION

- ID: 22297: National Certificate: Construction at NQF Level 4.
- ID 49053: National Certificate: Supervision of Building Construction Processes NQF Level 4.

CAREER OPPORTUNITIES
<ul style="list-style-type: none"> <li>• Skilled Construction Worker / General Foreman Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Artisan Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Site Supervisor (Junior/Assistant)</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance Worker/Handyman (Building)</li> </ul>
<ul style="list-style-type: none"> <li>• Materials Controller/Storeman</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Estimator Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Health and Safety (H&amp;S) Representative</li> </ul>



## **FURTHER EDUCATION AND TRAINING CERTIFICATE:**

### **PLUMBING LEVEL 4**

**SAQA ID:** 58782

**CETA ACCREDITATION NUMBER:** ACC/24/05/00004

#### **PURPOSE OF THE QUALIFICATION:**

Qualifying learners will be able to integrate their knowledge, understanding and competencies related to occupational health and safety, National Building Regulations and industry codes of practice to perform a range of plumbing activities.

#### **ENTRY REQUIREMENTS**

NQF Level 2

#### **QUALIFICATION STRUCTURE**

**The Qualification consists of a Fundamental, a Core and an Elective Component.**

**To be awarded the Qualification, learners are required to obtain a minimum of 160 credits as detailed below.**

#### **Fundamental Component:**

The Fundamental Component consists of Unit Standards in:

Mathematical Literacy at NQF Level 4 to the value of 16 credits.

Communication at NQF Level 4 in a First South African Language to the value of 20 credits.

Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

All Unit Standards in the Fundamental Component are compulsory.

#### **Core Component:**

The Core Component consists of Unit Standards to the value of 84 credits all of which are compulsory.

**Elective Component:**

The Elective Component consists of Unit Standards to the value of 107 credits. Learners are to choose Unit Standards to the minimum of 20 credits

**ARTICULATION OPTIONS**

**Horizontal articulation**

- D 24194: Further Education and Training Certificate: Construction Material Manufacturing, NQF Level 4.
- ID 50018: Further Education and Training Certificate: Computer Aided Drawing Office Practice, NQF Level 4.
- ID 48817: Further Education and Training Certificate: Construction Materials Testing, NQF Level 4.
- ID 49053: Further Education and Training Certificate: Supervision of Construction Processes, NQF Level 4.

**VERTICAL ARTICULATION**

- ID 23683: National Diploma: Management of Civil Engineering Construction Processes, NQF Level 5.
- ID 48636: National Diploma: Structural Steelwork Detailing, NQF Level 5.
- ID 23675: National Certificate: Management of Building Construction Processes, NQF Level 5.
- National Certificate: Water Care, NQF Level 5.

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Qualified Plumber / Artisan (Red Seal Certified)</li> </ul>
<ul style="list-style-type: none"> <li>• Master Plumber / Plumbing Contractor</li> </ul>
<ul style="list-style-type: none"> <li>• Plumbing Supervisor / Foreman</li> </ul>
<ul style="list-style-type: none"> <li>• Facilities Manager (Junior/Assistant)</li> </ul>
<ul style="list-style-type: none"> <li>• Estimator / Quantity Surveyor Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Plumbing Inspector</li> </ul>
<ul style="list-style-type: none"> <li>• Field Service Technician (Specialised)</li> </ul>



**NATIONAL CERTIFICATE:  
CONSTRUCTION LEVEL 2**

**SAQA ID:** 49410

**CETA ACCREDITATION NUMBER:** ACC/24/05/00004

**PURPOSE OF THE QUALIFICATION:**

Qualifying learners will be competent to execute semi-skilled construction activities in terms of the fields of learning successfully completed.

For those with extensive experience in the workplace, this qualification will serve as entry to the Recognition of Prior Learning processes, without prior formal education and training having been undertaken.

For new entrants, this qualification describes the learning outcomes required to effectively participate in a structured workplace.

For education and training providers, this qualification provides guidance for development of appropriate learning programmes and assessment criteria.

For employers, this qualification enables skills gaps to be identified and addressed, ensuring achievement of increased productivity levels and business objectives.

**ENTRY REQUIREMENTS**

NQF Level 1

**QUALIFICATION STRUCTURE**

**The qualification is composed of fundamental, core and elective learning components:**

Fundamental: 36 credits.

Core: 37 credits.

