

Foundations for Effective Workplace Participation

1. Overview

This programme is designed to equip participants with the essential personal and interpersonal skills needed to thrive in modern workplace environments. It promotes self-awareness, responsible decision-making, team participation, basic leadership, workplace safety, and HIV/AIDS awareness. It is suitable for entry-level employees, youth entering the workforce, and workers looking to build foundational soft skills.

2. Programme Outcome:

- Operate effectively as part of a team, understanding roles, responsibilities, and environmental factors affecting team performance
- Demonstrate knowledge of and adhere to workplace health, safety, and security standards
- Reflect on personal interests, strengths, and values in order to make informed life and career decisions
- Identify and apply leadership qualities and styles relevant to workplace and community teams
- Understand the impact of HIV/AIDS on individuals, the workplace, and the economy, and demonstrate attitudes that contribute to a caring work environment

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0804

SAQA US:

8420, 110064, 120308, 244608, 13915

NQF Level:

2

Credits:

18

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) Face-to-face

3. Programme Content

- **(8420 US):** Operate in a team
- **(110064 US):** Contribute to the health, safety and security of the workplace
- **(120308 US):** Apply knowledge of self in order to make a personal decision

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

- **(244608 US):** Demonstrate ability to lead a team or group
- **(13915 US):** Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace

4. Topics

- Module 1: Teamwork in the Workplace
- Module 2: Health, Safety & Security
- Module 3: Self-Awareness & Life Decision-Making
- Module 4: Introduction to Leadership
- Module 5: HIV/AIDS Awareness in the Workplace

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