

Foundational Communication and Mathematical Literacy

1. Overview

This course is designed to empower participants with foundational language and mathematical literacy skills that:

- Enable confident communication in diverse real-life, workplace, and learning contexts
- Develop understanding of texts, writing for purpose, and interpreting literature
- Provide mathematical tools to manage everyday tasks, workplace applications, and critical engagement with society
- Prepare learners for further education and training, and equip them to become self-managing individuals, contributing workers, and participating citizens

2. Programme Outcome:

➤ Language and Communication:

- Communicate confidently and appropriately in formal and informal spoken interactions
- Read and interpret various text types for understanding, learning, and critical response
- Write for a range of contexts using correct grammar, structure, and appropriate register
- Understand and analyse literary texts for meaning, influence, and human experience

➤ Mathematical Literacy:

- Apply mathematical knowledge to solve real-life and workplace problems
- Estimate, measure, and calculate using appropriate methods and tools
- Use data to model situations and make informed decisions
- Explore and represent patterns and functions in practical contexts

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0112

SAQA US:

8962, 8963, 8964, 8965, 9009, 7480, 12444, 9007

NQF Level:

2

Credits:

34

Entry Requirements:

Communication & Numeracy 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.

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

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) Face-to-face

3. Programme Content

- **(8962 US):** Maintain and adapt oral communication
- **(8963 US):** Access and use information from texts
- **(8964 US):** Write for a defined context
- **(8965 US):** Respond to literary texts
- **(9009 US):** Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
- **(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
- **(9007 US):** Work with a range of patterns and functions and solve problems

4. Topics

- Module 1: Spoken Communication Skills
- Module 2: Reading and Viewing Texts
- Module 3: Writing for Purpose and Audience
- Module 4: Understanding Literature and Interpretation
- Module 5: Numbers, Relationships, and Computational Skills
- Module 6: Measurement and Geometry in Practical Contexts
- Module 7: Data Handling and Interpretation
- Module 8: Patterns, Functions, and Algebraic Thinking

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