**Competence in applying labour intensive construction techniques in a roads and storm water**

## ARTICULATION OPTIONS

### Horizontal articulation

- D 24194: Further Education and Training Certificate: Construction Material Manufacturing, NQF Level 4.
- ID 50018: Further Education and Training Certificate: Computer Aided Drawing Office Practice, NQF Level 4.
- ID 48817: Further Education and Training Certificate: Construction Materials Testing, NQF Level 4.
- ID 49053: Further Education and Training Certificate: Supervision of Construction Processes, NQF Level 4.

### VERTICAL ARTICULATION

- ID 23683: National Diploma: Management of Civil Engineering Construction Processes, NQF Level 5.
- ID 48636: National Diploma: Structural Steelwork Detailing, NQF Level 5.
- ID 23675: National Certificate: Management of Building Construction Processes, NQF Level 5.
- National Certificate: Water Care, NQF Level 5.

CAREER OPPORTUNITIES
• Construction Worker / General Labourer
• Trades Assistant
• Site Assistant
• Maintenance Assistant
• Security Guard (Construction Site)



## OCCUPATION SKILLS CERTIFICATE:

### PLUMBING HAND LEVEL 3

**SAQA ID:** SP-210403

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP200924103848

#### PURPOSE OF THE QUALIFICATION:

The purpose of this skills programme is to prepare a learner to operate as a Plumbing Hand.

A Plumbing Hand installs, repairs and maintains, water pipes, drainage pipes systems, sanitary fixtures (water closet, wash hand basin, bidet, bath, shower and sink) under supervision of a qualified Plumber.

#### ENTRY REQUIREMENTS

Open Entry

#### QUALIFICATION STRUCTURE

##### KNOWLEDGE COMPONENT

- Health, Safety, Quality and Legislation, NQF Level 3, Cr 2.
- Environment, Energy Efficiency and Ethics NQF Level 4, Cr 2.
- Tools, Equipment, Components and Site Practice, NQF Level 3, Cr 3.
- Drawings and Applied Sciences, NQF Level 3, Cr 3.
- Theory of Water and Drainage Systems, NQF Level 4, Cr 3.
- Above and Below Ground Drainage, NQF Level 3, Cr 3
- Sanitary fixtures, NQF Level 4, Cr 3.
- Hot and Coldwater systems, NQF Level 3, Cr 3.

CAREER OPPORTUNITIES
• Semi-skilled Plumber
• Apprentice Plumber (Intermediate Stage)
• Maintenance Assistant (Plumbing Focus)
• Plumbing Assistant / Tradesman Aid (Skilled)
• Junior Field Service Assistant
• Materials Controller (Plumbing Supplies)

- Installation and Maintenance Theory for Plumbing Systems, NQF Level 4, Cr 3

**APPLICATION COMPONENT**

- Install and Maintain Above Ground Soil Waste and Vent Pipe Systems, Terminal Fittings and Sanitary Fixtures, NQF Level 3, Cr 7.
- Install and Maintain Below-Ground Drainage Systems, NQF Level 3, and Cr 7.
- Install, Maintain and Repair Coldwater and Hot Water Systems, NQF Level 3, Cr 10

## MANAGEMENT QUALIFICATIONS



### FURTHER EDUCATION AND TRAINING CERTIFICATE:

#### GENERAL MANAGEMENT LEVEL 4

**SAQA ID:** 74630

**SERVICE SETA ACCREDITATION NUMBER:** 2615

#### PURPOSE OF THE QUALIFICATION:

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisation or those aspiring to these positions. Journey managers include team leaders, supervisor, foreman and section heads

**ENTRY REQUIREMENTS** NQF level 3 with English, maths and computer literacy or e equivalent

This Qualification articulates horizontally with the following Qualifications:

- **FETC: NEW VENTURE CREATION SAQA ID :23953**
- **FETC: LEADERSHIP DEVELOPMENT, SAQAID: 50081**
- **FETC: BUSINESS SYSTEMS OPERATIONS: END USER(ERP), SAQA ID: 49176**
- **FETC: SMALL BUSINESS ADVISING ( INFORMATION SUPPORT), SAQA ID: 4883**

CAREER OPPORTUNITIES
• Team Leader / Supervisor
• Junior Manager / Assistant Manager
• Frontline Manager
• Office Supervisor
• Shift Supervisor
• Junior Project Coordinator

Vertical articulation is possible with the following Qualifications:

- THE FETC: MANAGEMENT ARTICULATES WITH THE NATIONAL CERTIFICATE: MANAGEMENT AT LEVEL 5, SAQA ID: 1093



## **NATIONAL CERTIFICATE:**

### **GENERAL MANAGEMENT LEVEL 5**

**SAQA ID:** 59201

**SERVICE SETA ACCREDITATION NUMBER:** 2615

#### **PURPOSE OF THE QUALIFICATION:**

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen.

