

Construction Business Communication, Operations & Workplace Numeracy

1. Overview

This programme equips participants—particularly those in construction or small business environments—with essential skills in communication, numeracy, and operational business management. Participants will learn to communicate effectively, apply mathematical concepts in workplace contexts, and manage the setup and operation of a construction business.

2. Programme Outcome:

- Plan, establish, and manage a small construction contracting business
- Communicate clearly and effectively in both formal and informal work settings
- Interpret, analyse, and respond to various text types (informational and literary)
- Apply numerical reasoning to solve workplace challenges
- Measure, calculate, and apply basic geometry and spatial reasoning in construction and related contexts

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0395

SAQA US:

11553, 8962, 8965, 7480, 12444

NQF Level:

2

Credits:

28

Entry Requirements:

Communication & Mathematical Literacy at NQF 1

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Onsite

3. Programme Content

- **(11553 US):** Setup and manage a construction contracting business
- **(8962 US):** Maintain and adapt oral communication
- **(8965 US):** Respond to literary texts
- **(7480 US):** Demonstrate understanding of rational and irrational numbers and number systems
- **(12444 US):** Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts

4. Topics

- Module 1: Planning and Establishing a Construction Business
- Module 2: Marketing and Customer Service for Contractors
- Module 3: Health and Safety Practices in the Field
- Module 4: Effective Workplace Communication
- Module 5: Reading, Responding, and Comprehending Texts
- Module 6: Applying Number Operations in Real-Life Scenarios
- Module 7: Estimation, Measurement, and Workplace Geometry

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.

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