



**QUALIFICATIONS  
&  
SKILLS PROGRAMMES**

# Qualifications

Qualification Name	SAQA ID	NQF Level	Credits
National Certificate in Management	23554	3	120
FETC: Generic Management: General Management	74630	4	164
FETC: Generic Management: Administration	58344	4	16
National Certificate: Customer Management	60279	5	175
FETC: Labour Recruitment Services	58063	4	152
National Certificate: Labour Relations Practice	93993	5	121
National Certificate: Generic Management: General Management	60269	5	175
FETC: Public Relations Practice	71729	4	141
National Diploma: Customer Management	20908	5	240
National Certificate: Business Administration Services	23655	3	128
National Certificate: Business Administration Services	23833	2	120
FETC: Business Administration Services	61595	4	140
National Certificate: Contact Centre and Business Process Outsourcing Support	80566	3	120
National Certificate: Local Economic Development	36436	4	163
FETC: Project Management	50080	4	136
National Diploma: Public Finance Management and Administration	49554	5	240
National Certificate: Municipal Finance Management	48965	6	166
National Certificate: Local Government Councillor Practices	58578	3	122
National Certificate: Public Administration	50060	5	141

National Certificate: Professional Driving	50285	3	146
FETC: Public Administration	57824	4	146
National Certificate: Freight Forwarding and Customs Compliance	59365	3	130
National Certificate: Supply Chain Management	74149	5	150
Further Education and Training Certificate: Marketing	67464	4	136
National Diploma: Occupational Directed Education, Training and Development Practices	50333	5	240
FETC: Youth Development: Education, Training and Development	57428	4	146
FETC: Early Childhood Development	58761	4	140
FETC: Contact Centre Operations	93996	4	132
FETC: New Venture Creation (SMME)	66249	4	149
National Certificate: New Venture Creation (SMME)	49648	2	120
National Certificate: Wholesale and Retail Operations	63409	3	129
Further Education and Training Certificate: Short Term Insurance	66610	4	150
National Certificate: Financial Services	48640	3	120
FETC: Project Management	50080	4	146

# SKILLS PROGRAMMES

Course Name	Standard unit ID	NQF Level	Duration (days)
Education and Training Development Practices			
Assessor Training	115753	5	3
Designing Outcome Assessment	115755	6	3
Designing Outcome-Based Learning Programmes	123401	6	3
Train the Trainert	117871	5	3
Moderator Training	115759	6	3
Monitoring and Evaluation Programmes	123397	5	3
Skills Development Facilitator	57428, 15232 117585, 123396	5	5

Course Name	Standard unit ID	NQF Level	Duration (days)
Project Management			
Intermediate Project Managements	110481	3	4
Project Management Fundamentals	120385	4	3
Develop, Implement a Project Plan	252022	5	4
Coaching and Mentoring	252035	5	3

Course Name	Standard unit ID	NQF Level	Duration (days)
Financial Management			
Budgeting Skills	242810	4	3
Financial Reporting and Analysis	15236	5	4
Personal Financial Skills	7456 7468	3,4	2

Course Name	Standard unit ID	NQF Level	Duration (days)
Public Sector Related Courses			
Supply Chain Management	116353 119345	6	3
Ward Committee Governance	242892	2	2
Performance Management in Public Sector	116361	6	3
Strategic Management in Public Sector	116358	6	5
Local Economic Development	110479 110501	4	3
Budgeting in Local Government	110493	6	3
Integrated Development Planning	110437	4	3
Financial Reporting and Analysis	116363	6	3
Public Sector Bud Committee System	337061	5	3
Disaster Management	119338	5	3
Councillor Training	244183	3	3
Ethics in the Public Sector	116343 242858 119342	6,3	3
Risk Management in Public Sector	1116339 119349	6	3
Monitoring and Evaluation Organisation Performance	337059 337063	5,6	3
Emotional Intelligence	252031	5	2
Stress Management	Unaccredited		1
Personal Finance Management	7456 7468	3,4	2
HIV/AIDS in the Workplace	13915	3	1

HIV/ AIDS Peer Educator at the Workplace	8555	4	1
Supply Chain Management	116353 119345	6	3
Ward Committee Governance	242892	2	2
Performance Management in Public Sector	116361	6	3
Strategic Management in Public Sector	116358	6	5
Local Economic Development	110479 110501	4	3
Budgeting in Local Government	110493	6	3
Integrated Development Planning	110437	4	3
Financial Reporting and Analysis	116363	6	3
Public Sector Bud Committee System	337061	5	3
Disaster Management	119338	5	3
Councillor Training	244183	3	3
Ethics in the Public Sector	116343 242858 119342	6,3	3
Risk Management in Public Sector	1116339 119349	6	3
Count stock for a stock-take	114891	2	2
Demonstrate basic knowledge and understanding of emergency preparedness and response	116533	2	2
Control workplace hazardous substances	115093	3	3
Conduct workplace Occupational Health and Safety (OHS) Inspections	259619	2	3
Move and Store hazardous load	260837	3	2
Operating lift trucks	242974	3	2

Course Name Corporate Life Skills	Standard unit ID	NQF Level	Duration (days)
Emotional Intelligence	252031	5	2
Stress Management	Unaccredited		1
Personal Finance Management	7456 7468	3,4	2
HIV/ AIDS in the Workplace	13915	3	1
HIV/ AIDS Peer Educator at the Workplace	8555	4	1
Course Name Computer Skills	Standard unit ID	NQF Level	Credits
Microsoft Word	23554	2/3	3
PowerPoint Presentation	74630	2/3	2/3
Microsoft Excel	58344	2/3	3
Internet	60279	2/3	1/2
Microsoft Outlook	58063	2/3	2/3
Course Name Occupational Health and Safety Training	SAQA ID	NQF Level	Credits
Maintaining occupational health, safety and general housekeeping	8016	3	2
Inspect and lubricate an automotive system	119750 12484	2	2
Operate a truck mounted loader crane	116253	2	3
Apply occupational health, safety and environmental principles	113852	3	2
Carry out first aid treatment in the workplace	116534	3	3
Convey abnormal freight	10977	3	2
Operating cranes	48961	3	2

# Management & Leadership Skills

Course Name	Standard unit ID	NQF Level	Duration (days)
Coaching and Monitoring	252035	5	3
Integrated Leadership Development	242819 242821 242822 11473	4	3/4
Time Management	242811	4	3
Finance for Non-Financial Managers	242810 252040	4	3
Building Teams to Achieve Objectives	252037	5	3
Motivation Skills	242819	4	2
Diversity Management	252043	5	2
Customer Services Management	242829 10052 10054	4, 5	3
Change Management	252021 115407	5	2/3
Supervisory and Team Leader	242821	4	2/3
Problem Solving and Decision Making	242902 242817	4	2/3
Risk Management	252025	5	2
Talent Management	252029	5	2
Apply Code of Conduct	242815	4	2
Performance Management	11473 252034	4, 5	2/3
Conducting Effective Meetings	242816	4	2
Conflict Management	114226	5	2



Records Keeping	242820	3	1
Apply Management Roles and Functions	14667	4	2
Disaster Management	119338	5	2
Recruitment and Selection	12140	5	3