#### **ENTRY REQUIREMENTS**

NQF Level 4 with English, maths and computer literacy or e equivalent

#### **QUALIFICATION RULES**

##### **Fundamental Component:**

The unit standards included in the fundamental component of the qualification total 49 credits. They are compulsory and must be contextualised according to the specialisation or the selected learning programme.

##### **Core Component:**

The unit standards in the core component total 78 credits and are compulsory. They must be contextualised according to the specialisation or selected learning programme.

##### **Elective Component:**

The elective component of the qualification consists of a number of unit standards, divided into specialisations. The learner must choose a specialisation and complete unit standards totalling a minimum of 35 credits from the unit standards listed under that specialisation.

#### **This Qualification articulates horizontally with the following Qualifications:**

- National Certificate: Marketing Management, NQF Level 5.
- ID 48847: National Certificate: Business Consulting, NQF Level 5.
- ID 49554: National Diploma: Public Finance Management and Administration, NQF Level 5.
- ID 20892: National Diploma: Human Resources Management and Practices, NQF Level 5.

- ID 58395: National Certificate: Project Management, NQF Level 5.

**Vertical articulation is possible with the following Qualifications:**

- National Diploma: Management, NQF Level 6.
- National Degree: Management, NQF Level 6.
- ID 20901: National Diploma: Marketing Management, NQF Level 6.
- ID 20909: National Diploma: Customer Management, NQF Level 6.
- ID 20240: National Diploma: Public Finance Management and Administration, NQF Level 6.

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Manager (Departmental/Business Unit)</li> </ul>
<ul style="list-style-type: none"> <li>• Operations Manager (Junior/Assistant)</li> </ul>
<ul style="list-style-type: none"> <li>• Project Manager/Coordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Office Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Retail Store Manager / Branch Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Officer / Advisor</li> </ul>
<ul style="list-style-type: none"> <li>• Client Services Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Supply Chain / Logistics Coordinator</li> </ul>

## FP&M SETA QUALIFICATIONS



### NATIONAL CERTIFICATE:

CLOTHING, TEXTURE, FOOTWEAR AND LEATHER MANUFACTURING PROCESS LEVEL 2

SAQA ID: 58227

QCTO ACCREDITATION NUMBER: 05-QCTO/SDP050623130142

### PURPOSE OF THE QUALIFICATION:

This qualification will equip the learner with the skills, knowledge and values to participate effectively in workplace activities within the Clothing, Textile, Footwear and Leather (CTFL) manufacturing industries.

### ENTRY REQUIREMENTS

NQF level 1

### QUALIFICATION STRUCTURE

The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 120 credits is required to complete the qualification.

In this qualification the credits are allocated as follows:

- **Fundamental: 36 credits.**
- 
- **Core: 48 credits.**
- **Electives: 36 credits.**
- **Total: 120 credits.**

### ARTICULATION OPTIONS

#### Horizontal articulation

- National Certificate: CTFL Mechanician Processes, NQF Level 2 (under development).

#### VERTICAL ARTICULATION

CAREER OPPORTUNITIES
• Machine Operator (Entry-Level)
• Production Assistant / Helper
• Quality Controller Assistant
• Packer / Finisher
• Inventory/Stores Assistant
• Sewing Machinist (Basic)
• Junior Cutter

- 48973: National Certificate: Clothing, Textiles, Footwear and Leather (CTFL) Mechanician Processes, NQF Level 3.



**FURTHER EDUCATION AND TRAINING CERTIFICATE:**

**FURNITURE MAKING LEVEL 4**

**SAQA ID:** 49092

**QCTO ACCREDITATION NUMBER:** 05-QCTO/SDP050623130142

**PURPOSE OF THE QUALIFICATION:**

The purpose of the qualification is to provide learners and education and training providers with the standards required to satisfy the challenges of participating effectively in the furniture manufacturing industry. Typical learners will be workers in the furniture industry.

