

Health and Safety, and Workplace Efficiency Skills

1. Overview

This programme equips participants with the essential skills and knowledge required to maintain health and safety, operate workplace equipment effectively, and plan and conduct professional meetings. Participants will learn how to create and maintain a safe, efficient, and compliant work environment while understanding the impact of health issues such as HIV/AIDS in the workplace.

The programme is ideal for employees seeking to improve operational effectiveness, contribute to a safe work environment, and ensure compliance with workplace regulations.

2. Programme Outcome

- Ensure workplace safety and compliance
- Operate and maintain office equipment responsibly
- Understand and address health issues in the workplace, including HIV/AIDS
- Plan and prepare professional meeting communications

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0136
SAQA US:	9964, 114976, 113852, 13915, 13934
NQF Level:	3
Credits:	23
Entry Requirements:	Communication & Mathematical Literacy at NQF 2
Training Options:	Online - Each participant will receive the programme materials and resources are emailed to the participants. 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. Blended - Blended learning combines both online and face-to-face training Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. 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, 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) Blended & (1) Face-to-Face

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

3. Programme Content

- **(9964 US):** Apply health and safety to a work area
- **(114976 US):** Operate and take care of equipment in an office environment
- **(113852 US):** Apply occupational health, safety, and environmental principles
- **(13915 US):** Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects
- **(13934 US):** Plan and prepare meeting communications

4. Topics

- Module 1: Workplace Health and Safety Practices
- Module 2: Office Equipment Operation and Maintenance
- Module 3: Health, Safety, and Environmental Principles
- Module 4: HIV/AIDS Awareness in the Workplace
- Module 5: Planning and Preparing Professional Meetings

5. 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.

6. 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