

# SKILL PROGRAMME: WORKPLACE PREPARATION

<b>Skills Programme ID Number</b>	<b>SP-111201</b>
<b>Duration in days</b>	<b>30 days</b>
<b>Total credits</b>	<b>30 Credits</b>
<b>NQF Level</b>	<b>2</b>

## Skill Rationale

- To develop workplace skills for young and unemployed to capacitate them for employment opportunities available in the market. The workplace skills are normally not taught within professional qualifications. The training is geared to prepare the learners for the job market.
- The learner will have skills for searching for employment, preparing and presenting him/herself well when opportunities arise.
- The learner will learn about:
  - What work is and about
  - Job search and interview
  - Expectations as an employee
  - Succeeding at work
  - Managing self and working with others

## Purpose of the Programme

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

The learner will be able to:

- Gain better insight about employment and expectations
- Present themselves well for interviews
- Make a good impression to prospective employers
- Manage work activities efficiently
- Communicate effectively within a team
- Manage him/herself, including his/her money
- Protect one and others at work place

## Admission Requirements

Open Access

## Programme Content

	<b>Knowledge Component</b>	<b>Application Component</b>
Topic 1	Why work and Why You Matter	CV Preparation and cover Letter
Topic 2	Job search and Growth mindset	Interviews role-play
Topic 3	Know yourself to grow yourself	Personal Budget development
Topic 4	Expectations	Teamwork
Topic 5	Professionalism	
Topic 6	Onboarding – 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	

### Outcomes of the Programme

- Conduct self-evaluation and analysis of personal attributes and skills.
- Prepare and search for a suitable job.
- Manage interview interactions effectively.
- Manage change in work environment.
- Work and communicate effectively in and outside a team.
- Make effective and informed decisions.
- Solve workplace problem effectively and systematically.
- Conduct one professionally and ethically.
- Plan and manage time effectively.
- Budget and manage personal money.

### Assessment:

#### Continuous Assessment

1. Continuous Assessment
  - Assignments and tasks shall be used to assess learning development in each topic.
  - At the end of each topic, there is an integrated test.
  - A learner is not able to proceed to the next topics before successful completion of the previous one.
2. Supervised Assessment
  - Each learner will prepare a CV and job application letter.

Present him/herself for a mock interview where different scenarios that could exist at work will be presented with responses and behaviour evaluated.

### Work Opportunities or further learning

This programme is aimed at people who are not placed / employed and those already placed in companies and organisations for work experience.

The programme prepares candidates for permanent or future jobs.

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## Knowledge Modules

### Topic 1 – Why work and Why you matter

<b>Module Code</b>	<b>SP-111201- KM-01</b>
<b>Hours</b>	<b>5 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 2 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour</b>
<b>Practice Integration</b>	<b>Group work discussion – 2 hours</b>

### Topic 2- Job search and Growth Mindset

<b>Hours</b>	<b>15 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 4 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour Assignment – 6 hours</b>
<b>Practice Integration</b>	<b>Group work discussion – 2 Hours Meet &amp; greet with a work employment agency – 1 hour Self-reflective activity – 1 hour</b>

### Topic 3 – Know yourself to grow yourself

<b>Hours</b>	<b>7 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time self-directed learning – 3 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour</b>
<b>Practice Integration</b>	<b>Group work discussion – 2 hours Self-reflective activity – 1 hour</b>

### Topic 4 – Expectations

<b>Hours</b>	<b>9 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 5 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour</b>
<b>Practice Integration</b>	<b>Simulation: teamwork scenarios – 3 hours</b>

## Topic 5 – Professionalism

<b>Hours</b>	<b>18 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 7 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour Case study – 6 hours</b>
<b>Practice Integration</b>	<b>Collaborative case study – 3 hours Self-reflection – 1 hour</b>

## Topic 6 – Onboarding: Getting it Right

<b>Hours</b>	<b>9 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 3 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour Assignment – 3 hours</b>
<b>Practice Integration</b>	<b>Group work discussion – 2 hours</b>