**ENTRY REQUIREMENTS**

National Certificate in Furniture Making at NQF level 3, or has demonstrated equivalent competence

**QUALIFICATION STRUCTURE**

The qualification is composed of Fundamental, Core and Elective learning components:

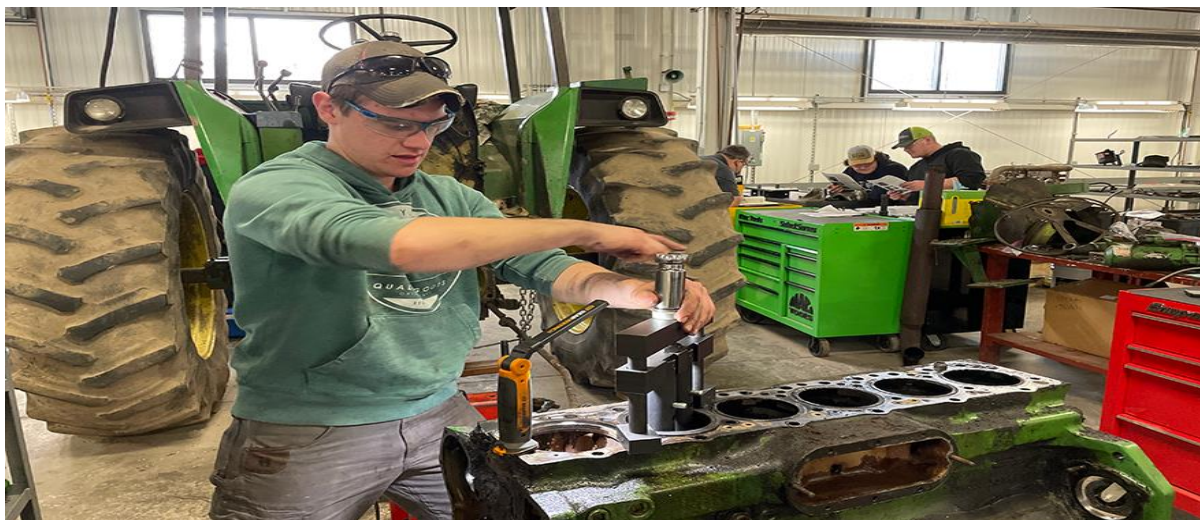
- **Fundamental: 64**
- **Core: 85**
- **Elective: 6 minimum**
- **Credit total: Minimum of 155 credits**

- In order to be awarded the qualification, the learner has to prove competence in all of the Fundamental and Core standards. In order to comply with FET Policy, the language component of the fundamental standards must be achieved in two languages - 20 credits in one language at level 3 and 20 credits in a different language at level 4. Candidates must achieve the Elective Unit Standards related to their chosen specialism, and may choose to undertake either or both or neither of the optional Elective Unit Standards.

- **Additional Elective Unit Standards could be added to the qualification over time**

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Qualified Furniture Maker / Cabinet Maker / Carpenter</li> </ul>
<ul style="list-style-type: none"> <li>• Qualified Wood Machinist</li> </ul>
<ul style="list-style-type: none"> <li>• Furniture Designer / Drafter (Junior)</li> </ul>
<ul style="list-style-type: none"> <li>• Workshop Foreman / Supervisor</li> </ul>
<ul style="list-style-type: none"> <li>• Entrepreneur / Business Owner</li> </ul>
<ul style="list-style-type: none"> <li>• Installer (Furniture &amp; Cabinetry)</li> </ul>
<ul style="list-style-type: none"> <li>• Estimator / Production Planner Assistant</li> </ul>

## AGRICULTURE AND FARMING QUALIFICATIONS



### NATIONAL CERTIFICATE:

### AGRICULTURAL EQUIPMENT SERVICE AND REPAIR LEVEL 2

**SAQA ID:** 59099

**AGRISETA ACCREDITATION NUMBER:** AGRI/c prov/3251/25

### PURPOSE OF THE QUALIFICATION:

This qualification addresses competencies related to the occupation of an Agricultural Equipment Mechanical Artisan and is the first level of learning in the Further Education and Training band of the career. The qualification is structured to address mechanical workshop competencies related to servicing of agricultural equipment and mechanical repairs of agricultural equipment.

### ENTRY REQUIREMENTS

NQF level 1

### QUALIFICATION STRUCTURE

- All fundamental unit standards are compulsory: 36 credits.
- All core unit standards are compulsory: 72 credits.
- A minimum of 20 credits should be chosen from the elective component.
- A minimum total of 128 credits are required to obtain this qualification.

