

Workplace Health & Risk Awareness

1. Overview

This programme equips participants with the knowledge and practical skills required to promote workplace wellness, create a culture of risk awareness, and effectively integrate new employees into the workplace. Participants will gain an understanding of the impact of HIV/AIDS in the workplace, develop advocacy and communication strategies for disaster risk management and risk avoidance, and apply effective induction practices that support employee performance, career development, and organisational success.

2. Programme Outcome:

- Explain the impact of HIV/AIDS on individuals, workplaces, and organisations
- Promote awareness of HIV/AIDS and contribute to a supportive and non-discriminatory workplace
- Identify workplace risks and develop advocacy activities that promote a culture of risk avoidance
- Plan and implement disaster risk awareness initiatives for different target audiences
- Develop communication plans to support risk awareness and stakeholder engagement
- Prepare for and conduct effective employee induction programmes
- Introduce new employees to workplace policies, procedures, and organisational culture
- Explain performance monitoring processes and career development opportunities
- Contribute to a safe, healthy, and productive workplace environment

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0295

SAQA US:

13915, 251965, 242812

NQF Level:

4

Credits:

14

Entry Requirements:

Basic Communication, Literacy & Numeracy skills

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. 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 access to an online portal for online content, resources, and self-paced activities. 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.

**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) Blended & (1) Face-to-Face

3. Programme Content

- **(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
- **(251965 US):** Create awareness and promote a culture of risk avoidance through advocacy activities
- **(242812 US):** Induct a member into a team

4. Topics

Module 1: Workplace Health and Wellness

- Introduction to workplace wellness
- The importance of employee wellbeing
- Creating a healthy work environment
- Organisational responsibility for employee wellness
- Workplace support systems

Module 2: HIV/AIDS Awareness in the Workplace

- Understanding HIV/AIDS and the immune system
- HIV transmission and prevention
- Safe workplace practices
- Addressing myths and misconceptions
- Reducing stigma and discrimination
- Supporting employees living with HIV/AIDS

Module 3: The Impact of HIV/AIDS on Organisations

- Social and economic implications
- Organisational productivity
- Workplace policies and legal considerations
- Employee assistance programmes
- Building a caring and inclusive workplace culture

We trust that the above is in order and look forward to hearing from you for Implementation

Module 4: Disaster Risk Awareness and Risk Avoidance

- Introduction to disaster risk management
- Identifying workplace risks
- Principles of risk avoidance
- Building organisational resilience
- Creating a culture of safety

Module 5: Advocacy and Awareness Campaigns

- Planning awareness initiatives
- Identifying training needs
- Advocacy strategies
- Communication techniques for different audiences
- Stakeholder engagement
- Developing communication plans

Module 6: Risk Communication and Stakeholder Management

- Identifying stakeholders
- Roles and responsibilities in disaster risk management
- Communicating risk information effectively
- Community and workplace awareness programmes
- Evaluating awareness initiatives

Module 7: Team Induction and Onboarding

- Preparing for employee induction
- Welcoming new team members
- Introducing organisational culture
- Explaining workplace policies and procedures
- Roles and responsibilities within the team

Module 8: Performance and Career Development

- Explaining performance expectations
- Performance monitoring processes
- Coaching and supporting new employees
- Career development opportunities
- Building employee engagement and retention

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Module 9: Integrating Wellness, Risk Awareness and Team Development

- Promoting a positive workplace culture
- Linking wellness, safety, and performance
- Supporting organisational goals
- Continuous improvement practices
- Action planning for workplace implementation

5. Target Market

This programme is suitable for:

- Supervisors and Team Leaders
- Junior Managers
- Human Resource Practitioners
- Employee Wellness Coordinators
- Health and Safety Representatives
- Disaster Risk Management Practitioners
- Occupational Health and Safety Officers
- Training and Development Practitioners
- Workplace Mentors and Coaches
- Administrative Officers
- Public Sector and Local Government Officials
- Individuals responsible for employee induction, workplace wellness, or risk awareness initiatives

6. 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.

7. 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.

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