

Communication & Language Proficiency

1. Overview

This programme aims to build strong reading, writing, and speaking skills that enable individuals to communicate effectively across various business and social contexts, understand different types of texts, and respond appropriately.

2. Programme Outcomes:

- Using textual features and conventions specific to texts
- Identifying the intended audience for the communication
- Identifying the purpose of a text
- Selecting the appropriate text type, format and layout for the purpose
- Organising and structuring a technical text appropriately
- Using appropriate grammar conventions
- Drafting and editing a technical text
- Recognising errors and checking for accuracy
- Presenting the same information in different ways
- Using plain language in business
- Write for a specified audience and purpose
- Use language structures and features to produce coherent and cohesive texts for a wide range of contexts
- Draft own writing and edit to improve clarity and correctness
- Write effectively and creatively on a range of topics
- Choose language structures and features to suit communicative purposes
- Edit writing for fluency and unity
- Respond critically yet sensitively as a listener
- Analyse own responses to spoken texts and adjust as required
- Use strategies to be an effective speaker in sustained oral interactions
- Evaluate spoken discourse
- Use a range of reading and viewing strategies to understand the literal meaning of specific texts
- Use strategies for extracting implicit messages in texts
- Respond to selected texts in a manner appropriate to the context
- Explore and explain how language structures and features may influence a reader
- Extract meaning from a variety of literary texts
- Identify and explain features that influence response to texts
- Produce texts in response to literary texts
- Analyse and criticise texts produced for a range of purposes, audiences and contexts
- Identify and explain the values, attitudes and assumptions in texts
- Evaluate the effects of content, language and style on readers responses in specific texts

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Qualification:	Certificate of Completion
Duration:	5-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0109
SAQA US:	12153, 8970, 8976, 8974, 8969, 8972, 8975
NQF Level:	4
Credits:	33
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive access to an online portal for online content, where all programme materials and resources are available if required to download or they may be emailed directly to the participants. Training is delivered fully online, and participants will join scheduled Moodle sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. The MS Teams platform is an alternative which may also be utilised by participants, participants would be sent programme materials electronically prior to commencement of the programme. Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions at the client's premises or providers campus with a facilitator. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(12153 US):** Use the writing process to compose texts required in the business environment
- **(8970 US):** Write texts for a range of communicative contexts
- **(8976 US):** Write for a wide range of contexts
- **(8974 US):** Engage in sustained oral communication and evaluate spoken texts
- **(8969 US):** Interpret and use information from texts
- **(8972 US):** Interpret a variety of literary texts
- **(8975 US):** Read analyse and respond to a variety of texts

We trust that the above is in order and look forward to hearing from you for Implementation

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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