CAREER OPPORTUNITIES
<ul style="list-style-type: none"> <li>• Farm Machinery Assistant/Aide</li> </ul>
<ul style="list-style-type: none"> <li>• Workshop Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• General Assistant (Agriculture/Mechanical)</li> </ul>
<ul style="list-style-type: none"> <li>• Parts Assistant/Storeman</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Field Service Assistant</li> </ul>



## HORTICULTURE LEVEL 2

**SAQA ID:** 66589

**AGRISETA ACCREDITATION NUMBER:** AGRI/c prov/3251/25

### **PURPOSE OF THE QUALIFICATION:**

This qualification provides learners with a comprehensive base of portable skills that will enable them to progress within all spheres of the horticultural industry. This qualification forms an integral step in the career paths of the various disciplines in ornamental horticulture and follows on from the NQF Level 1 Certificate. For those already employed in the industry, this qualification will offer learners the opportunity to hone their skills and receive recognition for their competencies

### **ENTRY REQUIREMENTS**

NQF level 1

### **QUALIFICATION STRUCTURE**

The certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a foundation for further learning.

The qualification consists of a minimum of 120 credits, composed of:

Fundamental; 36 credits (compulsory).

Core; 71 credits (compulsory).

Electives; Learners must choose suitable Unit Standards from the listed elective to obtain a total of not less than 13 credits.

### **ARTICULATION OPTIONS**

The generic nature of this qualification and its focus on the foundational multi-skilling, facilitates the vertical articulation within the horticultural industry, to any of the following qualifications.

**Horizontal Articulation:**

ID 48975: National Certificate in Plant production; NQF Level 2.

ID 59389: National Certificate in Resource Guardianship; NQF Level 2.

ID 49410: National Certificate in Construction; NQF Level 2.

**Vertical Articulation:**

ID 49052: National Certificate in Plant production; NQF Level 3.

<b>CAREER OPPORTUNITIES</b>
<ul style="list-style-type: none"><li>• General Garden Worker / Labourer</li></ul>
<ul style="list-style-type: none"><li>• Horticultural Assistant</li></ul>
<ul style="list-style-type: none"><li>• Groundskeeper Assistant</li></ul>
<ul style="list-style-type: none"><li>• Nursery Assistant</li></ul>
<ul style="list-style-type: none"><li>• Landscape Assistant</li></ul>
<ul style="list-style-type: none"><li>• Farm Worker (Horticulture Focus)</li></ul>



## MIXED FARMING SYSTEMS LEVEL 2

SAQA ID: 48977

AGRISETA ACCREDITATION NUMBER: AGRI/c prov/3251/25

### PURPOSE OF THE QUALIFICATION:

The purpose of this qualification is to allow Junior Personnel and elected candidates to progress towards a position of farm labourers (operators) with specific reference to Mixed Farming systems.

### ENTRY REQUIREMENTS

NQF level 1

### QUALIFICATION STRUCTURE

Fundamental

A minimum of 42 credits should be achieved in fundamental.

Core

64 credits should be achieved in core.

Elective

A minimum of 14 credits should be achieved in Elective, depending on the context of application of the unit standards.

### ARTICULATION OPTIONS

The generic nature of this qualification and its focus on the foundational multi-skilling, facilitates the vertical articulation within the horticultural industry, to any of the following qualifications.

#### Horizontal Articulation:

- National Certificate in Animal Production, NQF 2.
- National Certificate in Plant Production, NQF 2.

#### Vertical Articulation:

- National Certificate in Animal Production, NQF 3.
- National Certificate in Plant Production, NQF 3.

CAREER OPPORTUNITIES
<ul style="list-style-type: none"> <li>• General Farm Worker / Farm Hand</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Livestock Attendant</li> </ul>
<ul style="list-style-type: none"> <li>• Junior Crop Production Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Farm Assistant (General)</li> </ul>
<ul style="list-style-type: none"> <li>• Packhouse Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Agricultural Assistant (Support Services)</li> </ul>



## PLANT PRODUCTION LEVEL 4

**SAQA ID:** 49009

**AGRISETA ACCREDITATION NUMBER:** AGRI/c prov/3251/25

### PURPOSE OF THE QUALIFICATION:

The purpose of this qualification is to allow Supervisors to progress towards a Junior Farm Manager position with specific reference to Plant Production

### ENTRY REQUIREMENTS

Literacy and communication equivalent to NQF 2 and technical skills pertaining to agricultural activities equivalent to NQF 3

### QUALIFICATION STRUCTURE

**The qualification is composed of Fundamental, Core and Elective learning components:**

- Fundamental: 68 credits
- Core: 59 credits
- Elective: the learner must select a minimum of 15 credits from the Elective component
- Total: 142 credits (minimum)

### ARTICULATION OPTIONS

The generic nature of this qualification and its focus on the foundational multi-skilling, facilitates the vertical articulation within the horticultural industry, to any of the following qualifications.

