

Workplace Literacy: Reading and Writing Skills

1. Overview

This programme is designed for professionals who need to read, interpret, and write effectively in a variety of workplace contexts. It focuses on enhancing business communication skills, both in comprehension and written expression. Participants will learn to produce clear, professional documents, critically interpret written material, and communicate ideas effectively in a professional environment.

2. Programme Outcome:

- Interpret and respond to various workplace texts
- Write, edit, and format professional documents for different audiences
- Apply appropriate language structures and conventions in written communication
- Analyse written material to extract meaning and assess effectiveness
- Communicate business ideas in writing with clarity and impact

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0945

SAQA US:

119457, 119469, 119465, 119459

NQF Level:

4

Credits:

20

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

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

- **(119457 US):** Interpret and use information from texts
- **(119469 US):** Read/view, analyse and respond to a variety of texts
- **(119465 US):** Write/present/sign texts for a range of communicative contexts
- **(119459 US):** Write/present/sign for a wide range of contexts

4. Topics

- Module 1: Essentials of Workplace Reading
- Module 2: Advanced Text Analysis
- Module 3: Functional Writing in the Workplace
- Module 4: Professional Writing Skills

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