## Topic 7- Succeeding in the workplace

<b>Hours</b>	<b>5 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 2 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour</b>
<b>Practice Integration</b>	<b>Group work &amp; discussion – 2 hours</b>

## Topic 8- Money Management I

<b>Hours</b>	<b>3 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 2 hours</b>
<b>Assessment</b>	<b>Formative – 1 Hour</b>

## Topic 9: Money Management II

<b>Hours</b>	<b>10 hours</b>
<b>Knowledge</b>	<b>Face-to-face contact time and self-directed learning – 2 hours</b>
<b>Assessment</b>	<b>Formative – 1 hour</b>
<b>Practice Integration Money Management I &amp; II</b>	<b>Collaborative problem-based scenario's &amp; group feedback – 7 hours</b>

## Topic 10 – Time Management

<b>Hours</b>	<b>18 hours</b>
<b>Knowledge</b>	Face-to-face contact time – 5 hours
<b>Assessment</b>	Formative – 1 hour Assignment – 6 hours
<b>Practice Integration</b>	Group work activity: preparation and presentation – 4 hours Self-reflective exercise – 1 hour

## Topic 11 – Interview and Communication

<b>Hours</b>	<b>13 hours</b>
<b>Knowledge</b>	Face-to-face contact time and self-directed learning – 4 hours
<b>Assessment</b>	Formative – 1 hour
<b>Practice Integration</b>	Simulation & role play: teamwork scenarios – 7 hours Self-reflective activity – 1 hour

## Topic 12 - Teamwork

<b>Hours</b>	<b>14 hours</b>
<b>Knowledge</b>	Face-to-face contact time and self-directed learning – 3 hours
<b>Assessment</b>	Formative – 1 hour
<b>Practice Integration</b>	Collaborative teamwork assignments & presentations – 7 hours Simulation: teamwork scenarios – 3 hours

## Topic 13 – Problem solving and critical thinking

<b>Hours</b>	<b>19 hours</b>
<b>Knowledge</b>	Face-to-face contact time and self-directed learning – 2 hours
<b>Assessment</b>	Formative – 1 hour
<b>Practice Integration</b>	Literature search – 6 hours Simulation: team work scenarios – 7 hours

## Topic 14 – Beat COVID-19

<b>Hours</b>	<b>9 hours</b>
<b>Knowledge</b>	Face-to-face contact time and self-directed learning – 2 hours
<b>Assessment</b>	Formative – 1 hour
<b>Practice Integration</b>	Movie/YouTube video Literature search 4 h Group discussions 2 h

# Practical Modules

## Topic 1 – CV preparation and cover letter

<b>Module Code</b>	<b>SP-111201-PM-02</b>
<b>Hours</b>	<b>20 hours</b>
<b>Assessment</b>	<b>Assessment and presentation to group – 7 hours</b>
<b>Practice Integration</b>	<b>Self-directed learning – 4 hours Face-to face guidance and feedback – 9 hours</b>

## Topic 2- Personal Budget development

<b>Hours</b>	<b>23 hours</b>
<b>Assessment</b>	<b>Assessment and presentation to group – 7 hours</b>
<b>Practice Integration</b>	<b>Self-directed learning – 4 hours Face-to face guidance and feedback – 6 hours Self-reflective exercise – 2 hours Practice integration assignment – 4 hours</b>

## Topic 3- Interviews role-play

<b>Hours</b>	<b>22 hours</b>
<b>Assessment</b>	<b>Role play scenarios – 7 hours Self-reflective exercise – 1 hours</b>
<b>Practice Integration</b>	<b>Self-directed learning – 4 hours Practice integration assignment – 4 hours Face-to face guidance and feedback – 6 hours.</b>

## Topic 4 – Teamwork

<b>Hours</b>	<b>20 hours</b>
<b>Assessment</b>	<b>Simulation: teamwork scenarios – 3 hours Self-reflective exercise – 2 hours Collaborative teamwork assignments &amp; presentations – 7 hours</b>
<b>Practice Integration</b>	<b>See Topic 12 Self-directed learning – 4 hours Practice integration assignment – 4 hours</b>