#### Horizontal Articulation:

- National Certificate in Animal Production, NQF 4.

#### Vertical Articulation:

- National Certificate in Plant Production, NQF 5.

CAREER OPPORTUNITIES
• Farm Foreman / Supervisor (Plant Production)
• Production Manager (Assistant/Junior)
• Crop Specialist/Technician
• Junior Farm Manager
• Packhouse Assistant
• Agri-Sales Representative
• Extension Officer Assistant:
• Commercial Farmer / Agri-Entrepreneur
• Nursery Supervisor
• Quality Control Officer

## LOCAL GOVERNMENT FINANCE QUALIFICATIONS



### NATIONAL CERTIFICATE:

Municipal Financial Management LEVEL 6

SAQA ID: 48965

LGSETA ACCREDITATION NUMBER: LGRS-942-120904

### PURPOSE OF THE QUALIFICATION:

The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation.

### ENTRY REQUIREMENTS

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Economics at NQF Level 4
- Accounting at NQF Level 4

### QUALIFICATION STRUCTURE

Level, credits and learning components assigned to the qualification

#### Fundamental Component

The Fundamental Component consists of two Unit Standards, one of which deals with consultation with stakeholders. Consultation is an important process in the setting and implementation of policy and procedures. This Unit Standard will enable learners to see the importance of consultation and provide them with the necessary skills to consult with stakeholders.

The second Fundamental Standard deals with ethical behaviour, which is vitally important for municipal officials if public administration is to have credibility amongst the broad public.

Both unit standards are compulsory.

### **Core Component**

The Core Component consists of Unit Standards to the value of 136 credits, which deal with the core competencies required by municipal official in the areas of strategic planning and budgeting, financial management and internal control.

All Standards are compulsory.

### **Elective Component**

Learners are required to choose Unit Standards totaling a minimum of 12 credits from the Unit Standards from this component, which will enable the learner to obtain specialist insight into such matters as the use of technology in municipal administration, Internal Controls and Legislation and Performance Management.

### **ARTICULATION OPTIONS**

This qualification should articulate with the following qualifications:

- Bachelor of Commerce degree.
- Any qualification in Administration or Public Administration at NQF Level 6.

<b>CAREER OPPORTUNITIES</b>
• Financial Manager (Departmental)
• Revenue Manager / Debt Collector Manager (Municipal)
• Budget Officer / Budget Manager
• Senior Supply Chain Management (SCM) Officer
• Compliance Officer (Municipal Finance)
• Risk and Audit Officer (Finance)
• Assistant Director / Deputy Director (Finance)
• Consultant (Public Financial Management)

## PUBLIC FINANCE QUALIFICATIONS



### **NATIONAL DIPLOMA:**

Public Finance Management and Administration LEVEL 5

**SAQA ID:** 49554

**LGSETA ACCREDITATION NUMBER:** LGRS-942-120904

### **PURPOSE OF THE QUALIFICATION:**

The purpose of the NQF level 5 Public Finance and Administration qualification is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. The National Diploma in Public Finance Management and Administration (NQF level 5) is aimed at practitioners working in the public sector. It is a qualification in a career pathway towards an accomplished public finance management and administration specialist.

### **ENTRY REQUIREMENTS**

- Communication at NQF Level 4.
- Mathematics or Mathematical Literacy at NQF level 4.
- Computer Literacy at NQF Level 3.

### **QUALIFICATION STRUCTURE**

Level, credits and learning components assigned to the qualification:

The Diploma is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training.

The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 260 credits is required to complete the qualification.

In this qualification the credits are allocated as follows:

- Fundamental: 73 credits - 28%
- Core: 162 credits - 63%
- Electives: 25 credits - 10%
- Total: 260 credits - 100%

#### **ARTICULATION OPTIONS**

**This Qualification articulates horizontally with the following Qualifications:**

- The National Diploma in Financial Services: Level 5.
- National Certificate: Wealth Management: Level 5.

**Vertical articulation is possible with the following Qualifications:**

- The National Certificate: Municipal Finance Management: Level 6.

<b>CAREER OPPORTUNITIES</b>
• Financial Administration
• Supply Chain Management (SCM)
• Revenue Management
• Asset Management
• Compliance and Internal Audit
• Revenue Officer
• Procurement Clerk
• Budget Controller
• Finance Officer
• Financial Clerk
• SCM Officer