

Workplace Productivity with Hand Tools & Self-Management

1. Overview

This programme focuses on practical hand tool operation alongside key productivity drivers like marketing awareness, production systems, self-leadership, and numeracy. It's designed to empower general workers or junior staff to perform confidently and independently.

2. Programme Outcome:

- Use and maintain hand tools with awareness of safety and efficiency
- Understand how basic marketing supports business growth
- Apply simple production planning and operational understanding
- Improve self-awareness and workplace resilience
- Apply numeracy and data literacy in practical work settings

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0024
SAQA US:	116167, 116164, 116115, 14063, 7451, 12444
NQF Level:	3
Credits:	23
Entry Requirements:	ABET Level 3 or Grade 7 equivalent
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

- **(116167 US):** Select, use and care for hand tools and basic equipment and infrastructure
- **(116164 US):** Demonstrate an understanding of the importance of marketing
- **(116115 US):** Define and understand production systems and production management
- **(14063 US):** Apply Self-Management through the Concepts of Positive Self-esteem and Resiliency
- **(7451 US):** Collect, analyse, use and communicate numerical data

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

- **(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: Safe Use and Care of Hand Tools
- Module 2: Marketing Essentials in the Workplace
- Module 3: Understanding Production Systems
- Module 4: Self-Management & Resilience
- Module 5: Workplace Numeracy & Data Skills

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